Employee personal account

- Feed
- Profile
- My rating
- My assessments
- My tests
- My courses
- My checks
- My certificates
- My competencies
- My events
- My programs
- Individual development plan
- My groups
- Reports

Feed

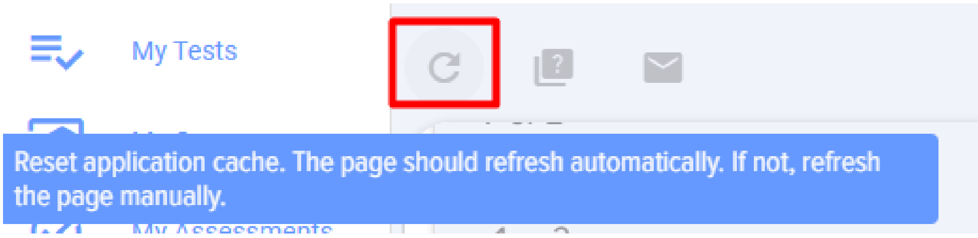
Notifications

This tab displays notifications sent to a specific user by the application. The following events appear in the notification feed:

- When creating/editing an assignment of courses, tests, 360 assessment, IDP.
- When adding/removing someone to/from the list of moderators.
- If an employee is selected as the checker for an open-ended question and someone has passed a test containing this open-ended question, the checker receives a notification that they need to check the answer.

Application update

This tab contains the element "Reset application cache" (analogous to a browser refresh):



It is recommended to use this element for all cases when it is necessary to refresh the browser window with the application. For example, when you haven't used the application for a long time, but the window was open. If there has been a Plan change and the result needs to be seen immediately.

Mark all notifications as read

Performs the corresponding action - marks all notifications as read.

Hide read

Performs the corresponding action - hides read notifications.

Surveys

1. Clicking opens the survey creation card. It is completely identical to creating surveys in events.

2. Any employee can create a survey.

3. The created survey is placed in the application Feed according to the configured visibility settings.

Messages

1. Allows you to create and place messages in the application Feed:

2. Message statuses: published; draft.

3. A message has the following settings:

- Allow comments - activated by default. Allows users to add comments to the message.
- Allow likes. Activated by default. Allows users to like the message.
- For all. Activated by default. Means the message is available to everyone. When deactivated, allows configuring the message availability for specific employees, departments.

Message settings

This section configures personal notifications.

The mechanism works as follows. When it is necessary to send a notification, the application first checks the general notification settings (in the general application settings, accessible only to moderators). They have priority:

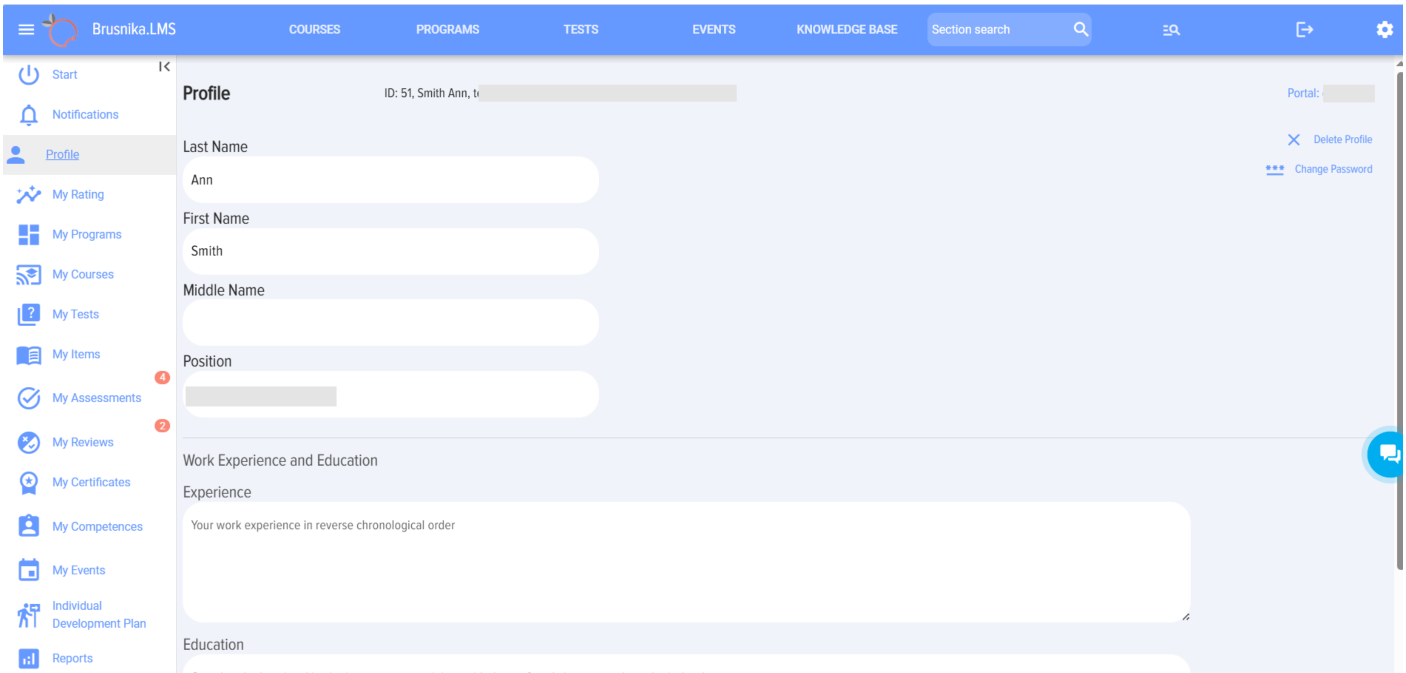
- If "Disabled" is selected in the general settings - notifications will not be sent.
- If "Enabled" is selected - notifications will be sent.
- If "At user's discretion" is selected, then what is selected in each user's personal settings in this section will be executed.

