

# INSTITUTIONAL CLIENT USER MANUAL

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## DEPLOYMENT AND INSTALATION OF THE INSTITUTIONAL CLIENT

This document describes the institutional client user manual. It describes the functionalities to which the end user (people in charge of an institution or HR manager) has access through this tool. It is structured as follows: first a description of the institutional client is done (section 1); after that the different functionalities are presented in the subsequent sections.

### 1. Description of the Institutional Client

The institutional environment is other of the most important tools in the system. It allows the people in charge of the institution or the HR managers to be aware of the informal activity of their workers/learners, control the competences list they have available to classify their activity and make decisions based on the information that the users of the system have made public for the institutions.

In the following sections these functionalities are presented, but here are the are shown the first steps with the institutional client:

1. When you try to access to the institutional client it is going to ask you for the user and password (Figure 1). This data should have been given to you by the systems administrator.



TAGGING, RECOGNITION AND ACKNOWLEDGMENT  
OF INFORMAL LEARNING EXPERIENCES

Please Introduce your user and Password for the Institutional Catalogue

User\*:

Password\*:

**Figure 1. – Login page**

2. Once the user is logged in the system he/she can see the index view. It has the options that are shown in Figure 2. The first four are related to the competence management and the fifth is related with making decisions. It should be also noted that the user have the possibility to log out of the system by clicking in the link at the right of his/her name in the top right corner of the index page (This link is present in all pages from now on).

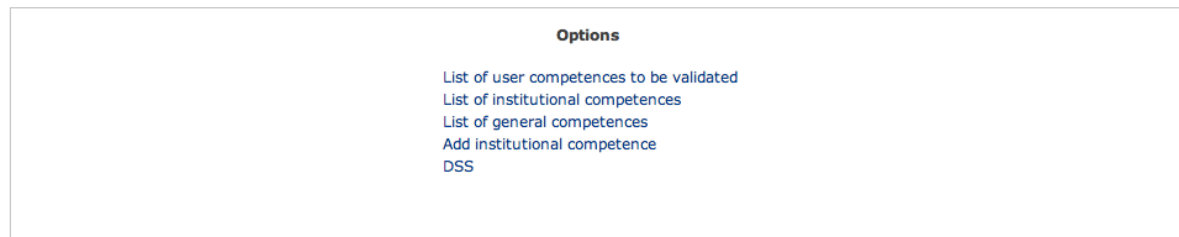


Figure 2. – Index page with the list of options

Now the functionalities of the index are going to be described.

## 2. Competences Management

One of the main functionalities of the institutional client is the competence management. In the index page several options are show. They are:

- List of user competences to be validated. This option gives access to a paged list of the user competences that can be validated (Figure 3). Competences can be sorted alphabetically and the user can search a competence from the full list.

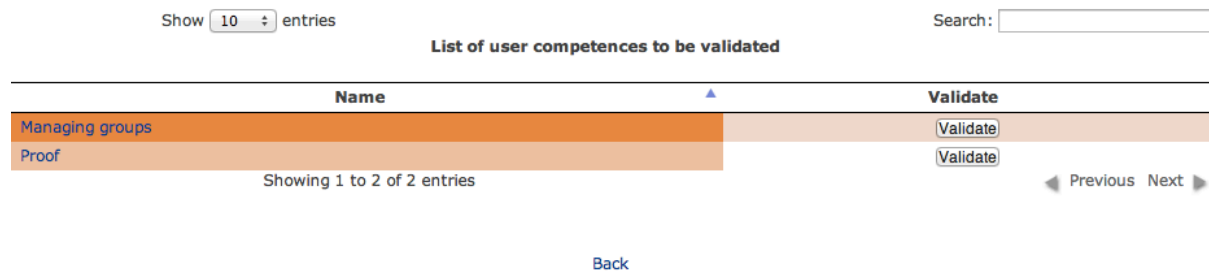


Figure 3. – User competence list

The name of each competence is a link that leads to a page with extra information about the competence such as the associated working areas or tags (Figure 4).

## User competence information

**Competence name:** Managing groups

**Associated Working Areas**

- legislators
- general managers

**Associated Tags**

The competence is not associated with any tag

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Figure 4. – User competence information page

The validate button opens a form where the user can change the name, associated working areas and tags for the competence before validate it (Figure 5).

