

*Fabric LMS  
System  
Reference Guide*

# Manager Functions in Fabric

*REFERENCE GUIDE*

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## What Does Fabric Do?

Employees work all day and go home at night. Your LMS keeps working non-stop. It's delivering your interactive training content. It's recording every successful and unsuccessful quiz attempts down to the individual answers. It's making sure learners are caught up with the latest information. Your LMS does the work of a whole team of instructors, clerks, and admins so you can focus on your job: managing your team.

## On-Boarding New Learners

Training at most companies start with a new employee gets hired. On-boarding new employees quickly and effectively is the biggest win you can achieve. New employees are a special bunch. They bring in all sorts of skills and abilities to your company, but they can also be a drag on the rest of your team at first. Your LMS is the tool for taking unfamiliar, un-knowledgeable recruits and turning them into an effective part of your organization. An LMS does this by:

- Delivering and instilling core knowledge of the company as fast as possible.
- Constructively assessing new employees and highlighting strengths and areas of improvement.
- Giving new employees a long-term plan at your company.
- Providing a platform where new employees can ask questions and share knowledge.
- Socially connecting new employees with peers and mentors.

## Keeping Learner Records

Training records are vital data in any company because they:

- Show you the strengths and weaknesses of collective knowledge in your company
- Help you plan individual growth for each of your employees effectively
- Track training requirements and show compliance

These are not optional, "nice to have" functions; they are legal requirements and necessary pieces of an effective business organization.

Your LMS delivers the tools to collect data, store data, and retrieves it in an instant. This gives you a scale-able way to achieve the above with minimal effort.

## Delivering Effective learning Experiences

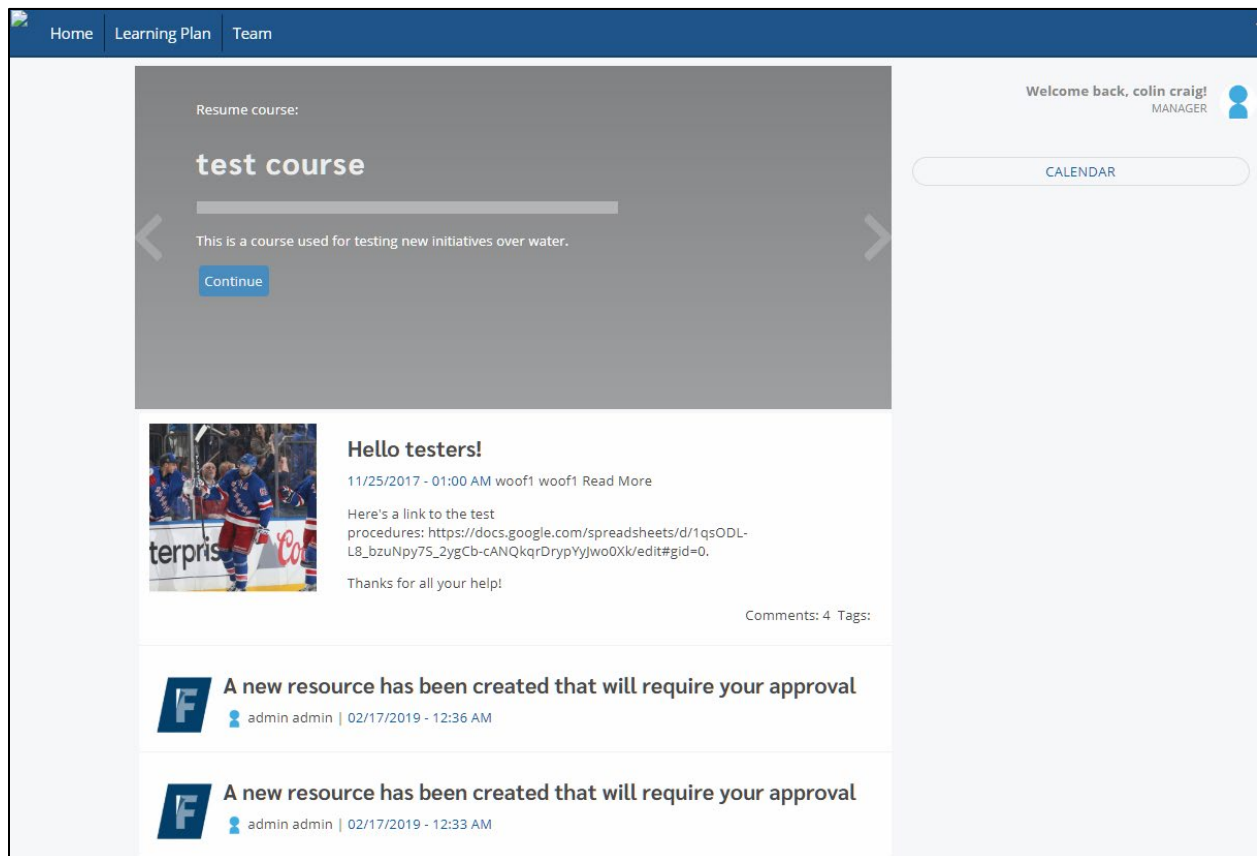
Effective training means using the right tools and mediums for the job. Online multimedia training can be just as effective as in-person training if it is used correctly. Your LMS gives you the ability to roll out your training to an unlimited number of users according to their needs and schedules.

# 1. Fabric Home Page Key Functions

## Description

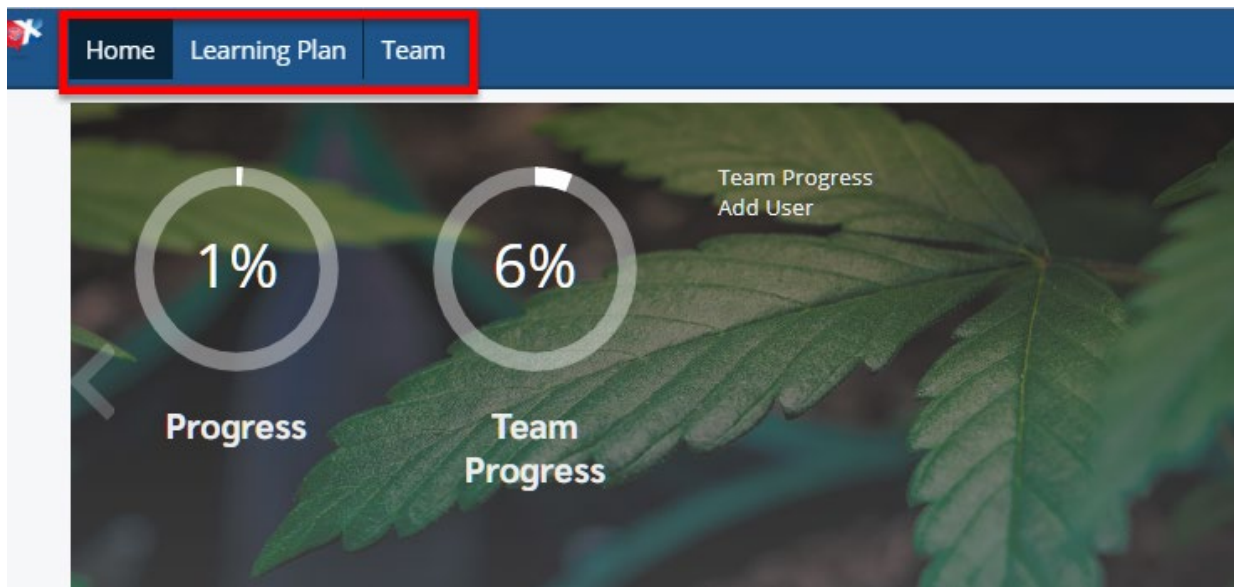
Fabric has a varied set of functions that help you manage content and communicate to users. Many of these key functions are accessed via your Fabric Home Page.