Personal notification settings are managed by each employee in their Personal account in the Feed section.
Blue ones - for all employees, red ones - only for moderators.

Profile

In this tab, the user can enter their work experience, education, and upload external certificates.

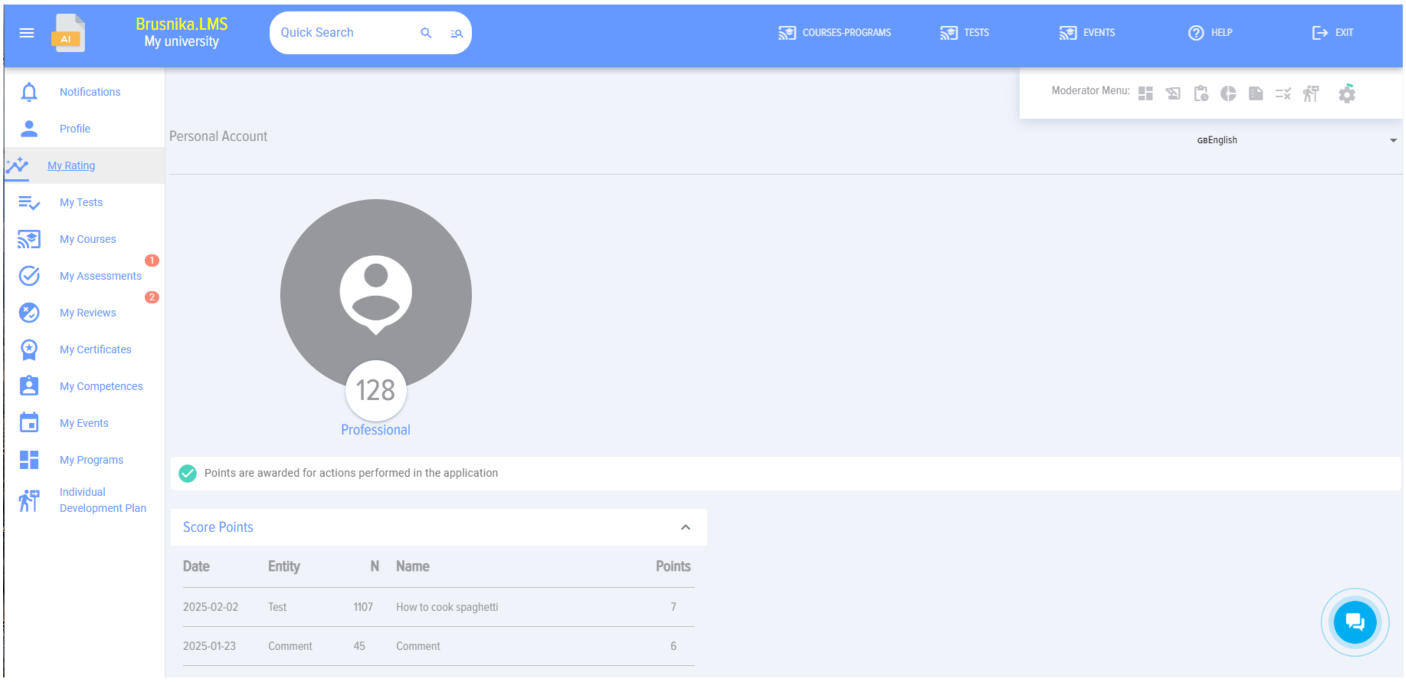
All entered data is displayed during search. Thus, employees with the necessary experience and education can be found.



My rating

The user's scored points and current Rating are displayed. Part of the application's gamification.

Editing Rating levels and Score is done in the application settings: "Application Settings - Score" and Application Settings - "Rating".



My assessments

1. The tab contains 4 blocks:

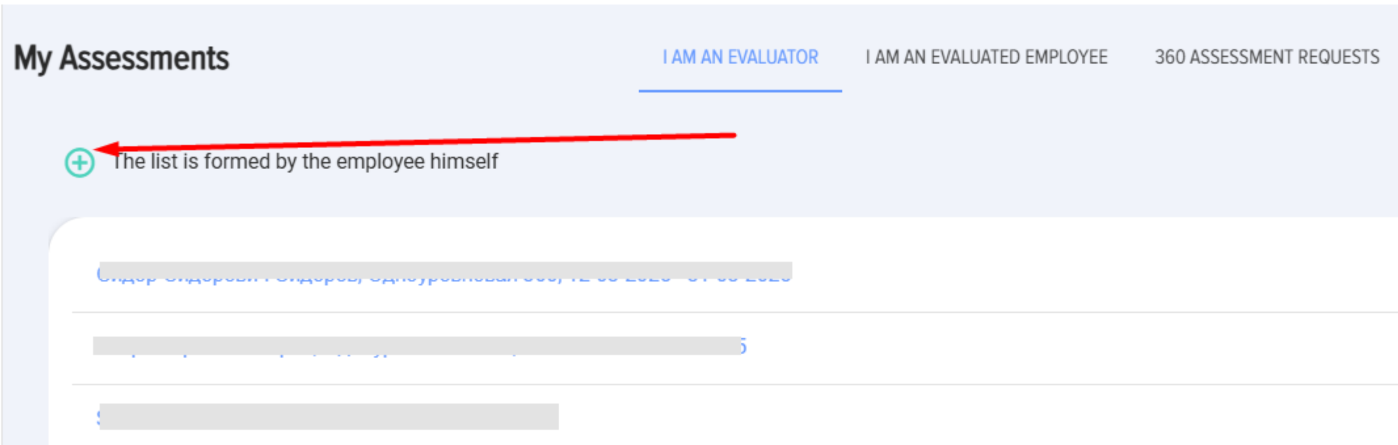
- Block for **forming** the list of evaluators (top block);
- Block for **conducting assessment and self-assessment** (tab "I AM EVALUATOR");
- Block with **assessment results** (tab "I AM EVALUATED"). If the option "Publish in the assessee's Personal account" was selected when creating the assessment, the results will be in this tab;
- Block for **coordinating** the list of evaluators if the employee is selected as coordinator.

