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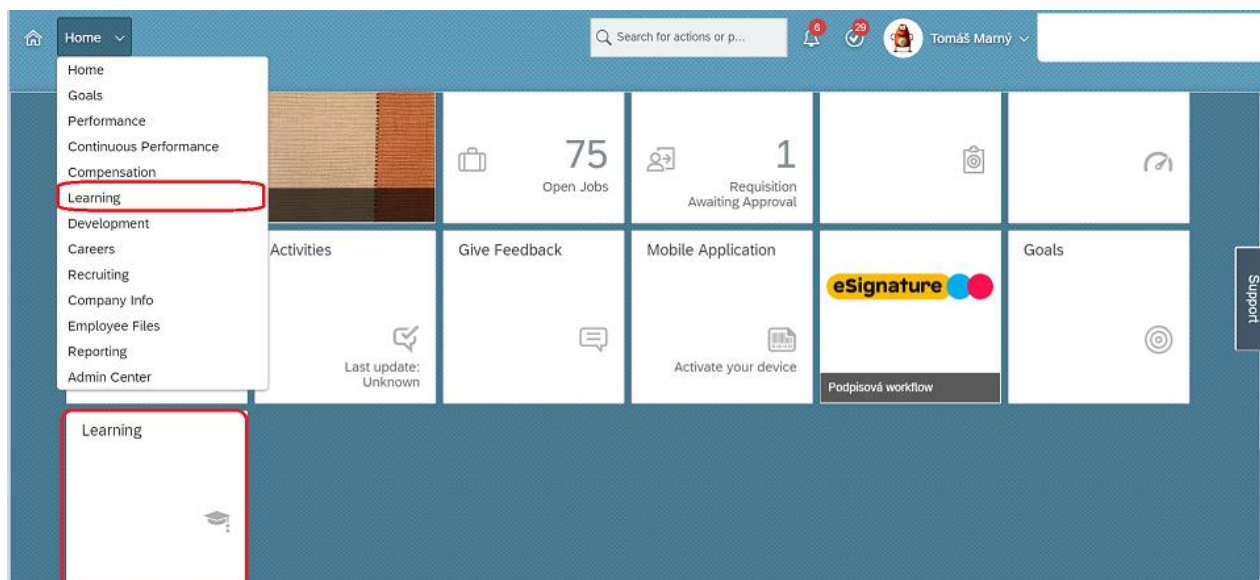
After click on „Learning", you will get to training section below.

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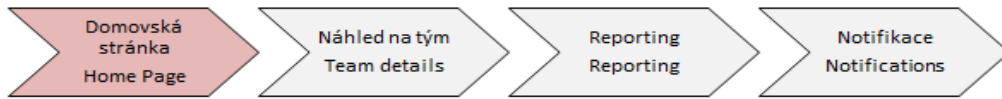
**7 Featured** – button that is not actually used.

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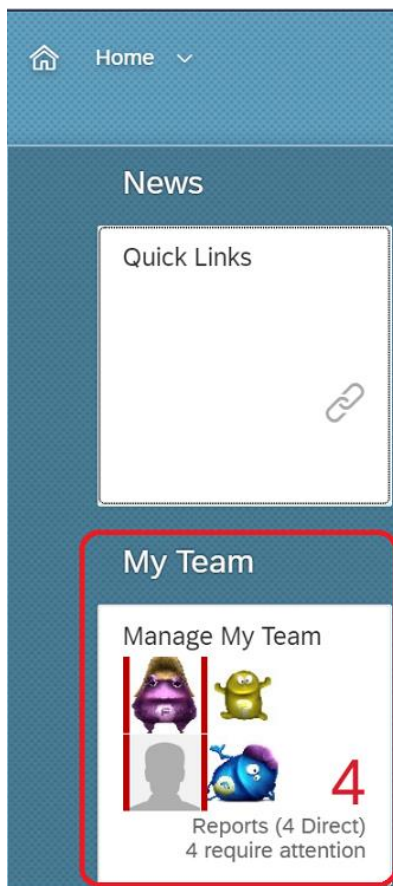
After that you can see list of your subordinates and **„Nudge"** button.

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

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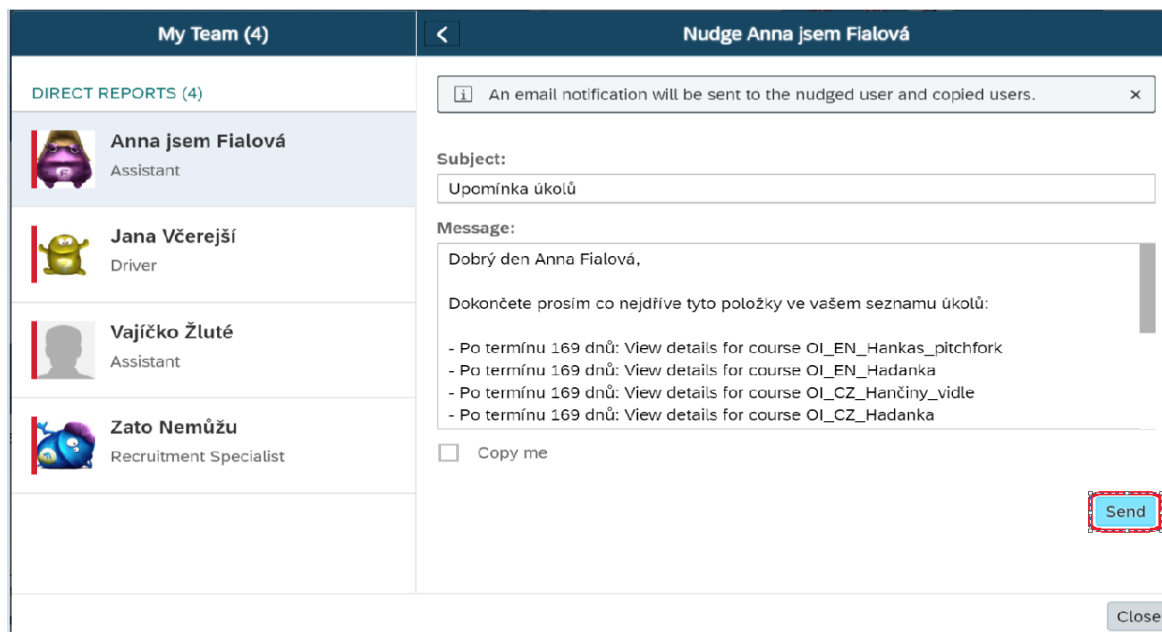
You confirm the nudge by **„Send''** button. Then your colleague will receive e-mail notification.