The Fabric homepage is where users can view notification announcements, access their Learning Plans, and click on quick links that take them other areas of Fabric, or other sites that Fabric is connected to.



## 1.1 Homepage Navigation Menu Items

Description
<b>Fabric users can only view what their access level determines that have access to.</b> As a manager, you will have access to view the <b>Home</b> , <b>Learning Plan</b> , and <b>Team</b> pages.

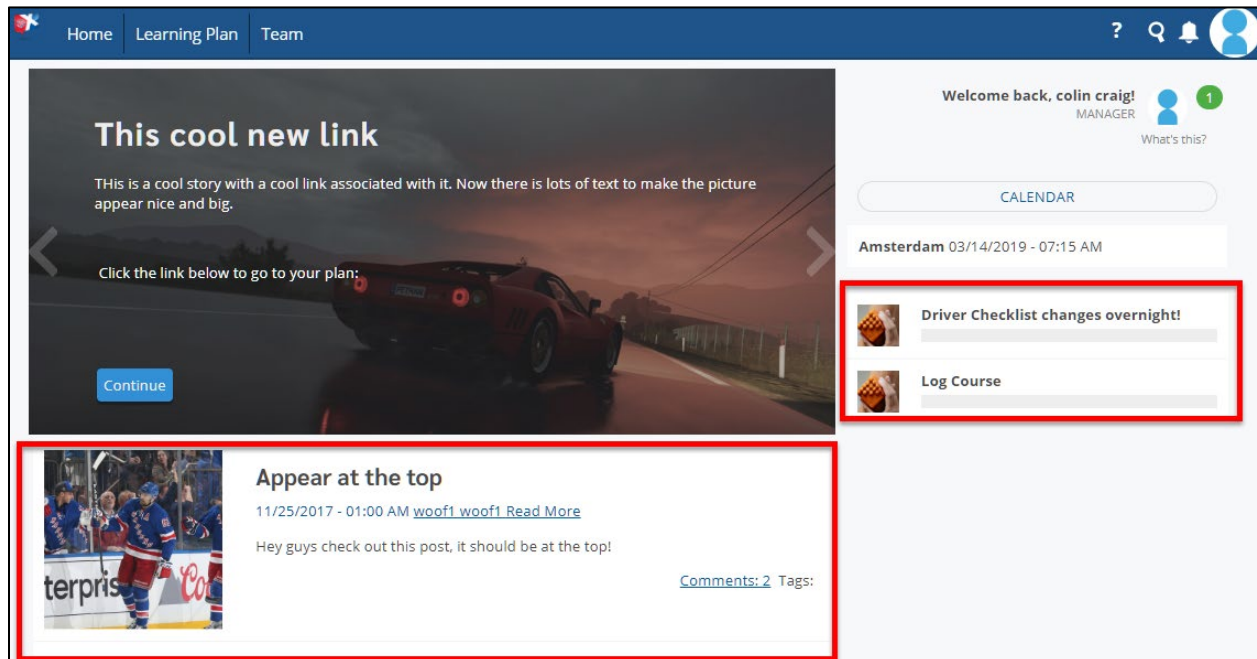


Menu Item	Behaviour
<b>Home</b>	Click on Home to return to the main home page.
<b>Learning Plan</b>	Displays for all users. Users click here to view learning that has been assigned to them, or to manually select courses from a catalogue.
<b>Team</b>	Displays for managers of teams. Team management, performance, and individual reports can be viewed here. Manager access employees work out of this area.

## 1.2 Home Page Quicklinks

### Description

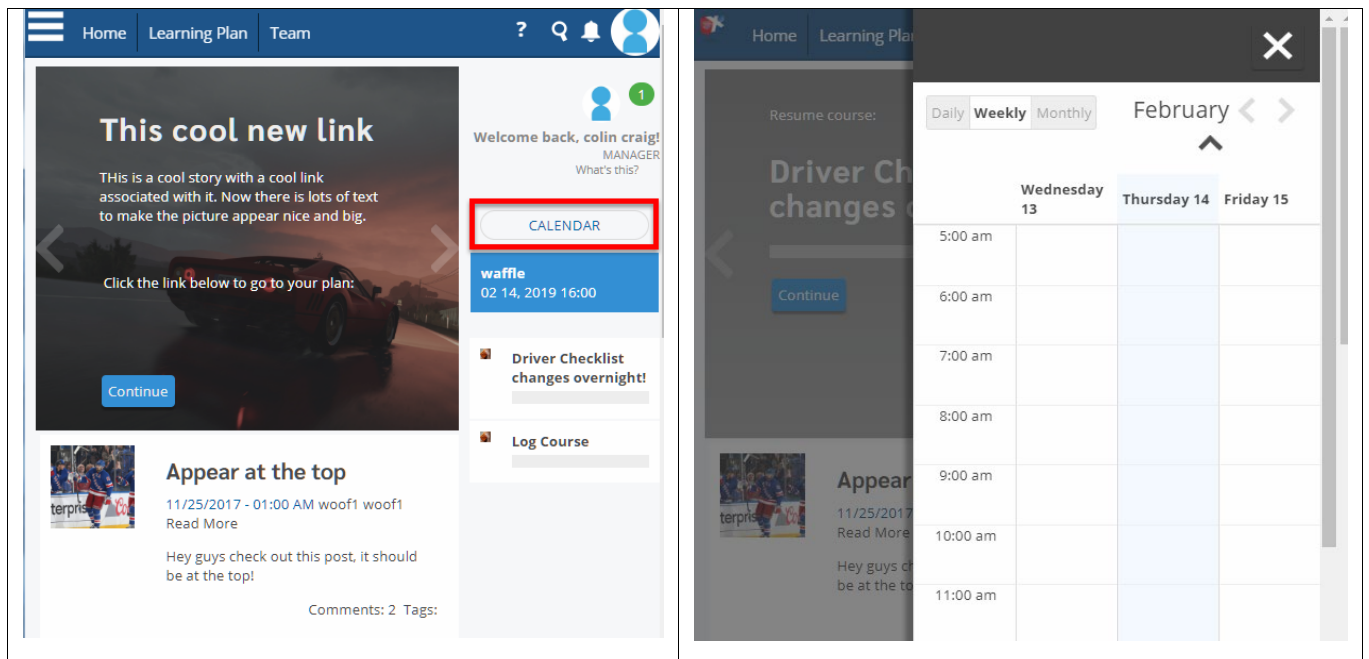
Depending on how your Fabric site is configured, you may have Quicklinks on your homepage enabled. Quicklinks are links that users can click on that take them to different parts of Fabric, or to other integrated 3<sup>rd</sup> party systems. They appear either in the main body of the home page or on the sidebar on the right. The links are preconfigured by an administrator for the site.



## 1.3 Calendar

### Description

Displays weekly or monthly view, and displays all upcoming events. These include Goals, Due Dates, and events, and expiring materials.



Calendar Item	Behaviour
Due Dates	Due dates can be assigned to users when completing coursework.
Events	Events can be created and assigned to users, and will display in their calendar (events are generic and not tied to any learning materials).
Expiration Notice	Any object that expires will be displayed on the calendar.
Classes	Any scheduled classes will display in the calendar, similar to events. However, classes are linked to courses.