> Reference. Formation of the list of assessees and evaluators.

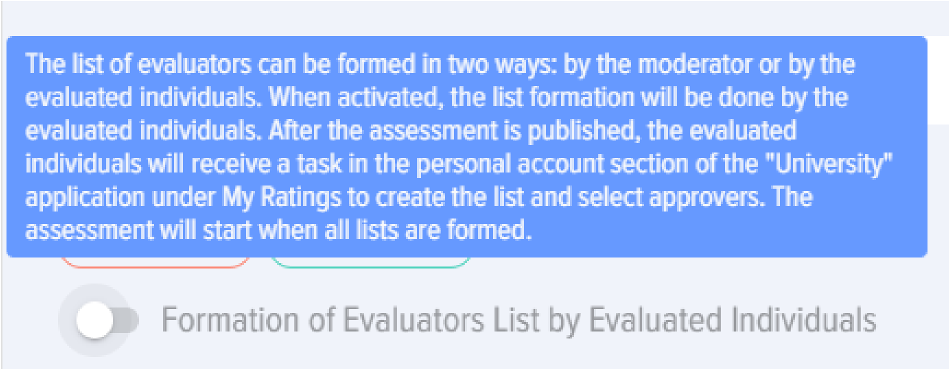
Assessees are always entered by the application moderator (Moderator Menu - 360 Assessment). Assessees are added when creating a new 360 assessment. Formation of evaluators is possible in two ways:

- By the assessees themselves. Assessees must also select **coordinators** (usually the immediate manager) for this list. The assessment will be launched after the lists are formed and coordinated.
- By the moderator. When creating the assessment.

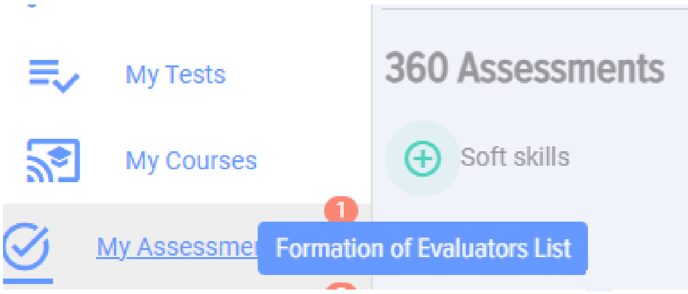
2. Block for **forming the list of evaluators by the assessee**. Appears when the employee is selected as an assessee in the 360 Assessment and the parameter "Formation of evaluators list by assessees" is set in the assessment.



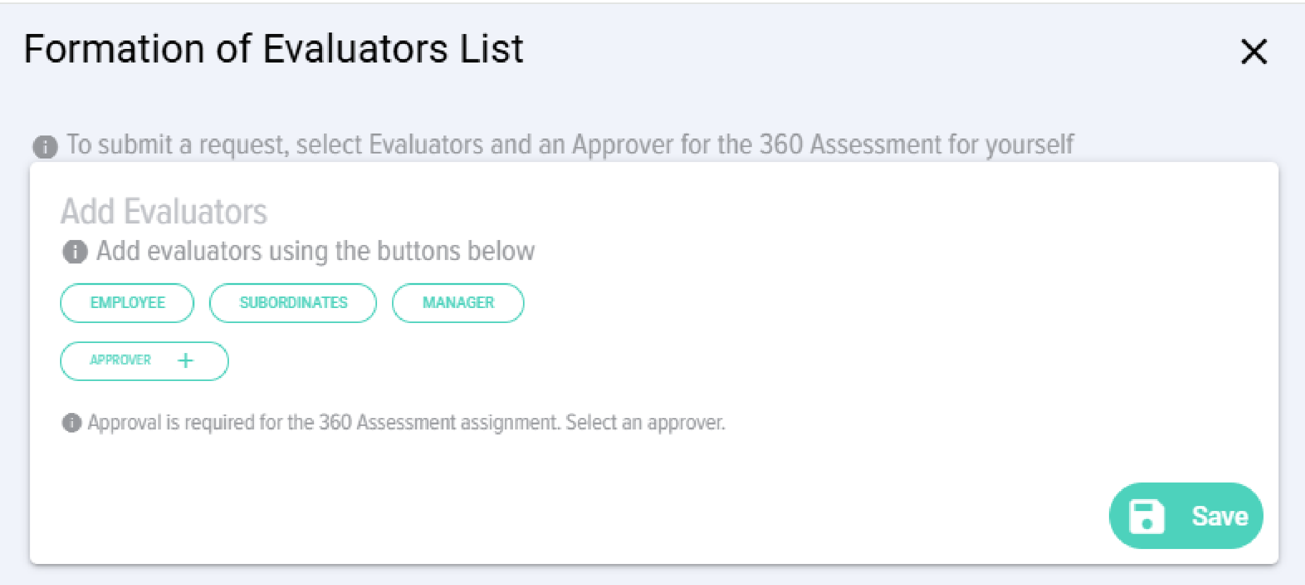
If the moderator activated the option "Formation of evaluators list by assessees" when creating the assessment



then the employee selected as an assessee in this block will have an element for creating the list of evaluators and coordinators for this list:



To create the list, click the plus sign and add evaluators and coordinators in the opened form:



3.Block "**I AM EVALUATOR**".

In this block, the employee acts as an evaluator and assigns scores to employees for whom they are selected as the evaluator.

The assessment is represented by a drop-down list with the assessee's name, assessment name, and dates.

After assigning the score, comments can be entered, which will be added to the report.

> Reference. Competence management model in the application.

A single-level or two-level competence model can be created in the application.

