

## Learning Management System

## Instructions for Home Page

Learning Management System (LMS) is learning module of system myFOX. Its goal is to make learning process more comfortable for employees and make supervisors training responsibilities easier. LMS module is just now used for Foxconn e-learning courses management. This instruction is important for orientation on learning Home Page of LMS. Your subordinates have similar view on Home Page as you, but you as direct supervisor you can find here lots of supervisor tools. You will be introduced to this tools thanks to instructions below.

To get to training section in myFOX, it is possible to use two ways:

- 1. Through **"Learning"** button
- 2. Through pick list that you can find in the upper left corner of your screen (using **"Learning"** line)





After click on "Learning", you will get to training section below.



**1 My Learning Assignments** – is used to know, which courses are available for completion.

**2** My Curricula – is used to get information about course validation and course repetition date.

**3 History** – is important to get overview of learning history with possibility to print course certificates. These days, it is neccessary to print certificates of legal courses (e.g. driving license, EHS and Fire Prevention, Fork-lift truck training, work at heights training, first aid training, ...).

**4 My Team** – This button/link is used to get access to your team trainings management (you will find more details in instruction **"Team Details"**).

**5 Find Learning** – is used to available trainings search. After click on **"Browse all courses"** you will get to catalog of available courses (from which you can choose trainings for you and your subordinates).

**6 Recommendations** – it is a button, where you can see e.g. recommended courses from your colleagues.



**7 Featured** – button that is not actually used.

**8 Links** – Here you can find important links.

If you or your subordinate can see "you have unmet prerequisite" near your course in **"My Assigned learning"**, it means: prerequisite for any legal courses absolvation via e-learning form, first of all it is neccessary to absolve this course via instructor-led form. If you or your subordinates can see this information, please log them in proper instructor-led training (just now via Training registration – module of inFOX). After absolving proper course, learning history will be imported to myFOX and proper course will be removed from learning assignements and will be back on course repetition date (just now it will be possible to absolve this course via e-learning form).

## Nudge

If you want to nudge your subordinate to invalid course/near invalid course completion, you can use "Nudge" button.

On home page click on **"Manage My Team"** button in My Team section.





After that you can see list of your subordinates and **"Nudge"** button.

Be careful! You can alert this way only employees with business e-mail.

My Team (4)		Anna jsem Fialová	
DIRECT REPORTS (4) Anna jsem Fialová Assistant Jana Včereiší		Anna jsem Fialová Assistant Central/Administration With holidays (CZ00) (7:48 AM Europe/Prague) afialova@zkouska.cz +420 466 056 111x12345	Take Action Go to Profile
Driver           Vajíčko Žluté           Assistant	To-Do Items	<b>11</b> overdue or due soon Complete online course Presentation skills Complete online course Stres Management Complete online course Training of OHS and Fire Prevention for IL Employees View details for course O_CZ_Hadanka View details for course O_CL_Hadanka View details for course O_EN_Hadanka View details for course OI_EN_Hankas_pitchfork View details for course SurpriseCZ, rev.2 View details for course SurpriseEN, rev. 2 View details for course ZKOUSKA_3.6_OI_EN View details for course ZKOUSKA 3.6.	Nudge
Zato Nemůžu Recruitment Specialist			
			Close



After click on "Nudge", you will see dialog window with fully editable message.

In the message you can see text with list of invalid/near invalid courses of your subordinate with course name and number of invalid/near invalid course days.

My Team (4)	K Nudge Anna jsem Fialová
DIRECT REPORTS (4)	i         An email notification will be sent to the nudged user and copied users.         ×
Anna jsem Fialová Assistant	Subject: Upomínka úkolů
Jana Včerejší Driver	Message: Dobrý den Anna Fialová,
Vajíčko Žluté Assistant	- Po termínu 169 dnů: View details for course OI_EN_Hankas_pitchfork - Po termínu 169 dnů: View details for course OI_EN_Hadanka - Po termínu 169 dnů: View details for course OI_EN_Hadanka - Po termínu 169 dnů: View details for course OI_EZ_Hančiny_vidle
Zato Nemůžu Recruitment Specialist	- Po termínu 169 dnů: View details for course OI_CZ_Hadanka Copy me Send
	Close

You confirm the nudge by **"Send"** button. Then your colleague will receive e-mail notification.