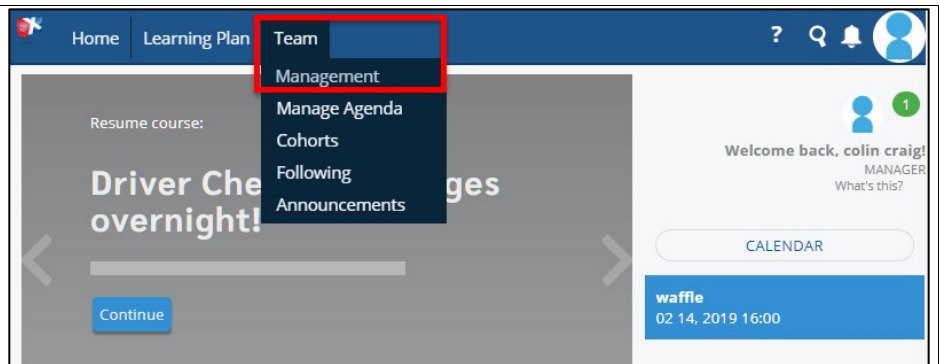
## 2. Managing Your Team

### 2.1 Viewing Team Members

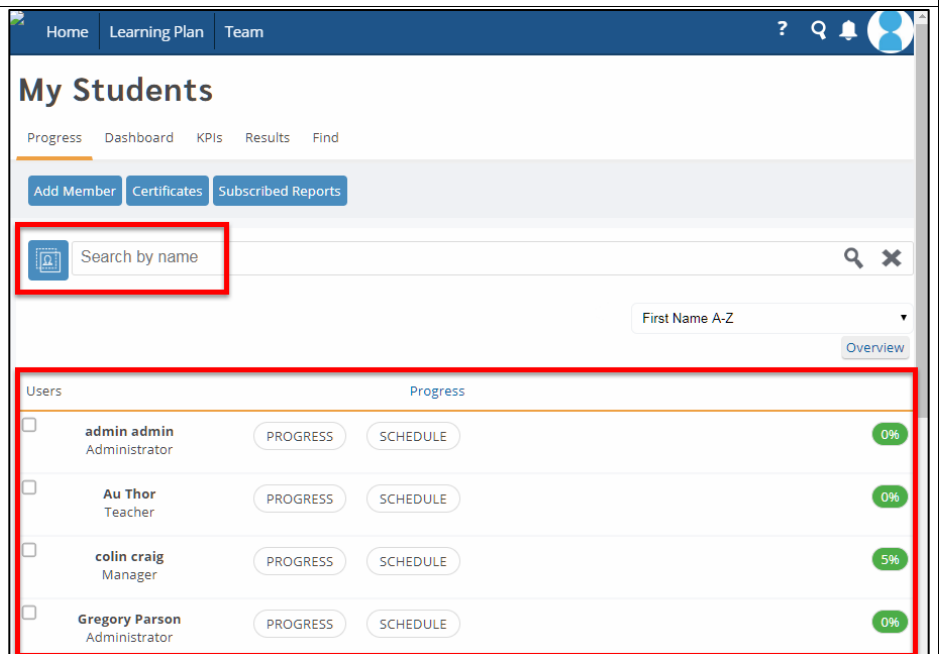
#### Description

Fabric makes managing your team's training progress as easy as possible through the My Students view. The My Students view allows you to view the learners in your team, monitor their progress, download reports, assign materials, and edit user accounts.

1. From your homepage, click on Team in the menu bar, and select Management.



2. The team members that report to you are displayed. You can search for a specific team member using the search bar, or scroll down to find them.

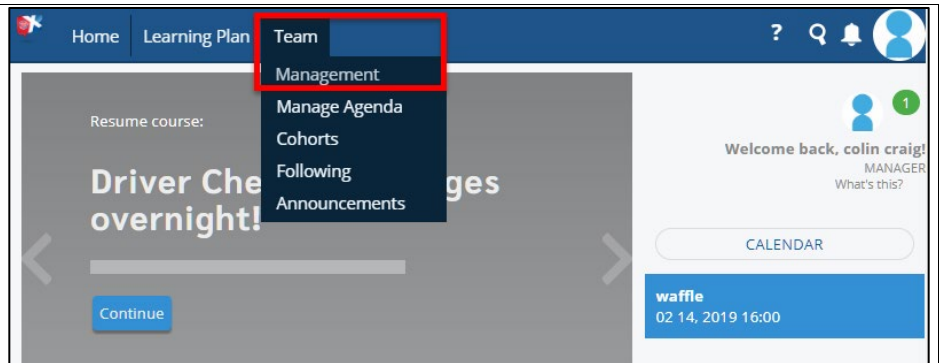


## 2.2 Adding New Team Members to Fabric (Add New User as Manager)

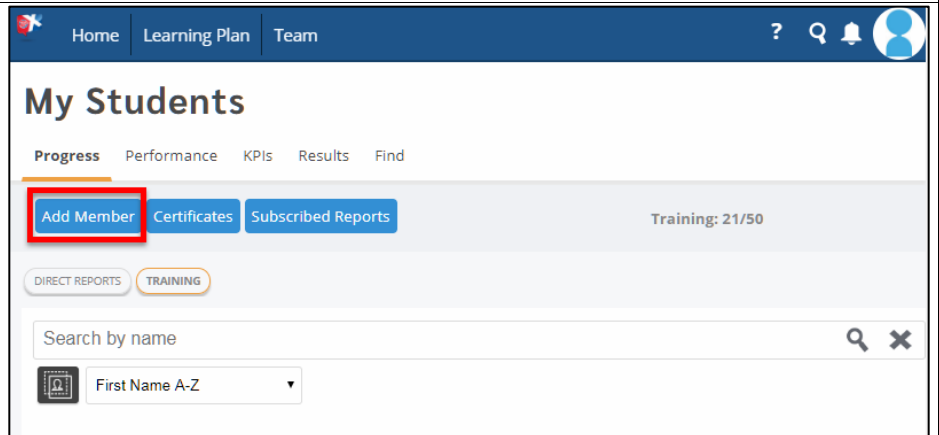
### Description

As a manager, you can add team members (new users) directly to Fabric yourself. Fabric Administrators are the only other role that can add new Fabric users. *\*This functionality may not be activated at your company depending on your site settings.*

1. From your homepage, click on Team in the menu bar, and select Management.



2. Click 'Add Member'



3. Enter a Username (recommend using email), First and Last Names, and Email address.
4. Enter a Password.
5. Click Save.

Home > My Students > Add User

## Add User

Username:

First Name:

Last Name:

Email:

Phone number:

Password:

Confirm Password:


Required Fields

Required Fields

Language:  
English (en-GB) ▼

Access:  
Registered ▼

Start Date:  
2019-02-14  
(YYYY-MM-DD)

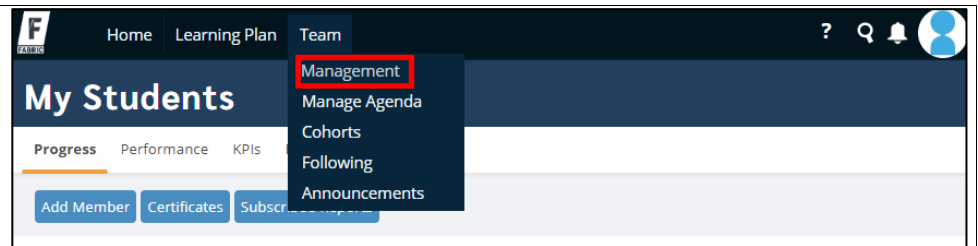


## 2.3 Finding Team Members

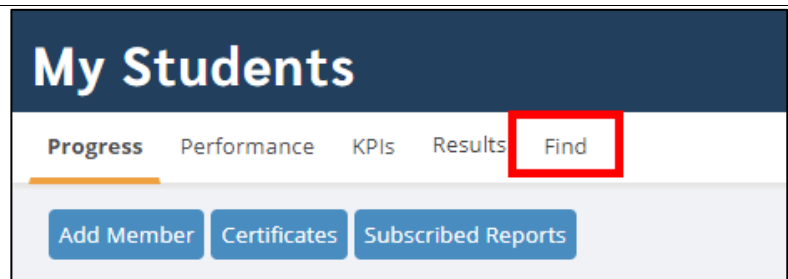
### Description

You can find any user from your company fabric site and add them to your team. This is handy for employees that are transferring from other parts of your company (e.g. from a different location).