Single-level competence model:

- Competence 1
- Competence 2

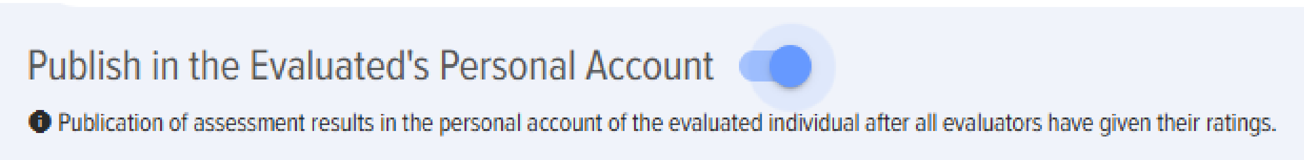
Two-level model:

- Competence 1:
  - Manifestation indicator 1.1
  - Manifestation indicator 1.2 - score
- Competence 2:
  - Manifestation indicator 2.1 - score
  - Manifestation indicator 2.2 - score

Rating scales. An unlimited number of any rating scales can be created in the application.

4. Block **"I AM EVALUATED"**.

The section presents the assessment results of the employee when they acted as an assessee. Results will be available if the moderator activated the item when creating the assessment:



Results contain the following information:

- Assessee name, assessment name, and dates;
- Rating scale used;
- Number of respondents who participated;
- Assessment results (average values);
- Comments.

5. Block **360 assessment requests.**

If the evaluators list in the assessment is formed by the assessees, then the assessees, in addition to the list itself, must select coordinators. Employees who will coordinate this list. Typically, this is the assessee's immediate manager.

If an employee is selected as a coordinator, then the assessment with the list requiring coordination will appear in this section. The coordinator can coordinate the list, make adjustments to it, or not coordinate it..

The mechanisms of the 180/360 assessment module are described in more detail in the "180/360 Assessment" section.

Assessment statuses in the Personal account:

- Your assessment required;
- Assessment given.

My tests

1. The section presents 2 tabs of the employee's tests:

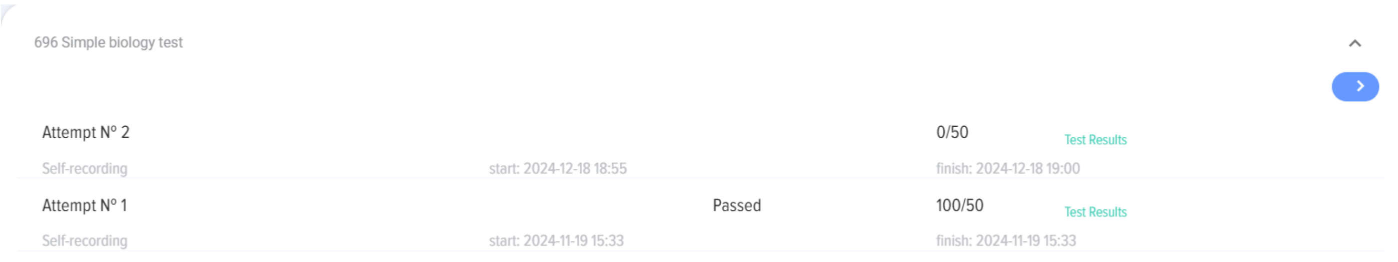
- Assigned tests;
- Completed or in progress.

Assigned tests are tests assigned by the moderator.

Completed or In progress - when the Complete button is clicked, the test moves from the assigned section to the completed or in progress section.

Upon reassignment, the test returns to the top list Assigned.

2. In the Completed or In progress section, you can expand the test using the corresponding element and see all attempts of test completion:



3. The test list contains the following elements:

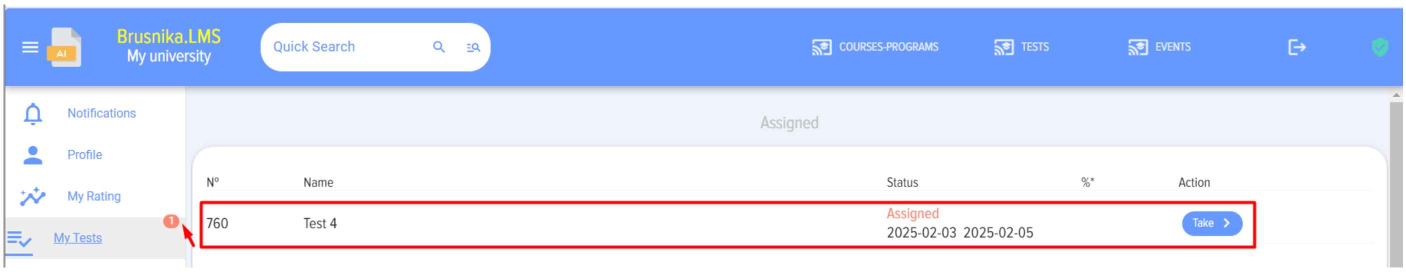
- number,
- test name,
- status,
- percentage of correct answers / passing percentage,
- active element for test completion.

4. The test may have the following statuses:

- Passed/Not passed;
- Assigned/Self-enrollment.