### Validate an User Competence

Competence Name\*:

Choose one or several working areas

Select the tags or tag you want to associate from the list below

Add the tags separated by commas

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Figure 5. – Validation of an User Competence

Once a competence is validated it is removed from the user competences list and it appears in the institutional competences list (Figure 6).

Show  entries

Search:

**Institutional Competences**

Competence Name	Update
European communications	<a href="#">Update</a>
New Fry 27/09 10:58	<a href="#">Update</a>
New one	<a href="#">Update</a>
New testing ucompetence	<a href="#">Update</a>
Proof	<a href="#">Update</a>
Proof 1	<a href="#">Update</a>
Proof 2	<a href="#">Update</a>
Proof 3	<a href="#">Update</a>
Proof 4	<a href="#">Update</a>
Prueba á é ú ó	<a href="#">Update</a>

Showing 1 to 10 of 12 entries

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**Figure 6. – List of institutional competences**

It should be noted that each page provides a link to the previous page (Back option).

- List of institutional competences. It works in the same way of the User Competences List. The difference is that a competence in this option can be updated (which shows a form similar to Figure 5). In this list also the competences are clickable to obtain more information (which shows page similar to Figure 4).
- List of general competences. This option shows a paged list of the general competences included into the catalogue (Figure 7). As in the previous lists it can be sorted and the user can search a competence.

Show  entries

Search:

**Institutional Competences**

Accepting briefs and pleading in the higher court
Accompanying clients to restaurants and other outings
Accompanying pupils on training flights/drives and demonstrating relevant tasks
Accompanying tourists on sightseeing tours and describing points of interest
Accompanying tourists to museums and exhibitions and giving information on exhibits
Acting as a dancing partner
Acting as administrative consular official
Acting as prosecutor on behalf of the Government in criminal cases
Activating industrial robots
Adapting or arranging music for particular instrumental groups, instruments or occasions

Showing 1 to 10 of 1,621 entries

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**Figure 7. – List of general competences**

These competences cannot be edited so the list only gives the user the option to see more information about a competence by clicking in its name which shows the information in a similar way as in Figure 4.

- Add institutional competence option (Figure 8) allow users to create a new institutional competence, associate working areas to it (something mandatory for a competence) and associate existing or new tags, the user has also the option to see the list of general competences to check if the competence to

add is already in the catalogue. Once the competence is added it will appear in the list of institutional competences. When adding, updating or validating a competence the name of the competence is checked looking for duplicates. Two competences with the same name are not allowed in the catalogue.

### 3. DSS

The other component in the institutional client is the DSS. The DSS facilitate information to the users of the institutional client in order they can make decisions about their learners or learning strategies. Figure 8 shows the DSS functionalities.

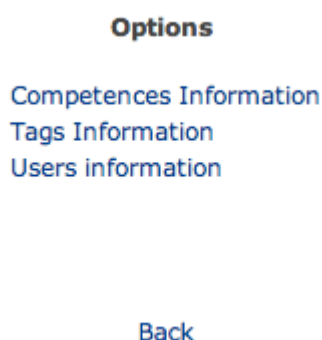


Figure 8. – List of DSS options

These are:

- Competences information. This option provides different charts and info about the catalogue competences, working areas and tags and also about those used and published by the learners in the ILC and portfolio. The first chart of this option shows the distribution of the competences in the catalogue at the moment, distinguishing between general, institutional and user defined (Figure 9).

#### General Competences Distribution

The graph shows the competences distribution by three categories: general, institutional and user defined.