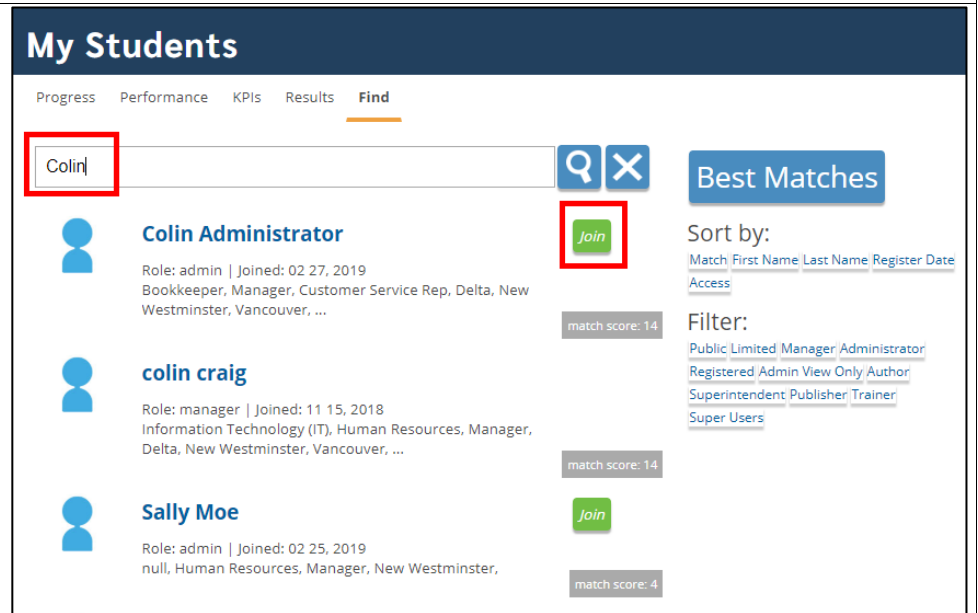
1. Click on My Team, Management.



2. Click the Find tab.



3. Enter the name of the employee you are looking for, and click the Join button to add them to your team.

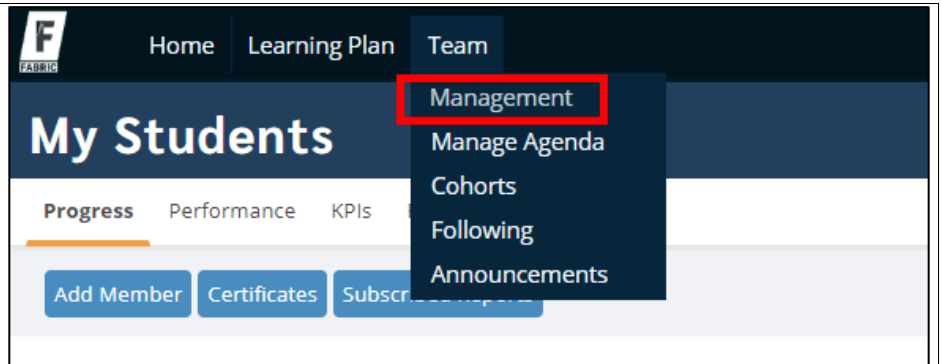


## 2.4 Removing Team Members

### Description

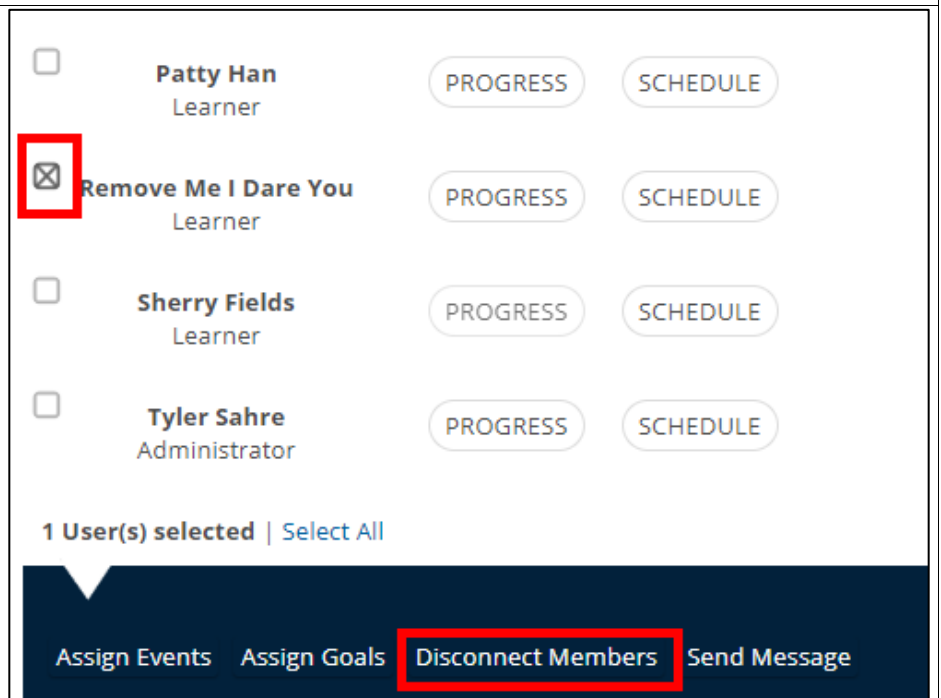
As a manager, you can remove team members directly from Fabric yourself. *\*This functionality may not be activated on your company site depending on your site settings.*

1. From your homepage, click on Team in the menu bar, and select Management.



2. Find the employee team member you want to remove from your team, click on the checkmark box beside their name, and click Disconnect Members.

This will remove the selected employees from your team.