5. Passed tests may have a Show results button. Depends on the settings in the test field Test results.

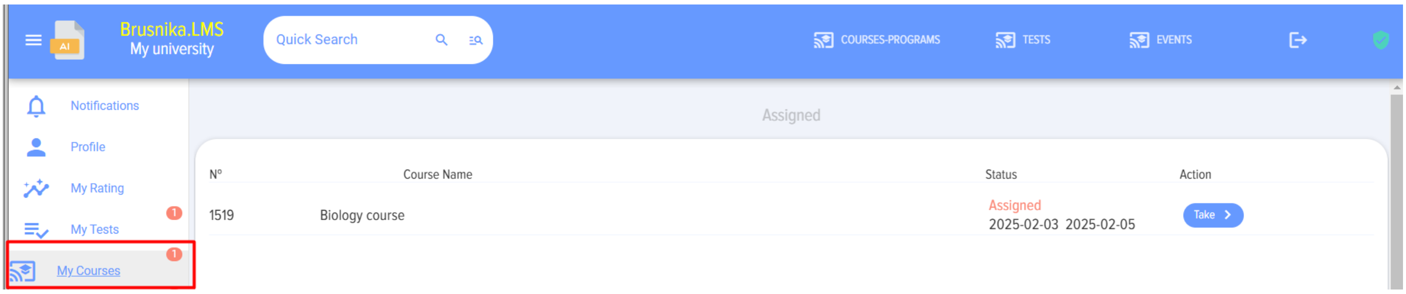
6. If the employee has assigned tests, their number is displayed in the menu in a red circle.


Brusnika.LMS
My university
Quick Search
COURSES-PROGRAMS
TESTS
EVENTS
Notifications
Profile
My Rating
My Tests
Assigned
Nº
Name
Status
%*
Action
760
Test 4
Assigned
2025-02-03 2025-02-05
Take

My courses

1. The section contains 2 tabs of the employee's courses:

- Assigned courses;
- Finished or In progress.

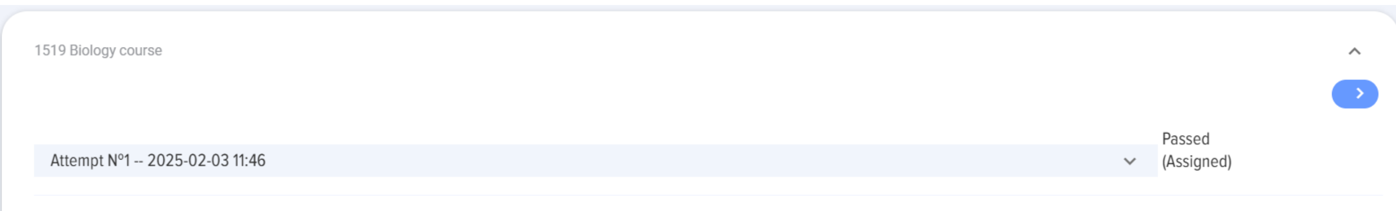


Assigned courses - courses assigned by the moderator.

Finished or In progress - when clicking the "Complete course" button, the course moves from the "Assigned" section to the "Finished or in progress" section.

2. Upon reassignment, the course again appears in the top list "Assigned courses".

3. In the "Finished or In progress" section, you can expand the course using the corresponding element and see all attempts to complete the course (lessons and tests):



4. The course list contains the following elements:

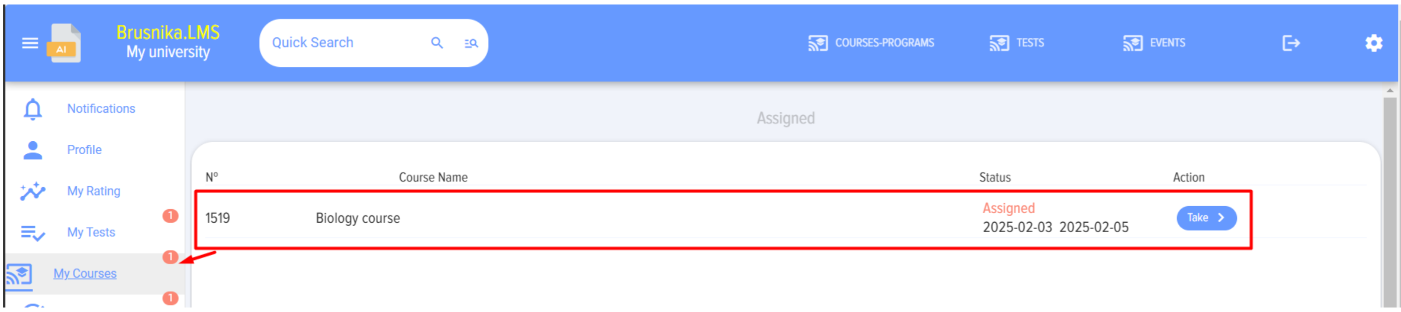
- number,
- course name,
- status,
- active element to complete the course.

5. Course statuses can be as follows:

- passed/not passed;
- assigned/self-enrollment.

6. For completed tests within courses, there may be a "Show results" button. Depends on the settings in the test field "Test results".

7. If an employee has assigned courses, their quantity is displayed in the menu within a red circle.



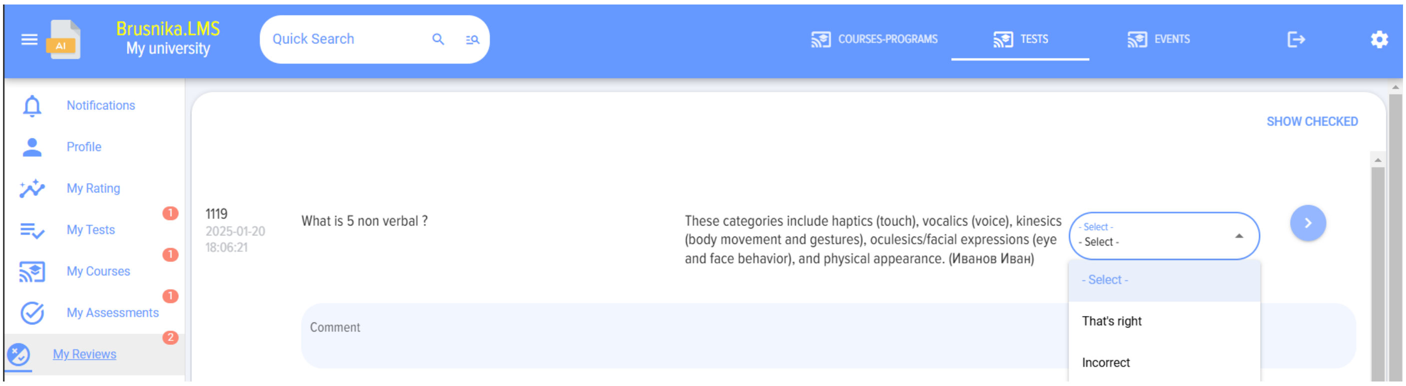
8. More details in the "[Courses]" section.