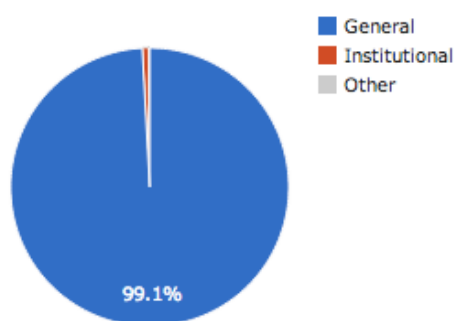
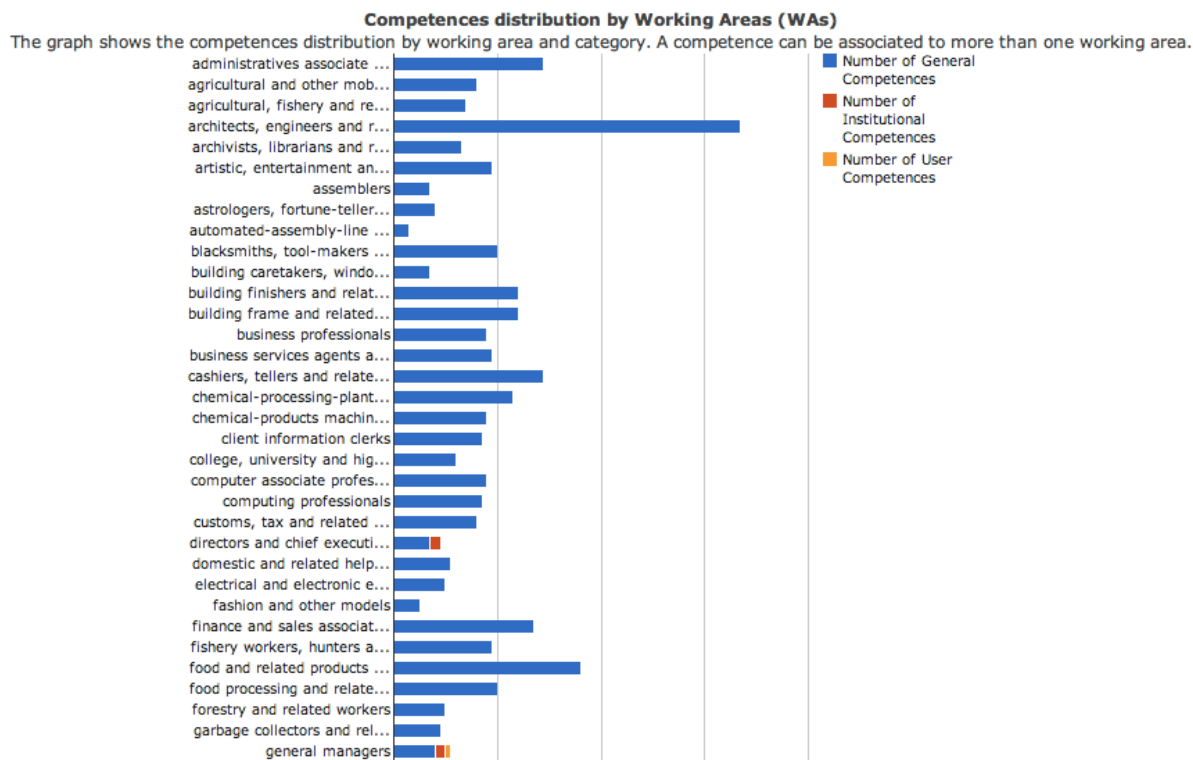


Figure 9. – Current catalogue competences distribution by categories

Later on there is a bar-chart with the distribution of competences by category per working area (Figure 11).



**Figure 10. – Current catalogue competences distribution by working area**

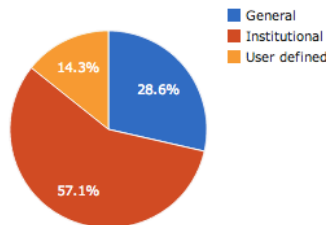
After this chart the same distribution is shown but only with the competences published by the learners to the institutions (Figure 11).

These charts are also enriched with tables about user published competences (Figure 12). The first table shows the number instances of competences selected/published by learner. This allows the institutional client user to know the learners use of the publication tools in the portfolio. After this table there is another that shows the number of validated competences associated to each learner.



#### Unique Competences Distribution

The graph shows the distribution of selected competences by the user in the portfolio. Each competence is considered only once, being therefore designated (or identified) as unique competence. In the graph unique competences are grouped in three categories: general, institutional and user defined.



#### Distribution of unique competences in Working Areas

The graph shows the unique competences distribution by working area and category. These competences can be associated to more than a working area.

