

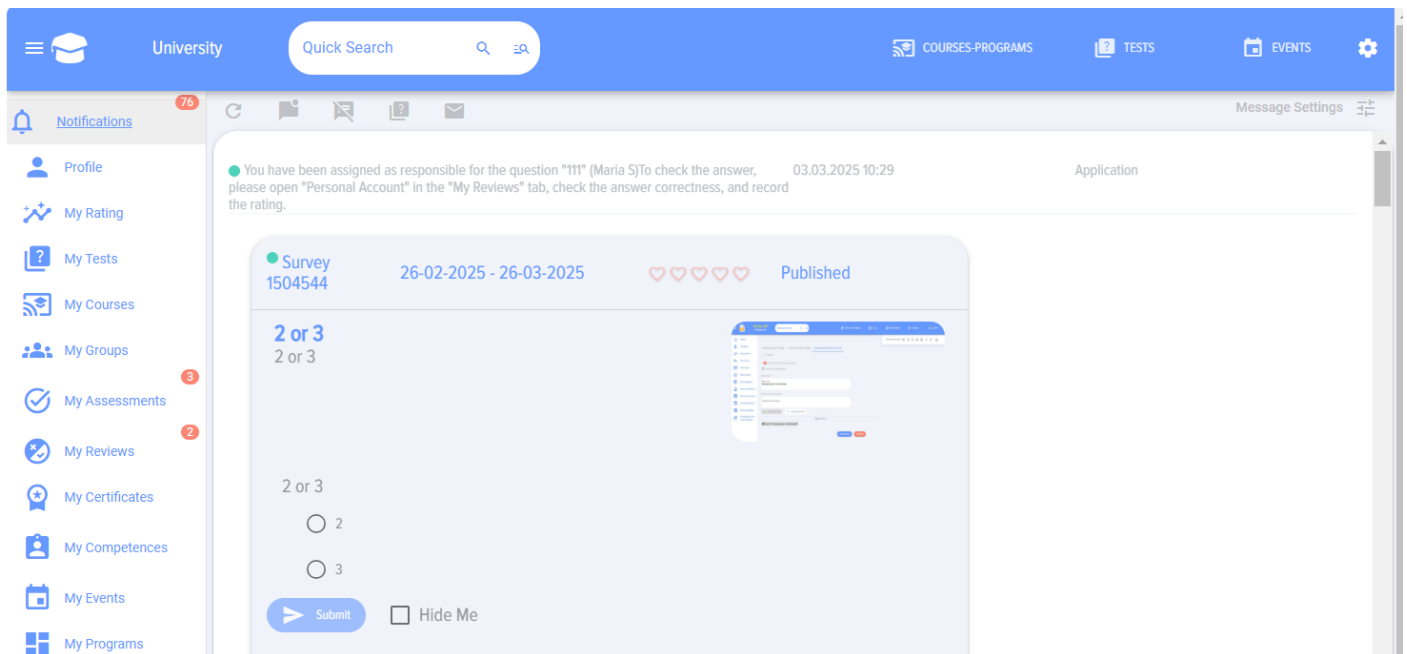
Employee personal account

- [Notifications](#)
- [Profile](#)
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- [My courses](#)
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- [My certificates](#)
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- [My assessments](#)
- [My competencies](#)
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Notifications

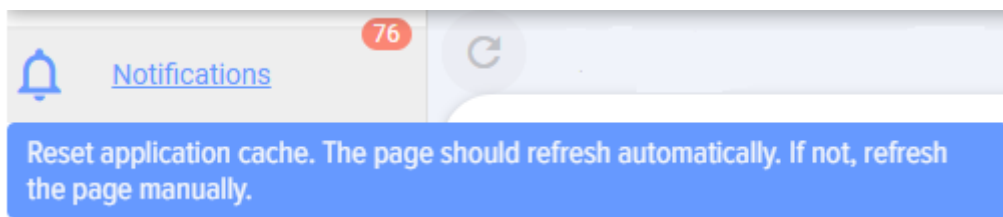
This tab displays notifications to a specific user from the application. The following events are added to the notification feed:

- When creating/editing the assignment of courses, tests, 360 assessment, IDP. Duplicated in the Bitrix messenger and the employee's Feed.
- When adding/removing to the list of moderators. Duplicated in the Bitrix messenger.
- If an employee is selected to check an open question and someone has passed the test with this open question, then the checker receives a notification that the answer needs to be checked. Duplicated in the Bitrix messenger.
- When adding to a closed group. Duplicated in the Bitrix messenger.



Application update

This tab contains the element "Reset application cache" (similar to browser update):



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 have not worked in the application for a long

time, but the window was open. If there was a change in plan and you need to see the result immediately

Message Settings

This section is used to set up personal notifications in the Bitrix Notification Center. The mechanism of operation is as follows. When a notification needs to be sent, the application first checks the general notification settings (in the general application settings, available only to moderators). They have priority. If Disabled is selected in the general settings, then notifications will not be sent. If Enabled is selected, then notifications will be sent. If At the discretion of the user is selected, then what is selected in the personal settings of each user will be executed. In this section). Personal notification settings are made by each employee in their personal account in the Feed section.

Blue - for all employees, red - only for moderators.

Notification Settings in Notification Center

Enabling/Disabling personal notifications is possible if in the general application settings it is set to "At user's discretion". To change the general settings parameters, contact the application moderator.

