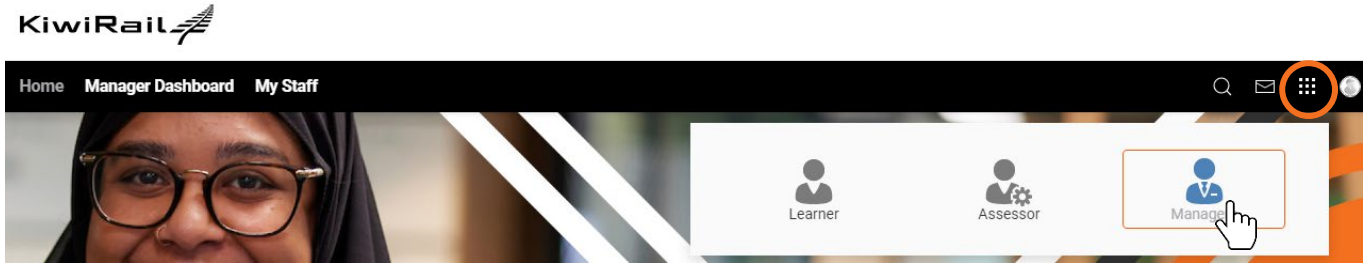
Manager | Navigating the KLE Learning Portal

KLE
USER GUIDE

You can switch between Learner and Manager views via the **Categories switch** in the top-right. This will change the top menu items according to the profile.



Manager Dashboard:

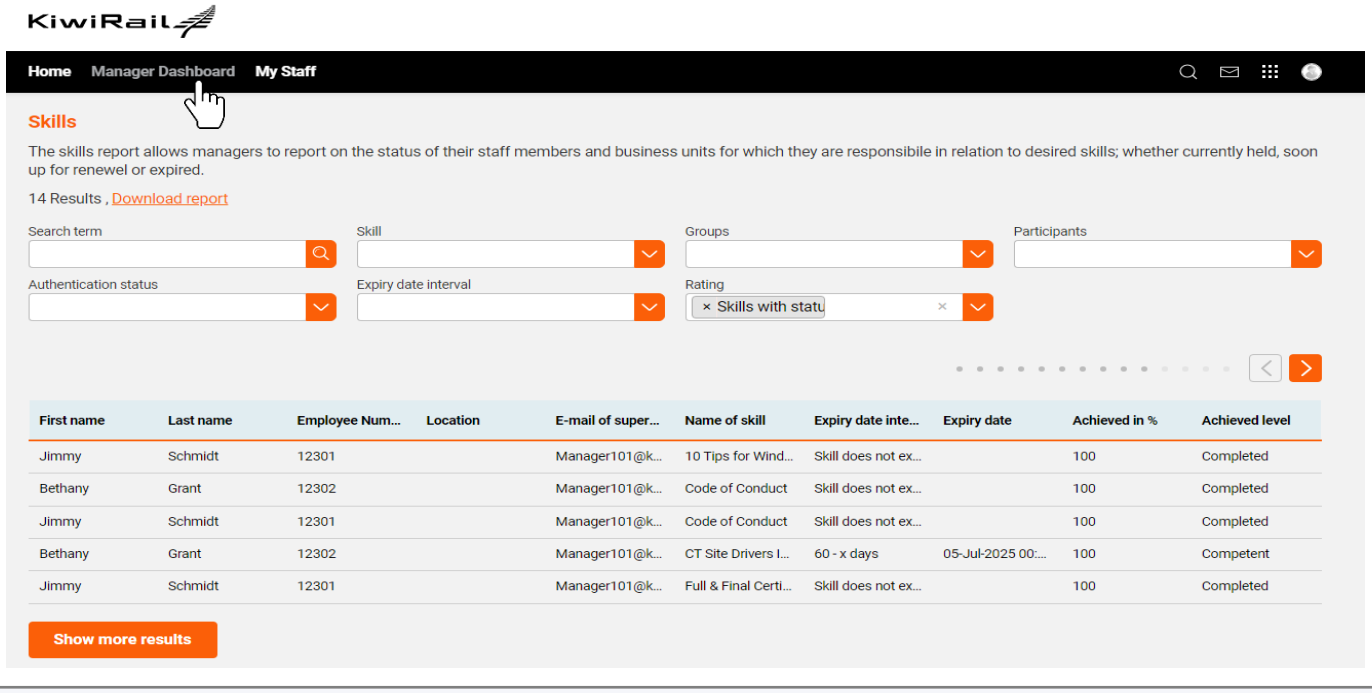
The Manager dashboard is an easy view over staff members who report directly to you through reporting tools available within the LMS. Filters can be used to better define your results. Each report can be downloaded into Excel for further analysis.

Skills: displays current status of competencies held by your employees.