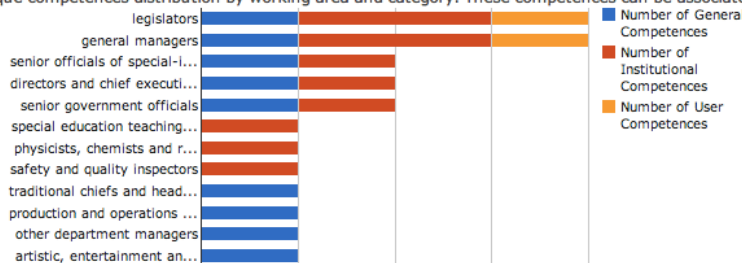


Figure 11. – Distribution of user selected competences by categories and working areas

#### Stats about user published competences

The following table shows the number of competences instances by user. A competence instance represents each time a competence is selected/published by the user in the portfolio

Show  entries

Search:

User Name	Instances
Alicia García Holgado	1
Miguel Ángel Conde González	4
Valentina Zangrando	4

Showing 1 to 3 of 3 entries

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#### Stats about validated competences

The following table shows the number of validations for each user's competences. Since what is validated is the competence, two persons can each get validated one instance of the same competence

Show  entries

Search:

User Name	Validations
Alicia García Holgado	0
Miguel Ángel Conde González	1
Valentina Zangrando	2

Showing 1 to 3 of 3 entries

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Indicators about the total number competences instances and the total number of competence validation actions

The total number of published competences is: 9  
The total number of validated competences is: 5

Figure 12. – Stats about user published competences

Besides these tables the number of published and validated instances of competences is also shown. In addition there is another table with stats about user published competences, this table shows a list with the published

competences (Figure 13). Per each competence there is information about if it was validated by an institutional client user (only valid for institutional competences), the number of instances selected/published in the portfolio and the type of competence (user defined, institutional or general).

Show  entries

Search:

Competence Name	Validated	Number of instances	Competence Type
European communications	No	1	Institutional
Managing groups	No	2	User Defined
New testing ucompetence	Yes	1	Institutional
Playing one or more musical instruments as a soloist, or as a member of a popular music orchestra of circus, or other bands	No	1	General
Presiding over or participating in the proceedings of legislative bodies and administrative councils of national, state, regional or local governments or legislative assemblies	No	1	General
Proof	Yes	1	Institutional
testing new update	Yes	2	Institutional

Showing 1 to 7 of 7 entries

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Figure 13. – Stats about published/selected competences

Finally, this DSS option includes two tables with information about the top ten selected competences and working areas (Figure 14). If several competences or working areas were in the last position of the list they will be grouped and renamed as others.

Top ten competence instances list

Search:

Competence name	Number of instances
European communications	1
Managing groups	2
New testing ucompetence	1
Playing one or more musical instruments as a soloist, or as a member of a popular music orchestra of circus, or other bands	1
Presiding over or participating in the proceedings of legislative bodies and administrative councils of national, state, regional or local governments or legislative assemblies	1
Proof	1
testing new update	2

Showing 1 to 7 of 7 entries

Top ten working areas list

Search:

Working Area name	Number of instances
artistic, entertainment and sports associate professionals	1
directors and chief executives	2
general managers	5
legislators	6
other department managers	1
Other Working Areas with the same number of instances	1
production and operations department managers	1
senior government officials	2
senior officials of special-interest organisations	2
special education teaching associate professionals	1

Showing 1 to 10 of 10 entries

Figure 14. – Top ten competences and working area lists

- Tags Information. Other DSS option is a tag cloud with the tags used by the learners to tag their informal learning activities (Figure 15). They are gathered

[illegible]

- **Users information.** This functionality allows user to look learners with a specific set of competences (Figure 16). To do so a form with a multiselect dropdown menu is available. It includes the published/selected competences by users.

With this functionality you can search for users that have published a specific combination of competences. The dropdown menu shows only the list of competences published by users, and not all the competences of the catalogue.

**Figure 16. – Form to select the of competences to search**

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Users that have this combination of competences:

Managing groups  
New testing ucompetence

Show  entries

Search:

Full Name	Email
Valentina Zangrando	vzangra@usal.es

Showing 1 to 1 of 1 entries

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Figure 17. – List of users with a predefined set of competences