☒

 Learning/Test Assignment

☐

 360 Assessment Assignment

☒

 Reviewer's Choice of Question

☐

 Group Addition

☒

 IDP Addition

☒

 Moderator Assignment

☐

 Start/End of Course/Test

☐

 Adding a comment to the test/course

☐

 Adding an event by an employee

SAVE

CLOSE

Profile

University

Quick Search

COURSES-PROGRAMS

TESTS

EVENTS

Notifications

76

Profile

My Rating

My Tests

My Courses

My Groups

My Assessments

3

My Reviews

2

My Certificates

My Competences

My Events

My Programs

Individual Development Plan

[26] Maria Test S

Work Experience and Education

Experience

Your work experience in reverse chronological order

Education

Completed educational institutions, courses, trainings with dates of study in reverse chronological order

External Certificates

Upload

Select a file on your disk or drag it here, then click the "Upload" button

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

All entered data is displayed during the search. Thus, you can search for employees with the required experience and education.

My rating

University

Quick Search

COURSES-PROGRAMS

TESTS

EVENTS

Notifications 76

Profile

My Rating

My Tests

My Courses

My Groups

My Assessments 3

My Reviews 2

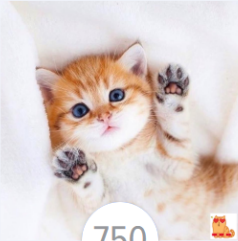
My Certificates

My Competences

My Events

My Programs

Individual Development Plan



750

Pro

Points are awarded for actions performed in the application

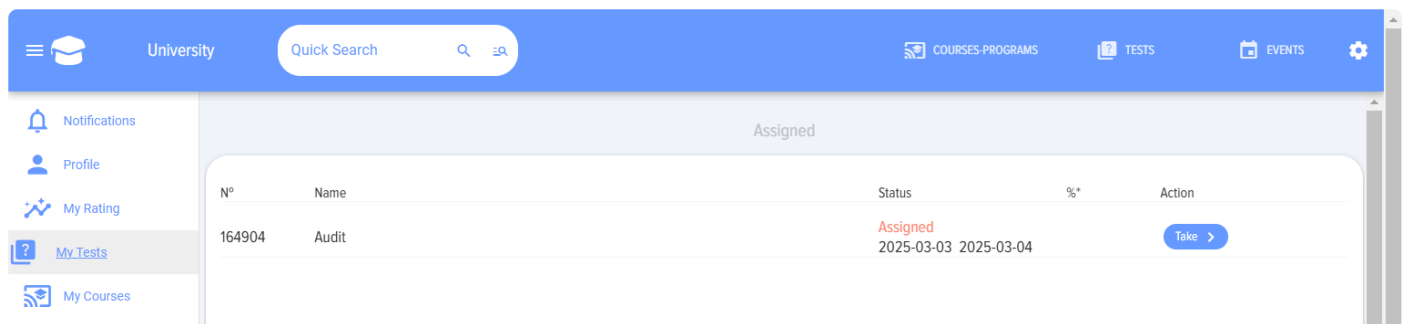
Score Points

Date	Entity	N	Name	Points
2025-03-03	Open Question	1515019	111	5
2025-03-03	Comment	41	Comment	7
2025-02-24	Test	1488676	Biology test	10

The user's accumulated points and current rating are indicated.

Editing rating levels and points is done in the application settings: "Application settings - Points" and Application settings - "[Rating](#)".

My tests



N°	Name	Status	%*	Action
164904	Audit	Assigned 2025-03-03 2025-03-04		Take >

The section contains 2 blocks of employee tests:

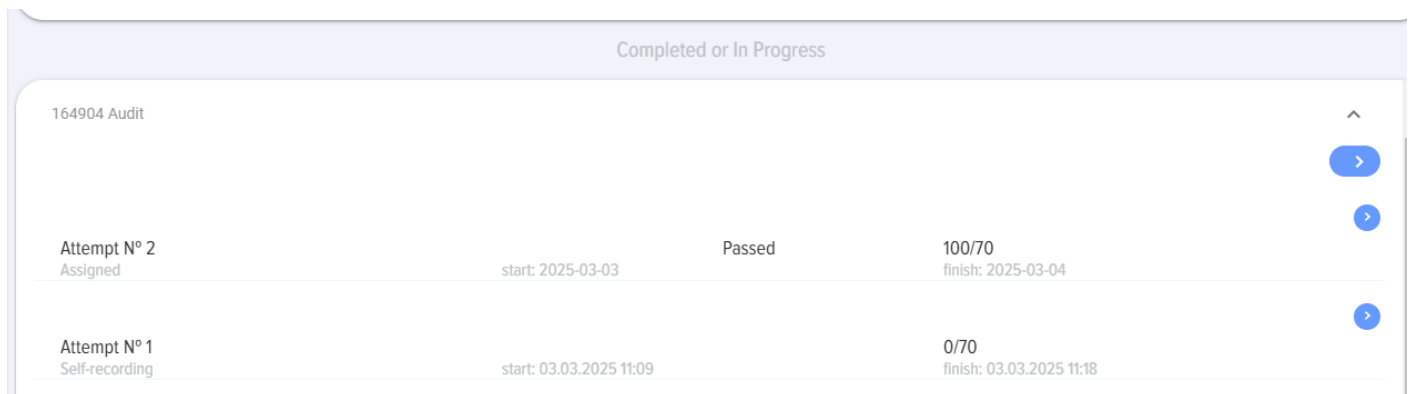
- Assigned tests;
- Passed or in progress.

Assigned tests - tests assigned by the moderator.

Passed or in progress - when you click the "Take" button, the test will move from the "Assigned" section to the "Passed or in progress" section.

When reassigned, the test again goes to the top "Assigned" list.