My checks

This section is for checking open questions in tests:

- If a test contains open questions (questions requiring a free-form answer);;
- A checker (responsible person) has been assigned to review answers for this question;;
- The testee has answered the open question.

When all three conditions above are met, the question and the answer to it appear in the employee's Personal account. The answer must be checked and a score assigned.



Only two options can be chosen:

- Correctly
- Incorrectly.

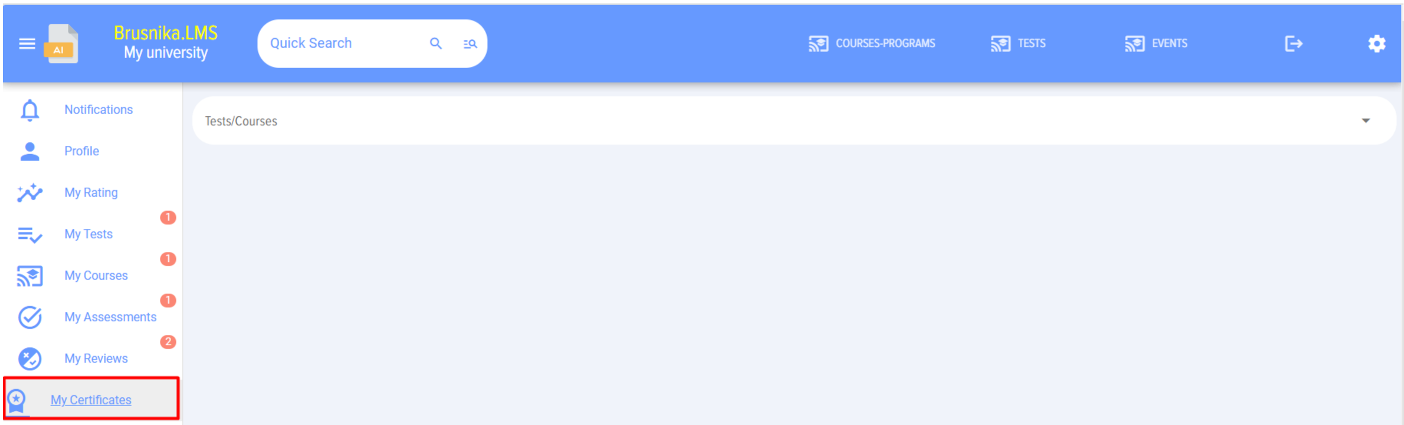
At the same time, a comment can be added to the assessment. The comment is visible in the test results in reports (to the moderator) and in the checker's Personal account.

You can switch and view verified answers:

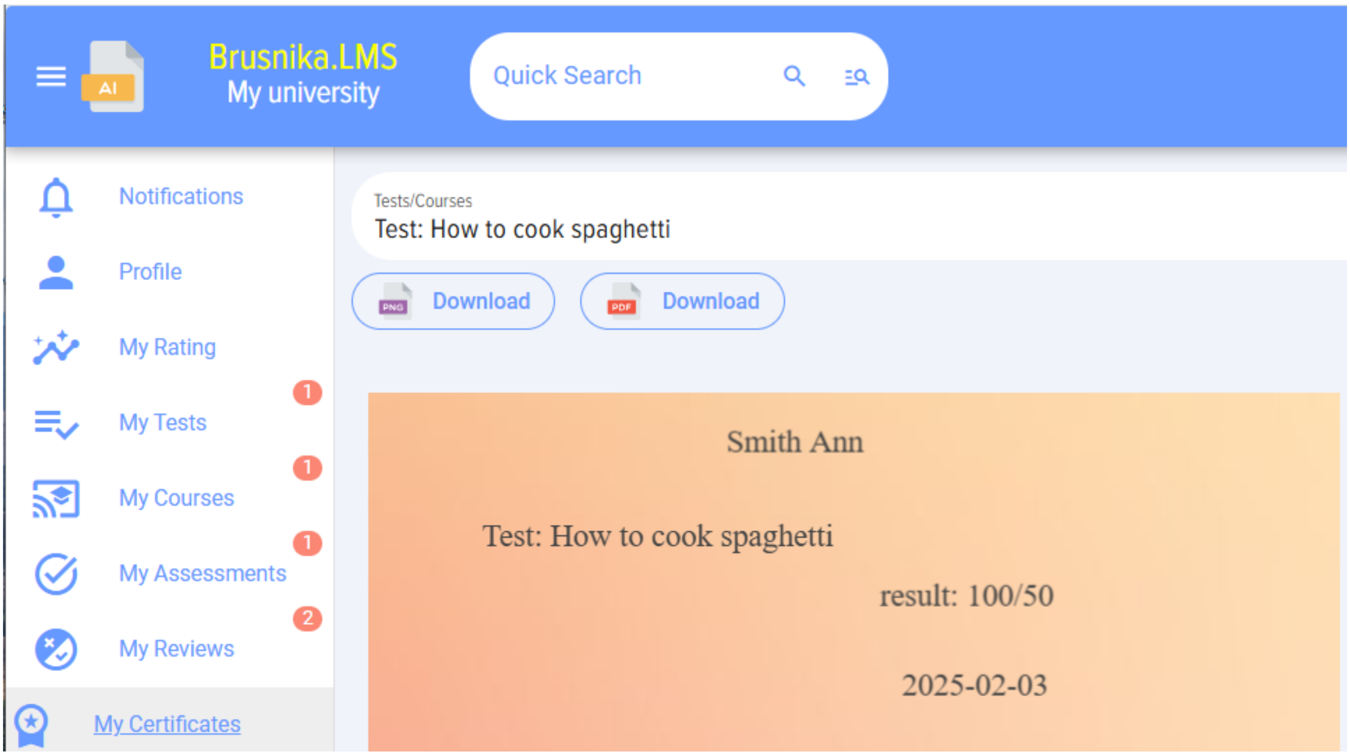
For more details about tests, see the "Tests" section.