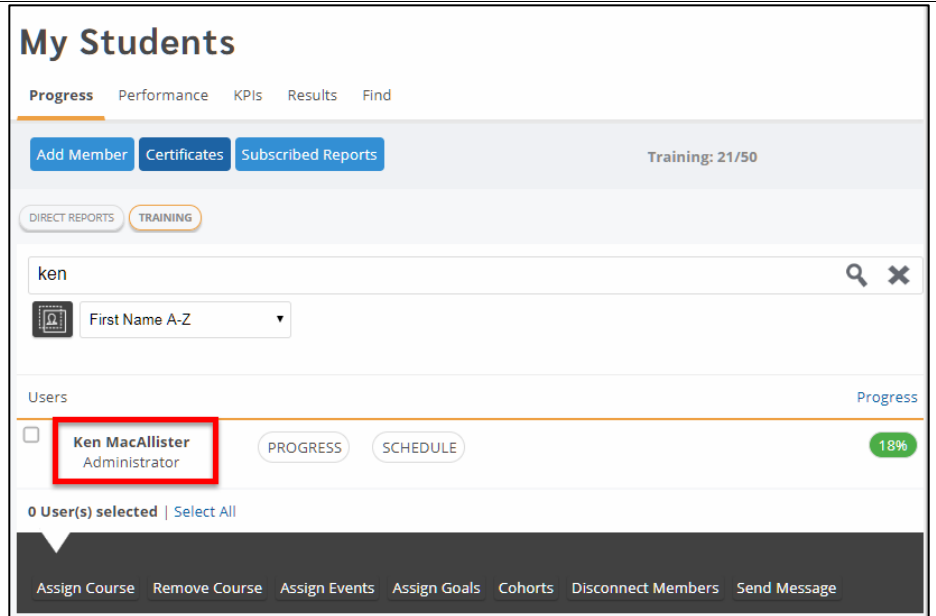


## 2.5 Resetting User Passwords

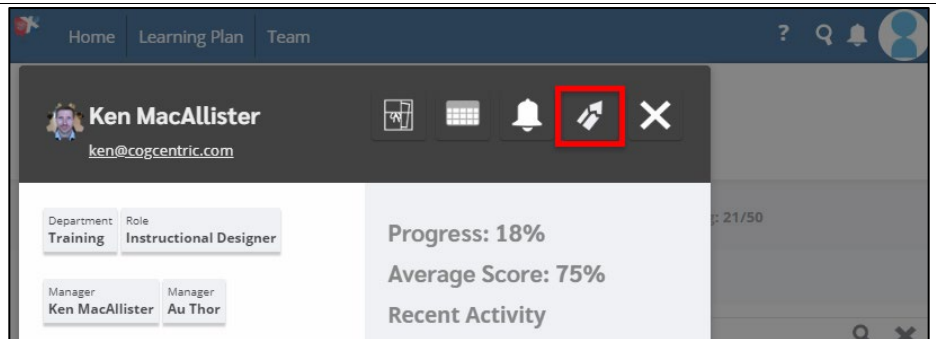
### Description

Fabric Managers and Administrators both have the ability to reset a user's password.

1. Find the employee team member whose password you want to change, and click on their name.



2. Click on the edit symbol to open their user account.

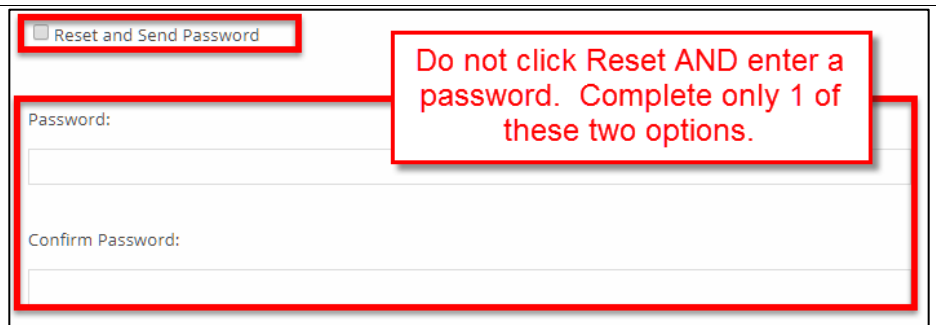


3. Click the Reset and Send Password option

**OR**

Enter a new password in the Password and Confirm Password fields.

**Do not do both.**



## 2.6 Assigning Courses to Team Members

### Description

Courses can be assigned to users via the group they are in, self-enroll, and can also be manually enrolled by their manager.

1. Select the employee you want to assign a course to by clicking the checkmark box next to their name.
2. Click the Assign Course button at the bottom of the page
3. From the course catalogue, select the course you wish to assign.
4. Click “Register” to complete the assignment process.

The screenshot displays the 'My Students' page in a learning management system. The top navigation bar includes 'Home', 'Learning Plan', and 'Team'. Below the navigation bar, there are tabs for 'Progress', 'Dashboard', 'KPIs', 'Results', and 'Find'. A search bar with the placeholder 'Search by name' is present. Below the search bar, there is a table of users. The table has columns for 'Users' and 'Progress'. The 'Users' column lists three users: 'Au Thor Teacher', 'Gregory Parson Administrator', and 'testjan2019learner3 testjan2019learner3 Learner'. The 'Progress' column shows progress percentages: 0%, 0%, and 5% respectively. At the bottom of the page, there is a dark blue bar with several buttons: 'Assign Course' (highlighted with a red box), 'Remove Course', 'Assign Events', 'Assign Goals', 'Cohorts', 'Disconnect Members', and 'Send Message'.

Users	Progress
<input type="checkbox"/> Au Thor Teacher	PROGRESS SCHEDULE 0%
<input checked="" type="checkbox"/> Gregory Parson Administrator	PROGRESS SCHEDULE 0%
<input type="checkbox"/> testjan2019learner3 testjan2019learner3 Learner	PROGRESS SCHEDULE 5%

1 User(s) selected | [Select All](#)

**Assign Course** Remove Course Assign Events Assign Goals Cohorts Disconnect Members Send Message

## 3. Viewing Team Member Certificates and Training Progress

### 3.1 Viewing Learning Progress

#### Description

You can view your team member learning progress as they complete their Learning Plan items. This is where you track individual team member learning.

1. Click on Team, and select Management. Your team of direct reports will display.

Each team member has a progress number associated with how much of their Learning Plan items they completed.

2. Click on the progress button beside a team member to view more information.

The screenshot shows the 'My Students' page with a sidebar menu. The 'Team' menu is open, and 'Management' is selected. The main content area displays a list of team members with their progress percentages. A red box highlights the 'PROGRESS' button for each team member. A red box also highlights the progress percentage for each team member.

Users	Progress
Bob Paws Manager	25%
Fred Farmer Learner	100%
Lucy Lawful Learner	75%
Luke Skydancer Learner	0%
Patty Han Learner	75%

3. Each team member account is expanded, giving you a view of each course in their learning plan, the time they visited, and the % of the course completed.

The screenshot shows the 'My Students' page with the 'Team Learning Plan' tab selected. The main content area displays a list of team members with their progress percentages. A red box highlights the 'PROGRESS' button for each team member. A red box also highlights the progress percentage for each team member. A red box with an arrow points to the 'PROGRESS' button for Bob Paws Manager, with the text 'Click on the arrow to go back to the previous screen'.

Users	Course	Last Visited	Progress
Bob Paws Manager	Shipper / Receiver Warehouse Safety	03 06, 2019	100% ✓
	WHMIS for Workers	03 04, 2019	...
	New Employee Onboarding	03 06, 2019	100% ✓
Fred Farmer Learner	New Employee Onboarding	03 06, 2019	100% ✓
Lucy Lawful Learner	New Employee Onboarding	03 04, 2019	75% ...