In the "Completed or in progress" section, you can expand the test with the corresponding element and see all attempts to pass the test:



Completed or In Progress			
164904 Audit			
Attempt N° 2 Assigned			
start: 2025-03-03	Passed	100/70 finish: 2025-03-04	>
Attempt N° 1 Self-recording			
start: 03.03.2025 11:09		0/70 finish: 03.03.2025 11:18	>

The list of tests contains the following elements:

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

The test can have the following statuses:

- passed/failed;
- assigned/self-recording.

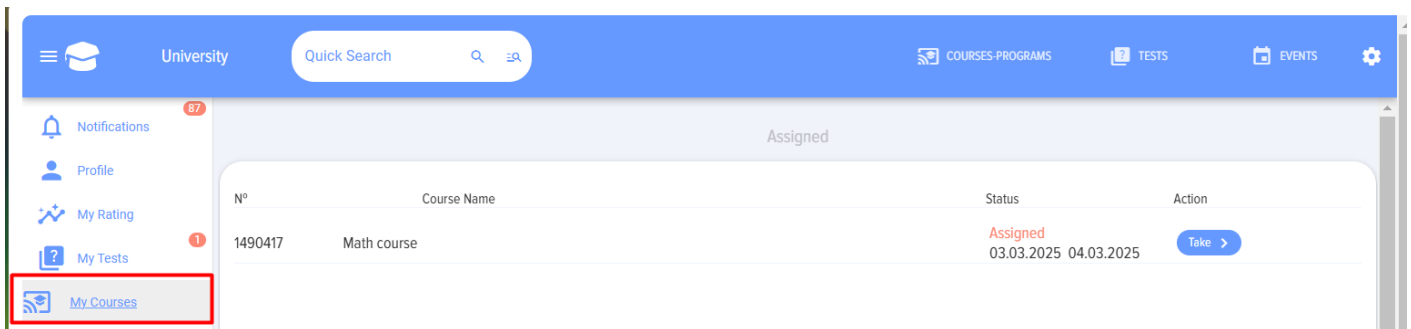
Passed tests can have a "Show results" button. Depends on the settings in the test of the "Test results" field.

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

The screenshot shows a university portal interface. At the top, there is a blue header bar with a menu icon, the word 'University', a 'Quick Search' bar, and navigation links for 'COURSES PROGRAMS', 'TESTS', 'EVENTS', and a settings gear. On the left, a sidebar contains links for 'Notifications' (with a red badge '87'), 'Profile', 'My Rating', 'My Tests' (with a red badge '1' and a red arrow pointing to it), and 'My Courses'. The main content area is titled 'Assigned' and contains a table with the following data:

Nº	Name	Status	%*	Action
1488676	Biology test	Assigned 2025-03-03 2025-03-04		Take >

My courses



The section contains 2 blocks of employee courses:

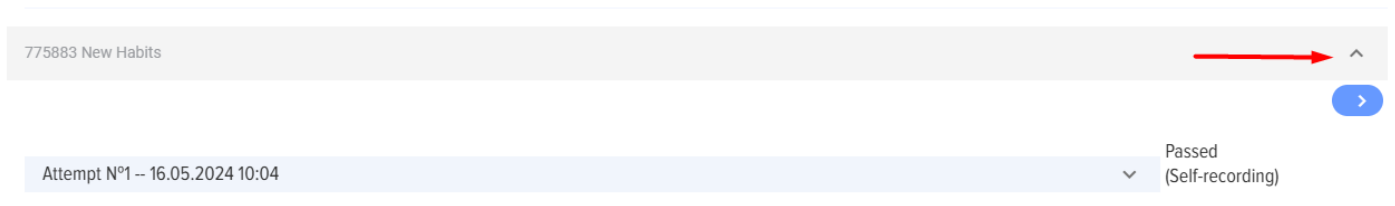
- Assigned courses;
- Completed or in progress.

Assigned courses - courses assigned by the moderator.

Completed or in progress - when you click the "Take" button, the course will move from the "Assigned" section to the "Completed or in progress" section.

When re-assigned, the course will again be included in the top "Assigned" list.

In the "Completed or in progress" section, you can expand the course with the corresponding element and see all attempts to complete the course (lessons and tests):



The list of courses contains the following elements:

- number,
- course name,
- status,
- active element for completing the course.

The course statuses can be the following:

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

The passed tests in the courses can have a "Show results" button. Depends on the settings in the test of the "Test results" field.