My certificates

Certificates received by the user for completing courses/tests in the application are displayed.



To display a certificate, click on the arrow. The courses and tests for which certificates exist will be displayed. After selecting a course/test, the certificate will be displayed:

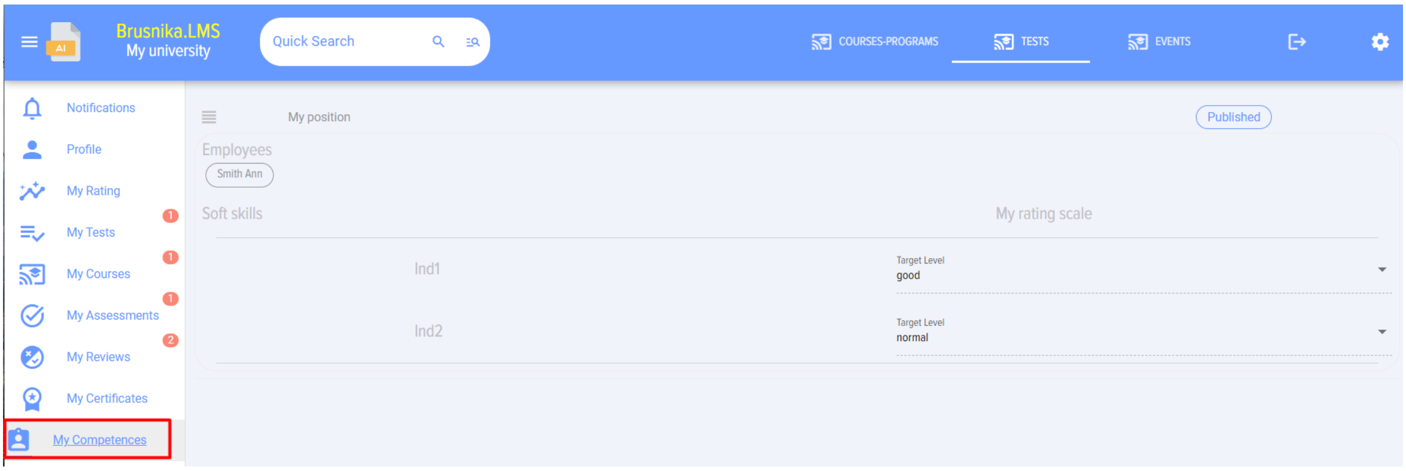


The certificate can be downloaded in jpeg and pdf formats.

Upload your own template and configure the certificate settings in the application settings: Application Settings-Certificates. For more details, see the Certificates section.

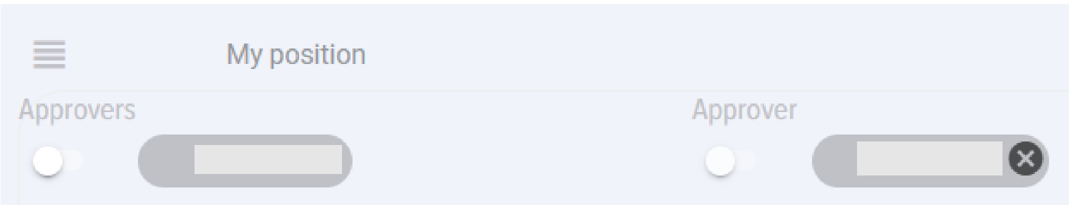
My competencies

In the Personal account, Profiles where the employee is added are displayed:



You can expand a profile and view which competences and manifestation indicators it includes.

If the employee is selected as a coordinator/approver for the profile, the approval also occurs in the Personal account:

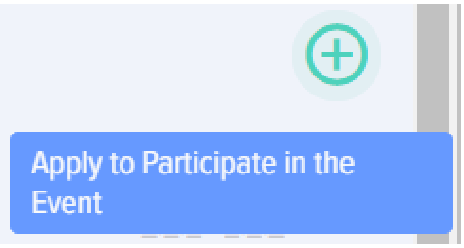
Open the profile  and

slide the slider to the right; this signifies approval.

For more details, see the Competence management section.

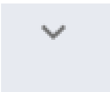
My events

1. The tab displays all events and surveys in which the employee participates.

2. 

 - Apply for event participation - if the required event is not in the catalog of events, the employee can create an application for a new event. Subsequently, if the moderator approves it, it will appear in the catalog of events, and other employees will also be able to apply for participation in this event.

Event Card.


 - View event details.

 - Add certificate - a certificate previously uploaded in the certificates tab can be attached to the event.

 - Fill out the Feedback Form (FF) (if it has been added and activated by the moderator). If the Feedback Form has been filled out, this information will be displayed.

For more details, see the section "External/In-Person Events".

3. The "Surveys" tab presents surveys in which the employee has participated, along with the survey results. For more details about Surveys, see the section "Surveys".

My programs

1.In the Personal Account in the section My programs, the programs in which the user participates are presented:

- As a testee (Assignment, Completed);
- As an observer.

2.Programs assigned to an employee for completion appear in the "Assignment" tab. To complete a program, it is necessary to expand it and click on the corresponding module.

3. After the successful completion of all modules, the program moves to the "Completed" tab.

4. More about Programs.

Individual development plan

1. This section presents the employee's Individual Development Plans, as well as those where they are selected as the manager/mentor.