Employee Competencies: Details what job profiles have been assigned to which individual, and the achieved % level gained.

My Staff's Course progress: Lists the courses with which your staff are currently enrolled onto or are in progress.

Test results: Displays who in your team has failed a test and which test / course this relates to.

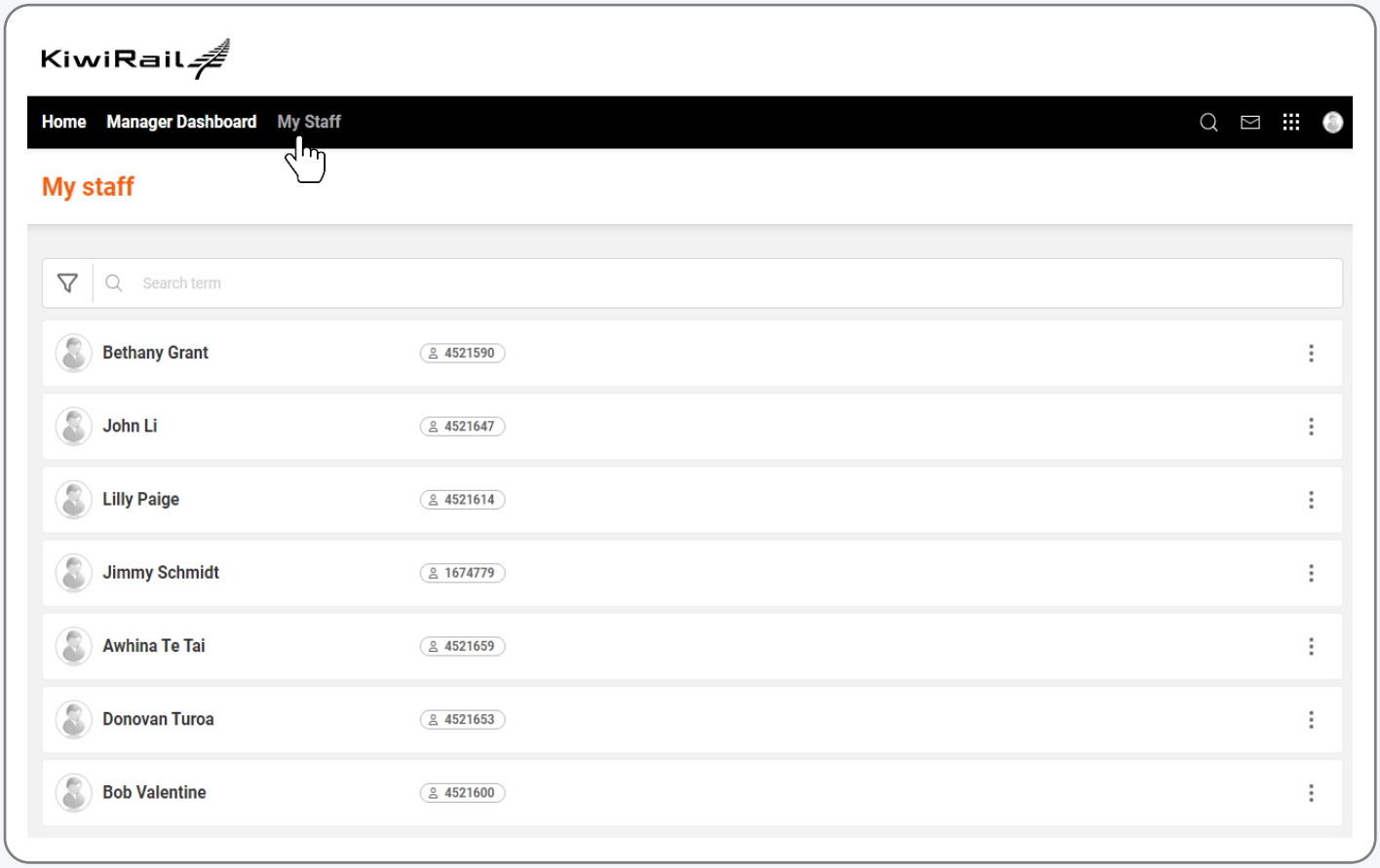


My Staff:

My staff is a more in-depth viewing of your staff's profiles and competencies

Refer to the document:

- HOW TO - Manager - Accessing Job Profiles and Competencies



Course Catalogue:

Course catalogue includes both the KLE Training Catalogue and the KiwiRail Video Library.

You can select a category to narrow down what you're looking for. You can also search for a particular course or use the Quick filters on the left.

As a manager, you are able to enrol or request enrolment for your staff on to some courses of interest.

The KiwiRail Video Catalogue includes a number of quick video resources available across many operational and task-based topics.

Refer to the documents:

- How To – Enrol in a Classroom Based Course
- How To – Enrol in an Online Course