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

University

Quick Search

COURSES PROGRAMS

TESTS

EVENTS

Notifications

Profile

My Rating

My Tests

My Courses

88

1

1

Assigned

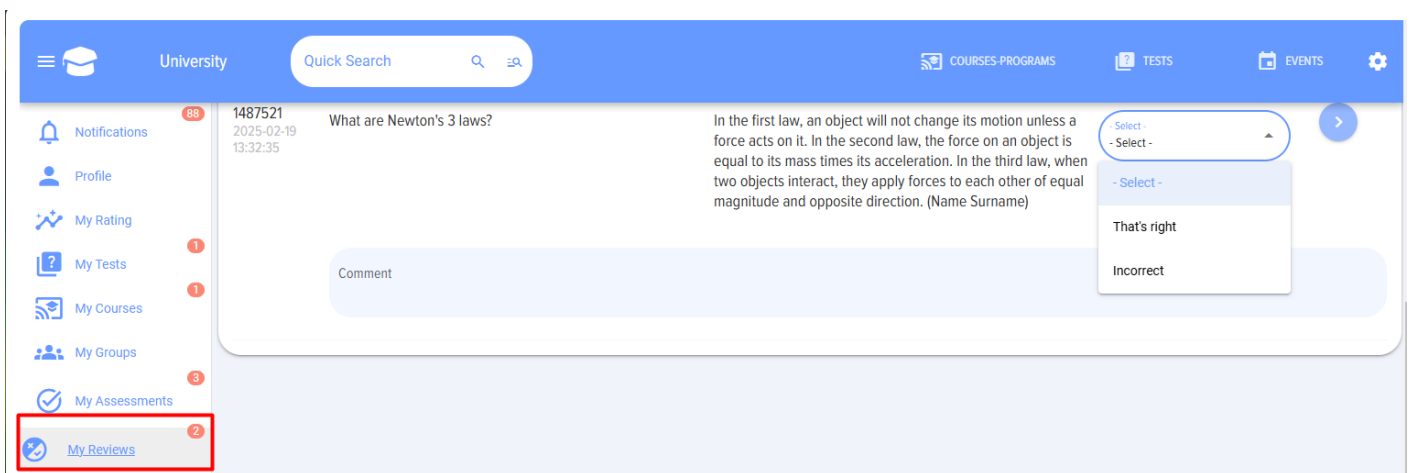
N°	Course Name	Status	Action
1490417	Math course	Assigned 03.03.2025 04.03.2025	Take >

My reviews

The section is designed to check open questions in tests:

- If the test contains open questions (questions that require a free-form answer);
- An employee has been selected to check (responsible for) the answers to this question;
- The testee has answered the open question.

If the three conditions above are met, the employee will have a question and an answer to it in their personal account. The answer must be checked and graded.



You can only select two options:

- Correct
- Incorrect.

You can add a comment to the rating. The comment is visible in the test results in reports (to the moderator) and in the examiner's personal account.

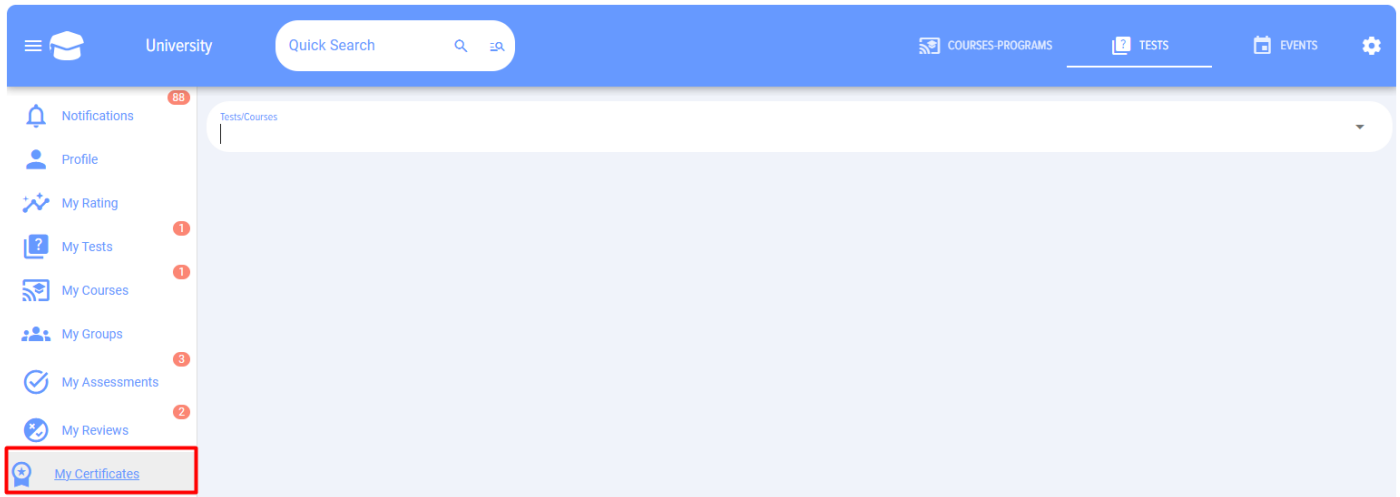
You can switch and view the verified answer:



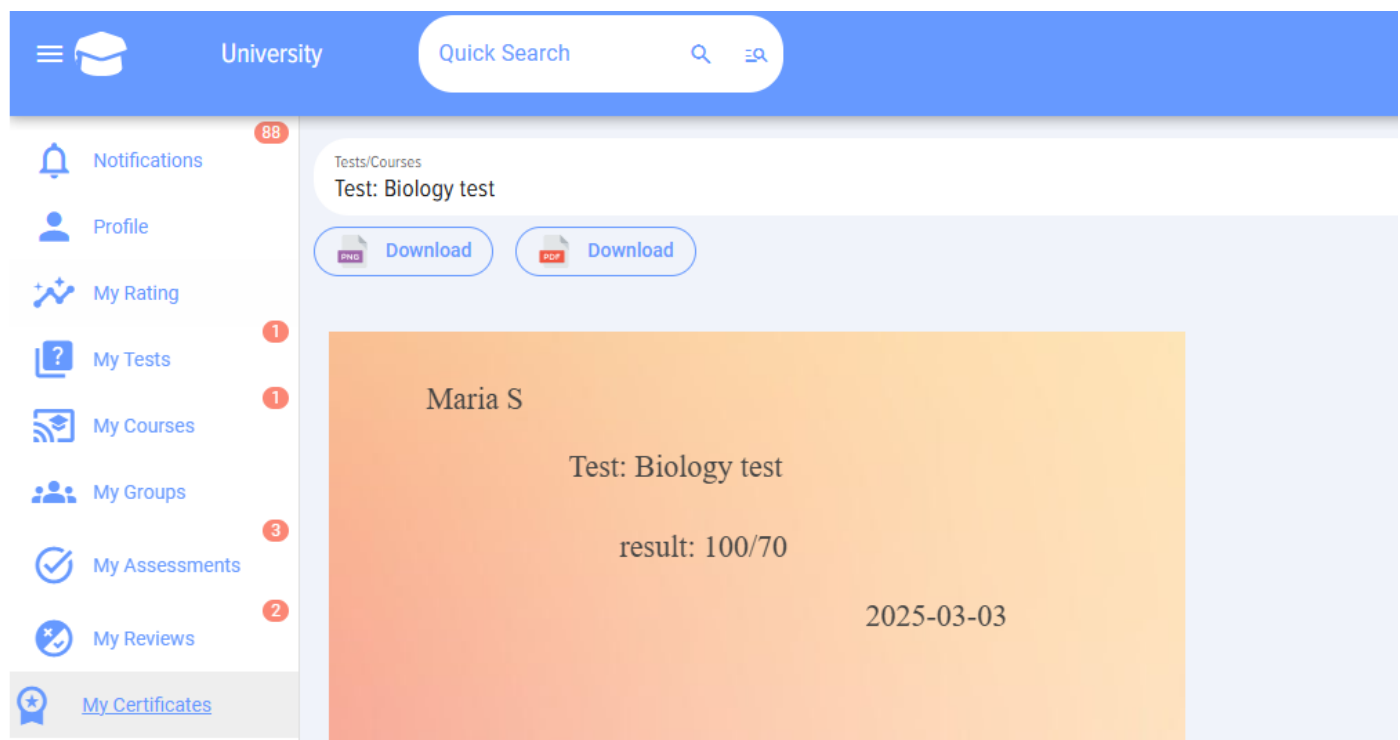
For more details, see the [Open Questions](#) section.

My certificates

The certificates that the user received for completing courses/tests in the application are presented.



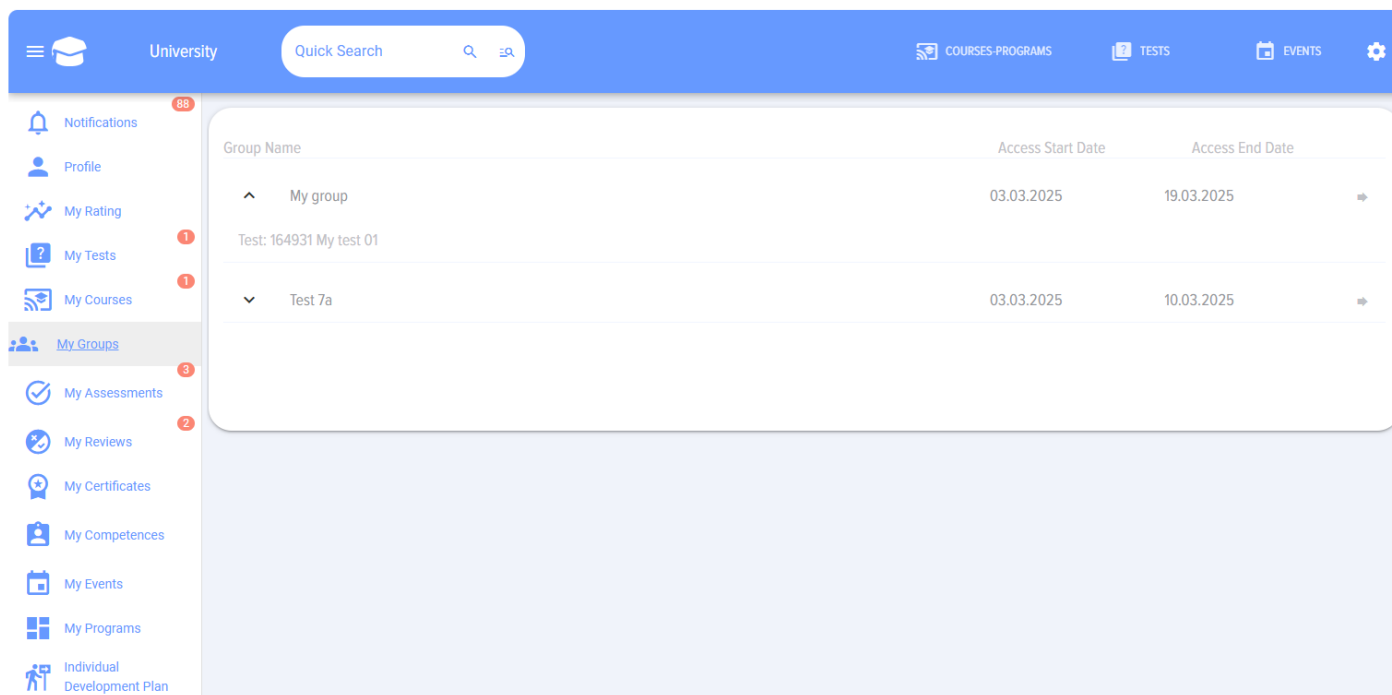
To display the certificate, click on the arrow, the courses and tests for which there are certificates will be displayed. After selecting a course/test, the certificate will be displayed:



The certificate can be downloaded in jpeg and pdf formats.

You can upload your own template and configure the certificate settings in the application settings: Application settings-Certificates. For more information, see the [Certificates](#) section.