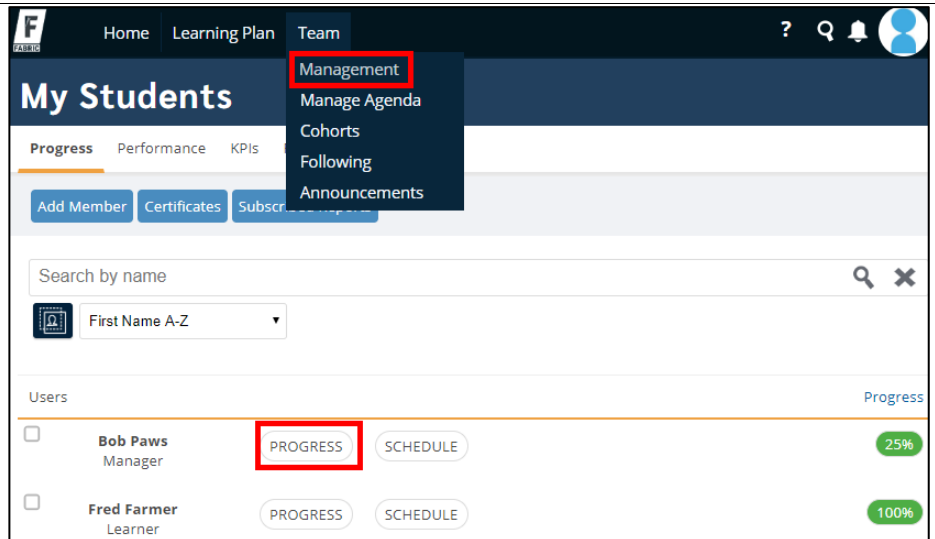


## 3.2 Viewing Certificates

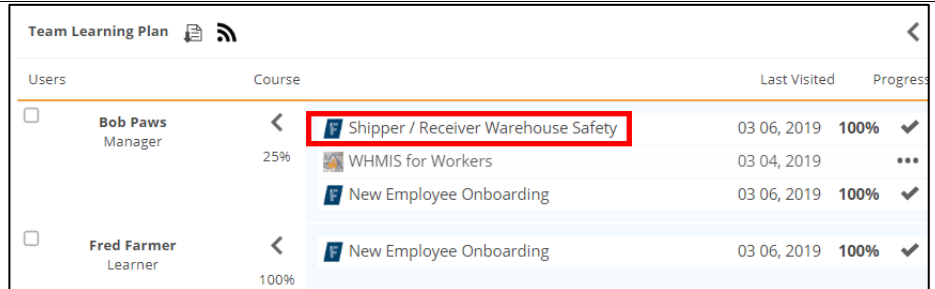
### Description

Some courses include certificates (WHMIS for example), and as a Manager you may be asked to produce certificates for an employee.

- Click on My Team, Management, and click on the Progress button.



- Click on a course to drill down to the course view level.



6. The course view displays each course learning object, when the user completed it, and will provide a link to view the certificate (if a certificate is available for that course).

7. Click on the Certificate icon to view the employee course completion certificate.

ST: the certificate icon is now a dark colour

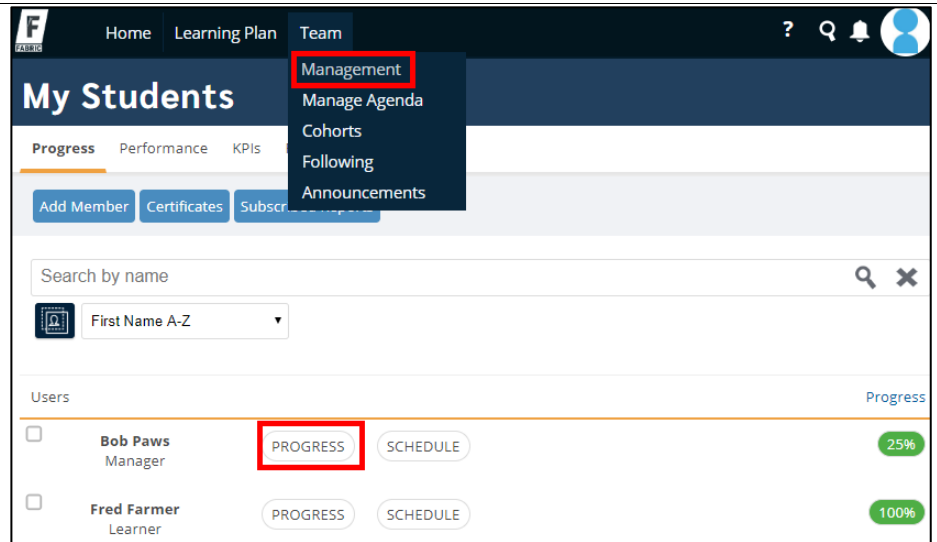
8. The course certificate is displayed. The employee name, course completed, date of completion, and unique course code are all included on the cert.

### 3.3 Download Team Progress Report

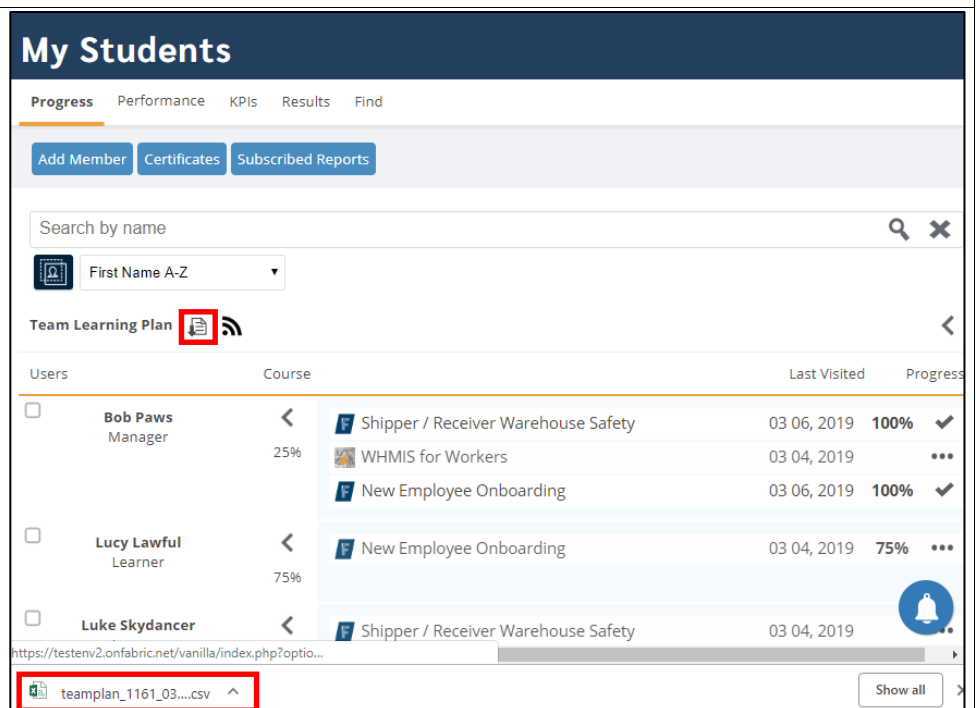
#### Description

You can download team progress reports into a CSV file.

1. Click on My Team, Management, and click on the Progress button.



2. Click on the Download icon to download the progress information into a CSV spreadsheet.



## 3.4 Viewing Form, Log, and Question Responses

In this section we review how you can view employee responses to forms & logs, and how you can look up employee responses to questions and assessments.

### Viewing Form & Log Responses

Fabric is great at collecting information from people, and you may find that your company is using it to collect form and / or log information. You may want to review responses to a form survey you sent to your team, or you may need to review logs that employees are filling in as they complete tasks.

### Looking Up Employee Question Responses

Fabric has TONS of different kinds of questions you can create, and some of them are open-ended, meaning they are not graded, and answers are meant to be reviewed by you, their supervisor. These kinds of paragraph answer questions can be very useful when creating development/performance plans, or for collecting personal performance feedback directly from employees.