2. If the Application settings specify that the employee can create IDPs themselves, then the IDP creation button will be available:

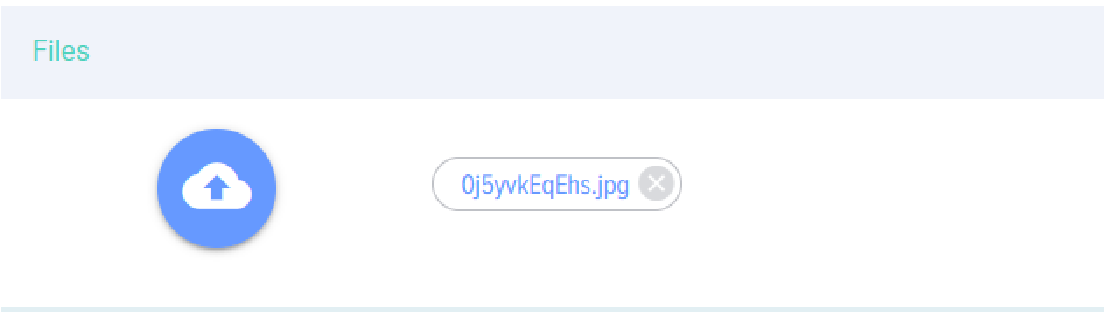
3. An Individual Development Plan contains the following key sections:

- Controls;
- Employees;
- Additional materials in the form of files;
- Competence names. Competences in turn include:
  - Manifestation indicators;
  - Current and target level of manifestation indicators;
  - Development events aimed at developing Manifestation Indicators.

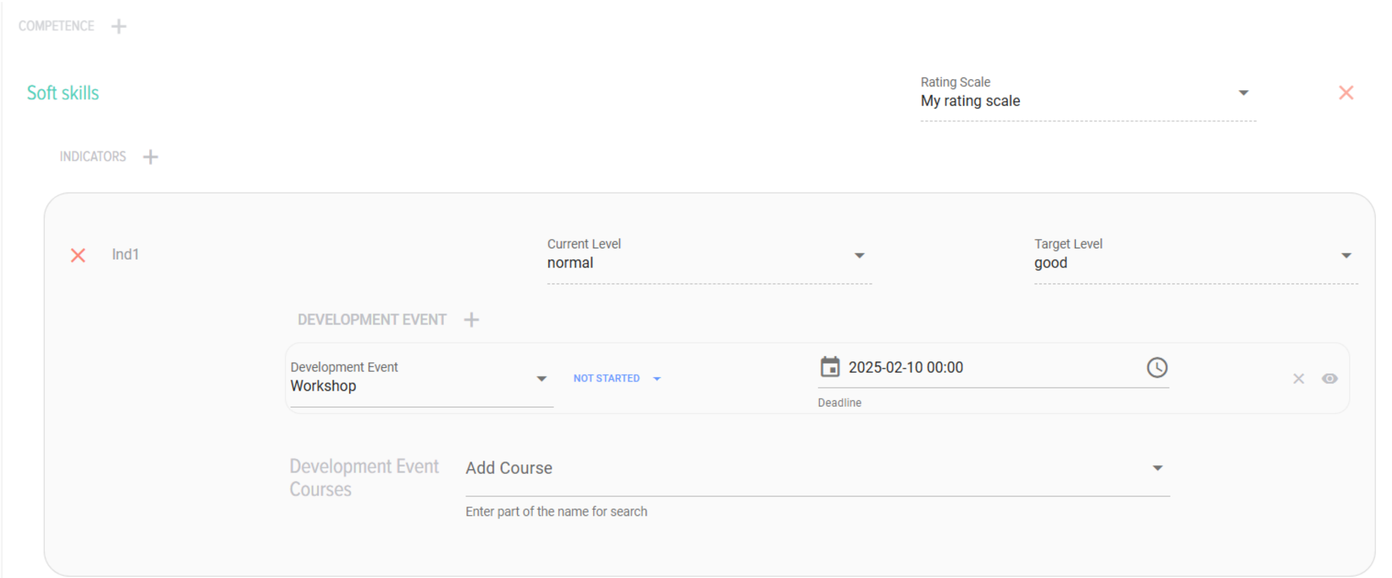
4. Controls contain:

- Export;
- Delete;
- Publish/Unpublish.

5. The section with files looks as follows:



6. Next, follows the Section with competences and their indicators:



7. The logic of operation and presentation is as follows:

- Competence (for example, Competence 1);
- It manifests in indicators (for example, Indicator 1.1, Indicator 1.2);
- The rating scale used to assess the current development level of each Indicator and the target level;
- To achieve the target level of the indicator's development, development events must be completed;
- Next, the development events are implemented, and the mentor and/or manager monitor their completion status.

For a development event, you can select an event from the proposed list or add a vourse from the course catalog.

To add a course from the catalog, start entering its name and the application will suggest options.

My groups

> Present in the presence of a section. Not available in all CRM and ERP systems.

1. This section displays the learning groups to which an employee has been added. If a test or course is added to a group, it becomes a closed course or closed test for all employees except those added to the Group. This is how the availability of courses/tests (openness, closedness) is regulated.

For example, if you want to restrict access to a specific course/eest to only a department or group of employees, you create such a group, add employees and the course/test to it. The course/test will only be visible to employees added to the group.

2. Clicking on a group shows which courses and tests are added to it. Clicking the arrow navigates to the corresponding group/project, where the standard group functionality is available. Messages about added courses and tests are published in the group's live feed.

3. Notifications. When added to a group, the employee receives a notification.

4. If a course or test is added to a group, it will be displayed in this tab, not in the my courses or my tests tabs.

For more details on group functionality, see the "Groups" Section.

Reports

1. The Reports tab allows generating reports for the following roles:

To an employee - any reports about themselves.

To a manager - about themselves and their direct reports.

To a moderator with Restricted Rights - about any employees.

2.More about the moderator with restricted rights.

3. More about the reports.