My groups



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

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

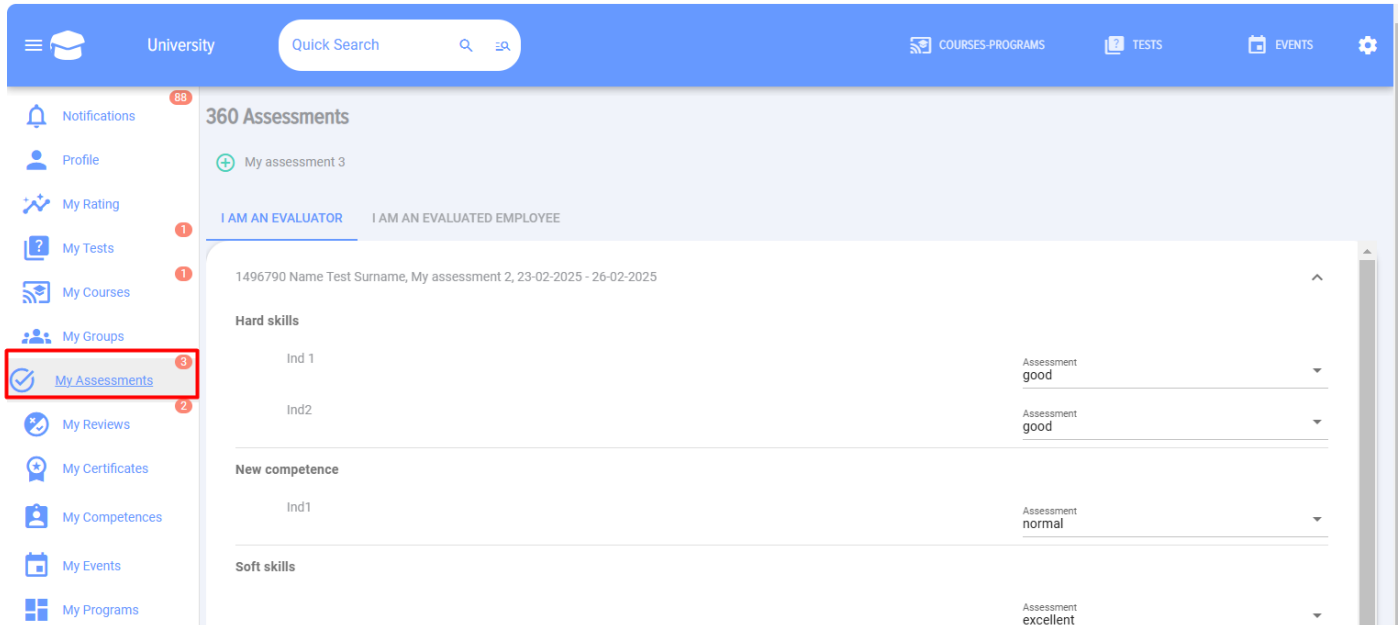
If you click on a group, you can see which courses and tests have been added to the group. Clicking on the arrow takes you to the corresponding Bitrix24 group/project, where the standard group functionality is available. Messages about added courses and tests are published in the group's live feed.

Notifications. When added to a group, an employee receives a notification in the Bitrix24 messenger.

For more information about the group functionality, see the section "[Study groups closed/open tests/courses](#)".

My assessments

My assessments tab



The tab contains 4 blocks:

- Block for forming the list of evaluators (upper block);
- Block for conducting assessment and self-assessment (tab "I AM THE EVALUATOR");
- Block with assessment results (tab "I AM THE EVALUATOR"). If the option "Publish in the personal account of the evaluated" 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 the coordinator.

Reference. Forming a list of evaluators and evaluated.

The app moderator always adds the evaluated. (Moderator Menu - 360 Assessment). The evaluated are added when creating a new 360 assessment. There are two ways to create evaluators:

- By the evaluated themselves. The evaluated must also select those who will coordinate this list. The assessment will be launched after the lists have been formed and coordinated.
- By the moderator. When creating an assessment.

Block for forming a list of evaluators (upper block);

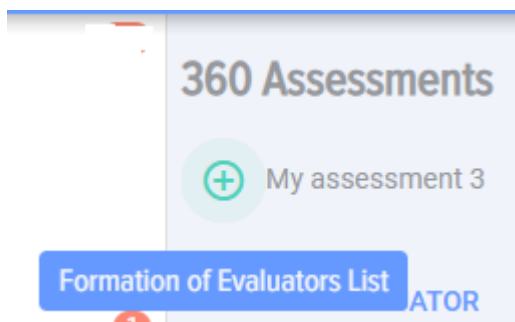
If the moderator activated the option "[Formation of a list of evaluators by evaluated](#)" when creating an assessment

The list of evaluators can be formed in two ways: by the moderator or by the evaluated individuals. When activated, the list formation will be done by the evaluated individuals. After the assessment is published, the evaluated individuals will receive a task in the personal account section of the "University" application under My Ratings to create the list and select approvers. The assessment will start when all lists are formed.



Formation of Evaluators List by Evaluated Individuals

then the employee who is selected as the one being evaluated in this block will have an element for creating a list of evaluators and coordinators:



To create a list, you need to click on the plus and in the form that opens, add evaluators and coordinators of the list:

Formation of Evaluators List

To submit a request, select Evaluators and an Approver for the 360 Assessment for yourself

Add Evaluators

Add evaluators using the buttons below

EMPLOYEE

SUBORDINATES

MANAGER

APPROVER +

Approval is required for the 360 Assessment assignment. Select an approver.

Save

Block "I AM THE EVALUATOR".

In this block, the employee acts as the evaluator and gives grades to those employees for whom he is selected as the evaluator.

The assessment is presented as a drop-down list with the name of the evaluated, the title and the assessment period.

1496790 Name Test Surname, My assessment 2, 23-02-2025 - 26-02-2025

After assigning a rating, you can enter comments that will be added to the report.