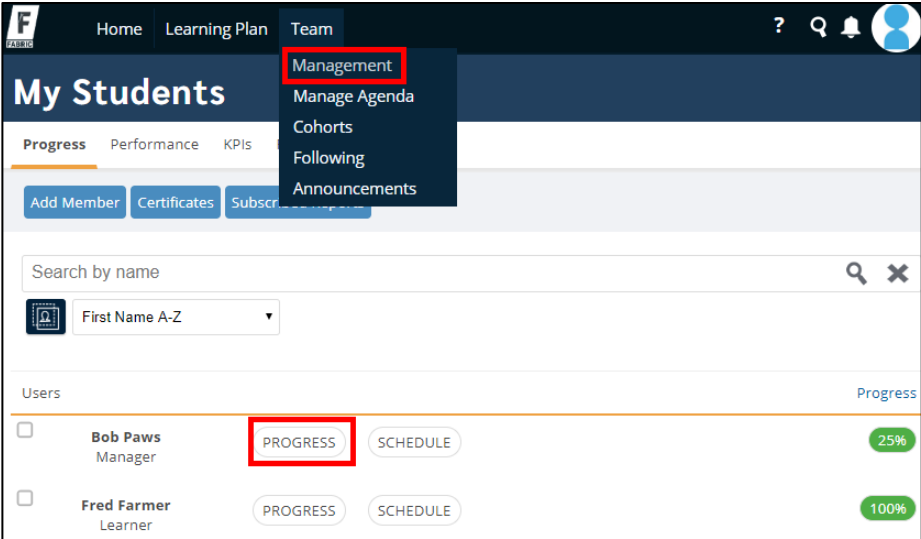
Additionally, you can view any response a team member made on any question asked in Fabric. This can be useful for situations around safety training, and for providing information to auditors asking for verifiable training record data

### Grading

Depending on how your company uses Fabric, you may be asked to grade certain questions your team members answer.

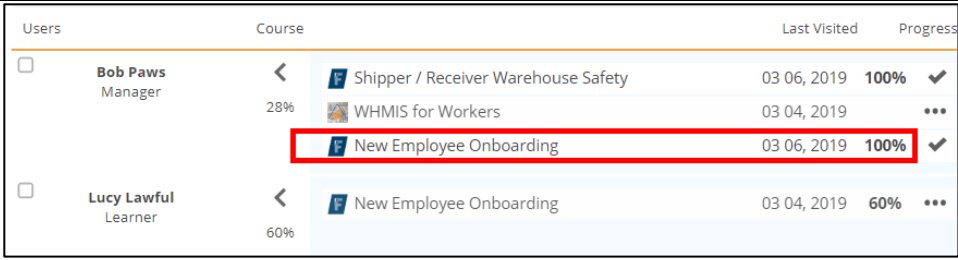

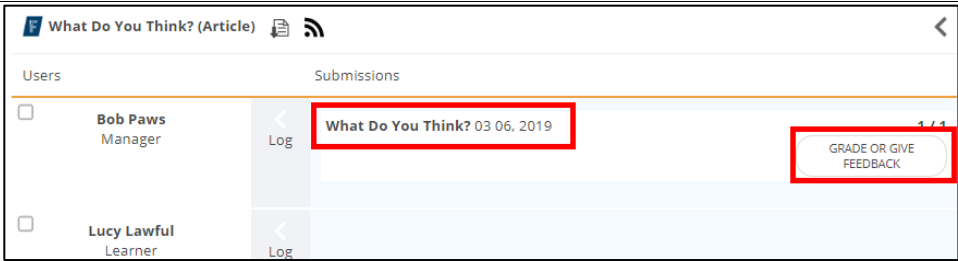
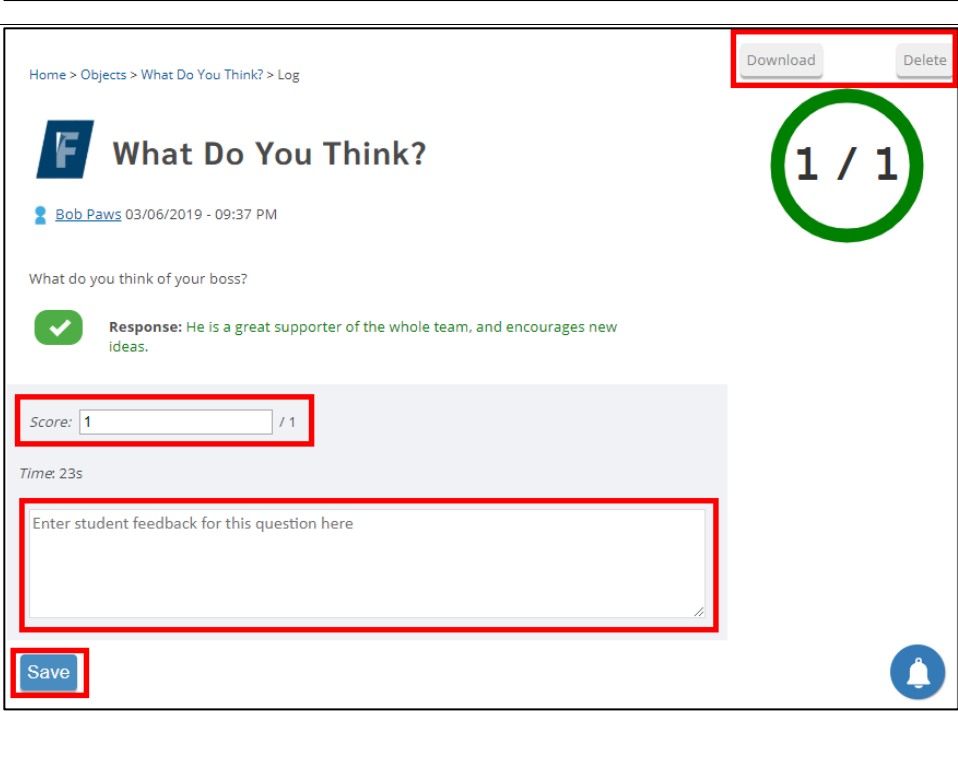
#### 3.4.1 Viewing\Grading Team Member Entries and Responses by Employee

1. Click on My Team, Management, and click on the Progress button.



The screenshot shows the Fabric Manager interface. At the top, there's a navigation bar with 'Home', 'Learning Plan', and 'Team'. The 'Team' menu is open, showing options like 'Management', 'Manage Agenda', 'Cohorts', 'Following', and 'Announcements'. Below this, there's a 'My Students' section with tabs for 'Progress', 'Performance', and 'KPIs'. Under 'Progress', there are buttons for 'Add Member', 'Certificates', and 'Subscriptions'. A search bar is present with a dropdown for 'First Name A-Z'. Below the search bar, there's a table of users. The first user is 'Bob Paws' (Manager), and the second is 'Fred Farmer' (Learner). For 'Bob Paws', the 'PROGRESS' button is highlighted with a red box. The progress status for 'Bob Paws' is 25%, and for 'Fred Farmer' it is 100%.