Reference. Competency management model in the application.

You can create a single-level or two-level competency model in the application.

Single-level competency model:

- Competency 1
- Competency 2

Two-level model:

- Competency 1:
 - Manifestation indicator 1.1
 - Manifestation indicator 1.2 - assessment
- Competency 2:
 - Manifestation indicator 2.1 - assessment
 - Manifestation indicator 2.2 - assessment

Rating scales. You can create an unlimited number of any rating scales in the application.

Block "I AM THE EVALUED".

This section presents the results of the employee's assessments when he acted as the evaluated. The results will be available if the moderator activated the item when creating the assessment:

Publish in the Evaluated's Personal Account



Publication of assessment results in the personal account of the evaluated individual after all evaluators have given their ratings.

The results contain the following information:

- Name of the evaluated, title and dates of the assessment
- The assessment scale used;
- Number of respondents who participated;
- Assessment results (average values);
- Comments.

360 Assessment Application Block.

If the list of evaluators in the assessment is formed by the evaluateds, then the evaluated, in addition to the list itself, must select coordinators. Those employees who will coordinate this list. As a rule, this is the immediate supervisor of the assessee.

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

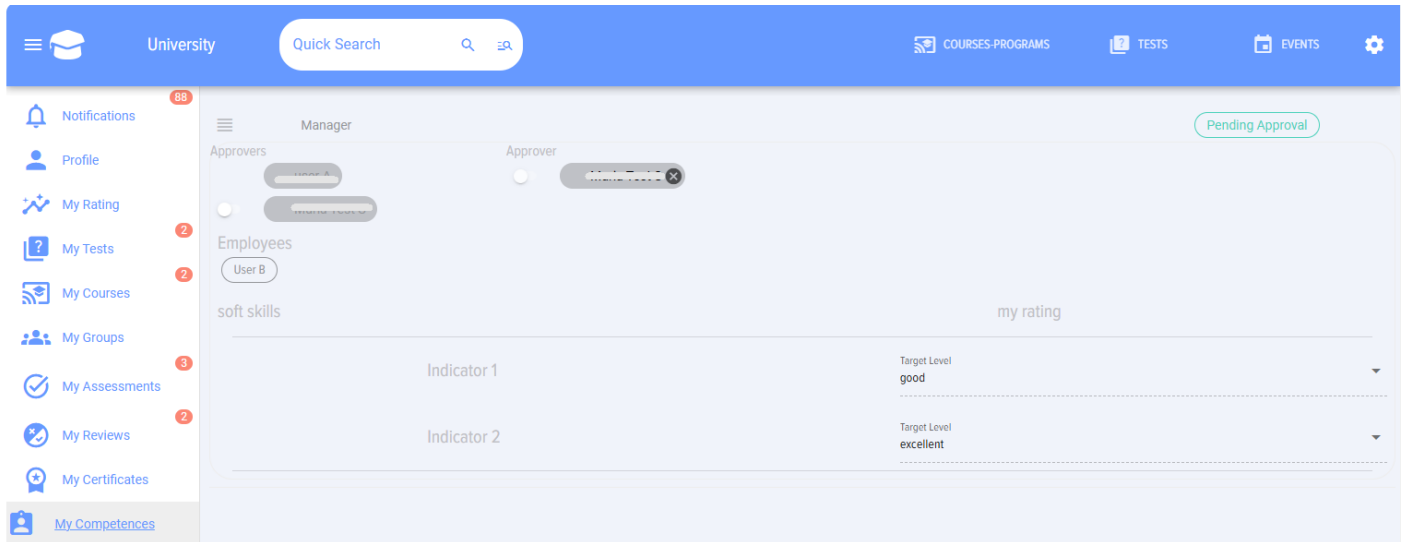
The mechanisms of the 180/360 assessment module are presented in more detail in the section “[360 Assessment](#)”.

Rating statuses in the Personal Account:

- Your rating is required;
- Rating given.

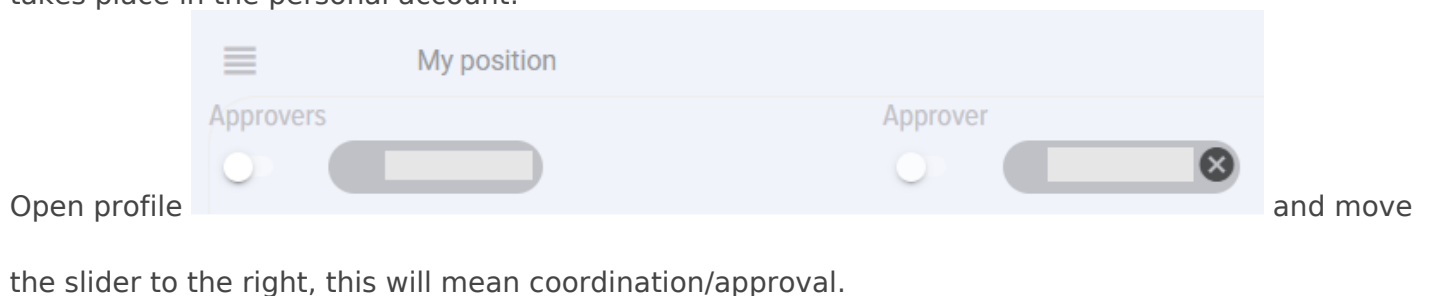
My competencies

The personal account displays the Profiles to which the employee has been added:



You can open the profile and see what competencies and indicators of competency manifestation are included in it.

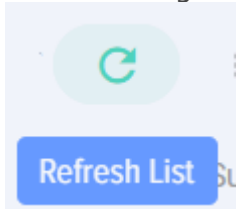
If an employee is selected to approve/coordinate the profile, then the approval/coordination also takes place in the personal account:



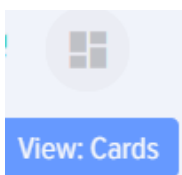
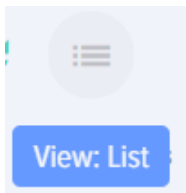
My events

The tab displays all external and in-person events in which the employee participates.

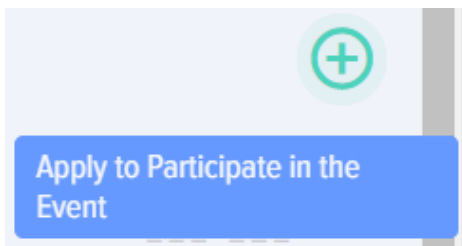
The following elements are available on the page:



- refreshes the page;



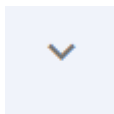
-display of events card as a list or cards.



- Submit an application for participation in an event - if the

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

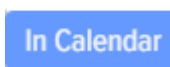
Event card.



- View event details.

Add Certificate

- Add a certificate - you can upload a certificate to the event that is pre-loaded in the certificates tab.



- The event can be viewed in the Bitrix24 calendar

Feedback Form ✓ filled 2025-02-03 16:52

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

For more details, see the [External/Face-to-Face Events](#) section.

My programs

The personal account shows the programs assigned to the employee. From the personal account, you can view the status of the modules in the program and start completing a particular module of the program.

The screenshot displays a user interface for a university system. On the left is a sidebar with navigation links: Notifications (88), Profile, My Rating, My Tests (2), My Courses (2), My Groups, My Assessments (3), My Reviews (2), My Certificates, My Competences, My Events, **My Programs** (highlighted with a red box), and Individual Development Plan. The main content area has a blue header with 'University', a 'Quick Search' bar, and tabs for 'COURSES-PROGRAMS', 'TESTS', and 'EVENTS'. Below the header, there are tabs for 'ASSIGNED', 'COMPLETED', and 'I AM AN OBSERVER'. The 'ASSIGNED' tab is active, showing a list of programs. The first program is 'My biology program' (24-02-2025 - 28-02-2025) with three modules: '1 Course Biology course', '2 Test Biology test', and '3 Lesson Molecular biology', all with a status of 'No Status'. Below this, there are two more programs, each with a date range and a status of 'No Status'. The interface includes a vertical scrollbar on the right side of the program list.

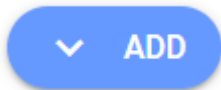
Program Name	Start Date	End Date	Module 1	Module 2	Module 3	Status
My biology program	24-02-2025	28-02-2025	1 Course Biology course	2 Test Biology test	3 Lesson Molecular biology	No Status
	24-02-2025	28-02-2025				No Status
	24-02-2025	27-02-2025				No Status

Clicking on the "Level" element opens/closes the level's contents.

Individual development plan

A) The personal account contains individual employee development plans, as well as those in which the employee is selected as a manager/mentor.

B) If the application settings indicate that the employee can create an IDP themselves, then the button for creating an IEP will be available:



C) The individual development plan contains the following key sections:

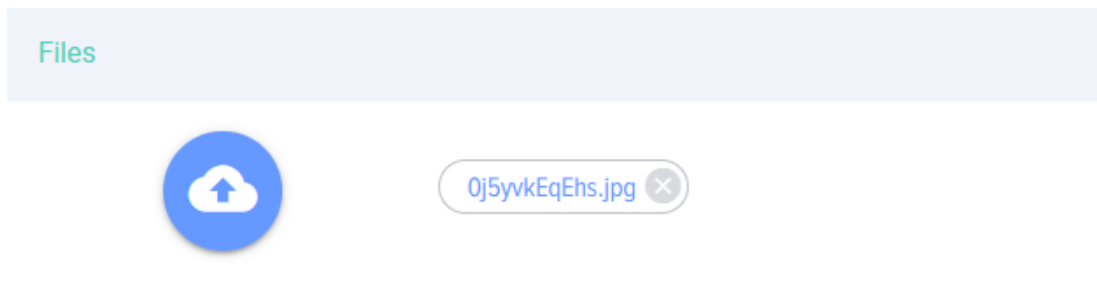
- Control elements;
- Employees;
- Additional materials in the form of files;
- Name of competencies. Competencies in turn include:
 - Manifestation indicators;
 - Current and target level of manifestation indicators;
 - Activities aimed at developing manifestation indicators.

D) Controls include:

- Export;
- Delete;
- Publish/Unpublish.



D) The file section looks like this:



E) Next comes a section with competencies and their indicators:

COMPETENCE +

Soft skills

Rating Scale
My rating scale

INDICATORS +

×

Ind1

Current Level

normal

Target Level

good

DEVELOPMENT EVENT +

Development Event

Workshop

NOT STARTED

2025-02-10 00:00

Deadline

×

👁

Development Event

Courses

Add Course

Enter part of the name for search

The logic of work and presentation is as follows:

- There is a competence (for example, competence 1);
- It is manifested in indicators (for example, indicator 1.1, indicator 1.2);
- There is a scale with which the current level of development of each indicator and the target level are assessed;
- In order to move to the target level of development of the indicator, development activities must be completed;
- Next, development activities are implemented, and the mentor and/or manager monitor the status of their implementation.
- As a development activity, you can select an event from the proposed list or add a course from the course catalog.

To add a course from the catalog, you need to start typing its name and the application will offer options.