Users	Progress
<input type="checkbox"/> Bob Paws Manager	PROGRESS SCHEDULE 25%
<input type="checkbox"/> Fred Farmer Learner	PROGRESS SCHEDULE 100%

<p>2. Click on the course with the response you want to view.</p>	
<p>3. Click on the object that contains the response.</p>	
<p>4. Click on the Question Title, OR Grade/Feedback button to view the response, and provide or change the grade (if desired).</p>	
<p>5. The question response is displayed here. From this view you can do several things:</p> <p>Change/enter the score of the question.</p> <p>Enter your feedback to the statement provided by your team member.</p> <p>Download the response.</p> <p>Delete the response.</p> <p>6. Click Save after making your changes. The user will be notified you have made changes.</p>	

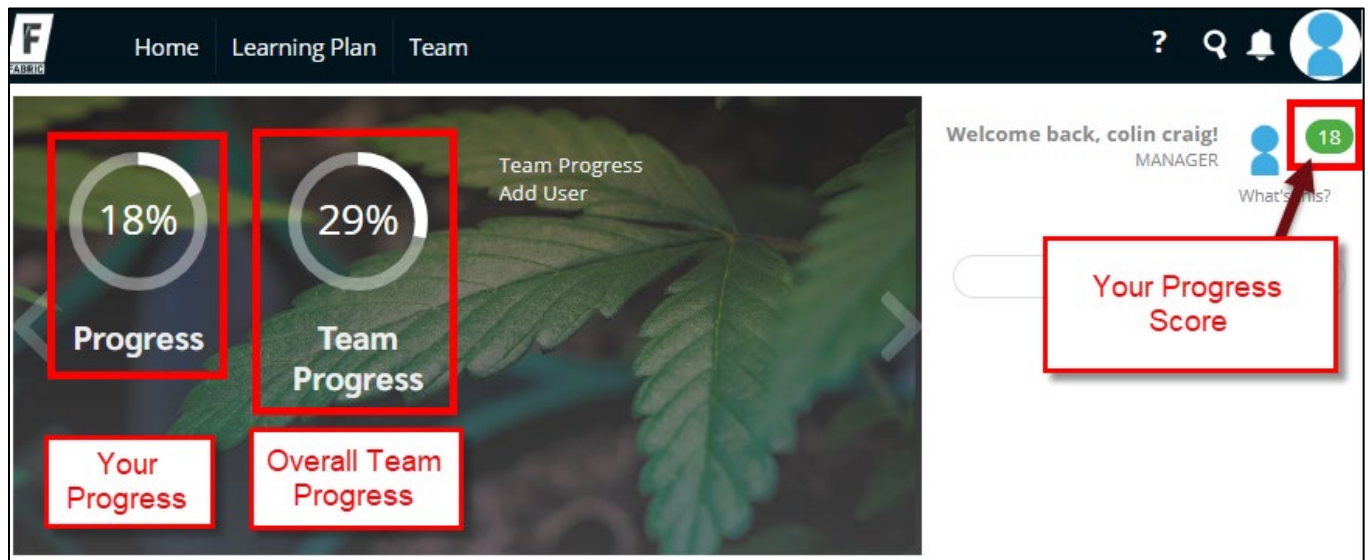
## 4. Learning Plans – Getting Everything Green

### Description

Learning Plans are guided pathways that identify and track the training you are required to complete based on your role and responsibilities. This means that employees at one location (group) may receive training that is different than employees at another location (different group).

Groups determine what your Learning Plan contains and are what allows Fabric to generate user specific content.

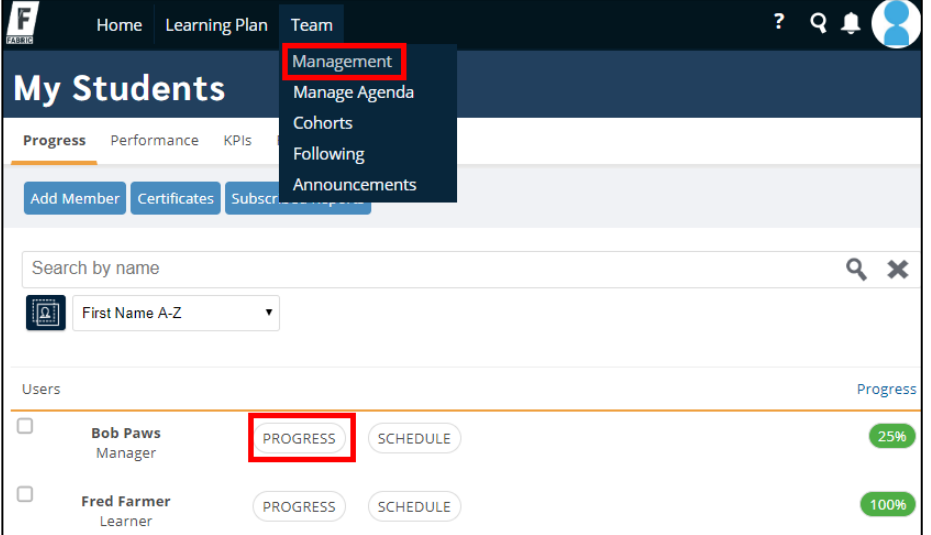
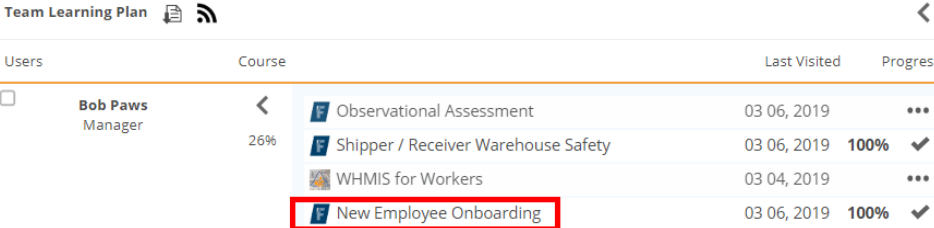
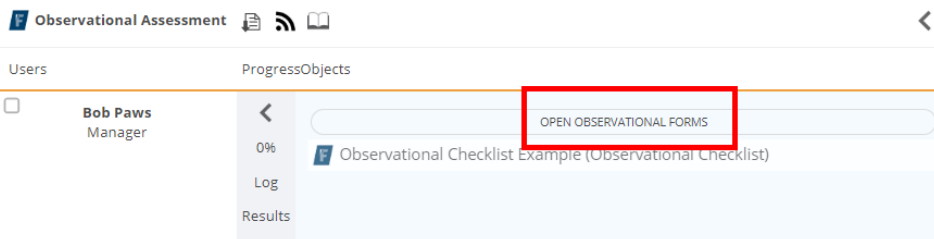
As a manager, when you sign into Fabric, you will see a dashboard view of your team and your team's overall progress completing Learning Plan items. Your goal is to help your team complete their training and move your overall team progress to 100%.




## 5. Completing Observational Assessments

### Description

An observational assessment is meant to be completed by a manager, for an employee. The employee may open the observational assessment, and indicate they are ready to be observed, or a manager can open it and complete the assessment themselves.

<ol style="list-style-type: none"> <li>From your homepage, click on Team in the menu bar, and select Management.</li> <li>Click the progress button to open the progress view.</li> </ol>	 <p>The screenshot shows the 'My Students' page. The 'Team' menu is open, with 'Management' selected. Below the menu, there are buttons for 'Add Member', 'Certificates', and 'Subscriptions'. A search bar is present. The 'Users' table lists two users: 'Bob Paws Manager' and 'Fred Farmer Learner'. The 'PROGRESS' button for Bob Paws is highlighted.</p>
<ol style="list-style-type: none"> <li>Click on the observational assessment course.</li> </ol>	 <p>The screenshot shows the 'Team Learning Plan' page. The 'Users' table lists 'Bob Paws Manager'. The 'Course' column shows 'Observational Assessment' with a progress bar at 26%. The 'New Employee Onboarding' course is highlighted.</p>
<ol style="list-style-type: none"> <li>Find the employee you want to complete the observational assessment for, click the Open Observational Forms button.</li> </ol>	 <p>The screenshot shows the 'Observational Assessment' page. The 'Users' table lists 'Bob Paws Manager'. The 'ProgressObjects' column shows 'Observational Checklist Example (Observational Checklist)'. The 'OPEN OBSERVATIONAL FORMS' button is highlighted.</p>

5. Complete all observational assessment questions.




## Observational Checklist Example

[Clone Course](#)

How well did the employee execute the task?

Poor Excellent

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8 ☐ 9 ☐ 10

< PreviousNext >