Manager Guidance for POD

the pod

Please Note that each course is set with a **limit** to the number of places a Manager can Allocate or Reserve.

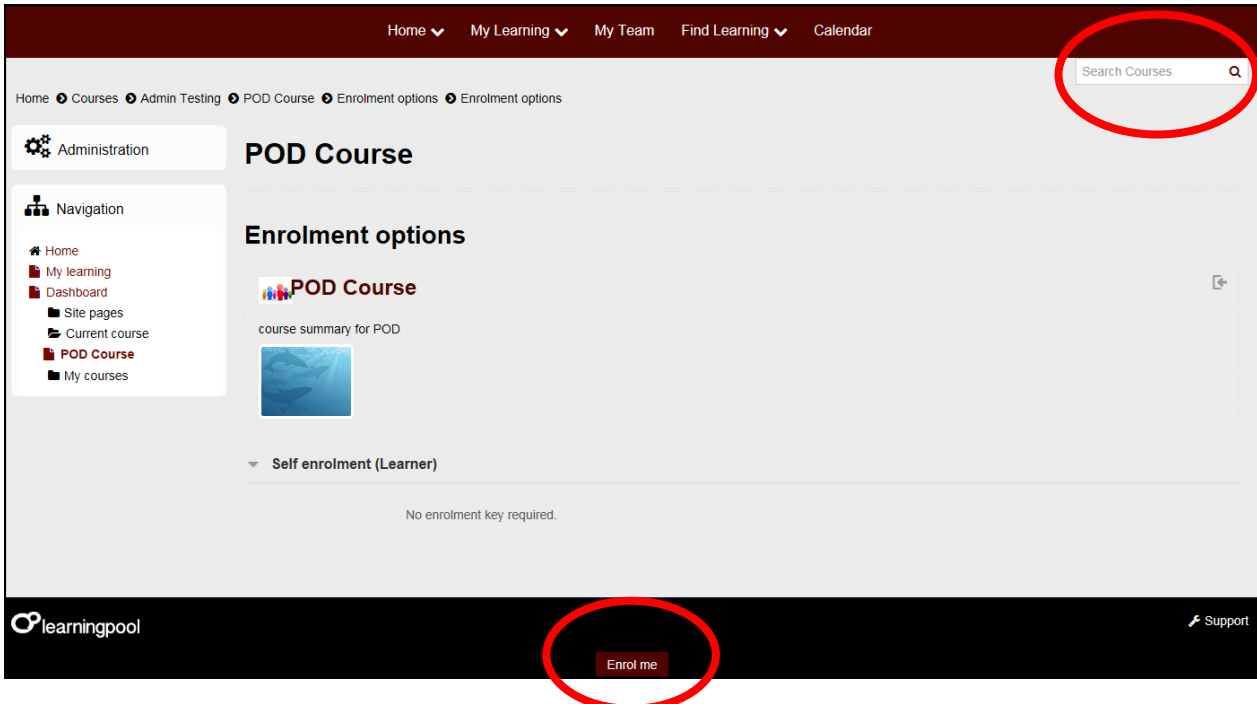The Reservations function is only available to Managers.

Employees are encouraged to make their own applications.

In this Guidance you can find information about the following procedures

Manager-Allocating a Named Employee onto a Course

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Enter the course name in the **Search Bar** *(top right hand side of the screen)*
   Select the course title to open the course.

3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.

   If the screen is not displayed continue to the next step

4. Under the **Options** column *(right hand side)* click on **Allocate spaces for team**, as shown below

Select **View all events** to display **ALL** available dates

Continued on the following page...

5. The names of your staff will be displayed in the **Potential allocations** column at the bottom of the screen

6. Select the employee you want to book onto the course

7. Select **Add**

The process is now complete.

The employee is booked onto the course and they will receive a system generated 'Notification' email.

Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM
Duration
7 hours
Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2
Approval required by:
Manager Approval
Normal cost
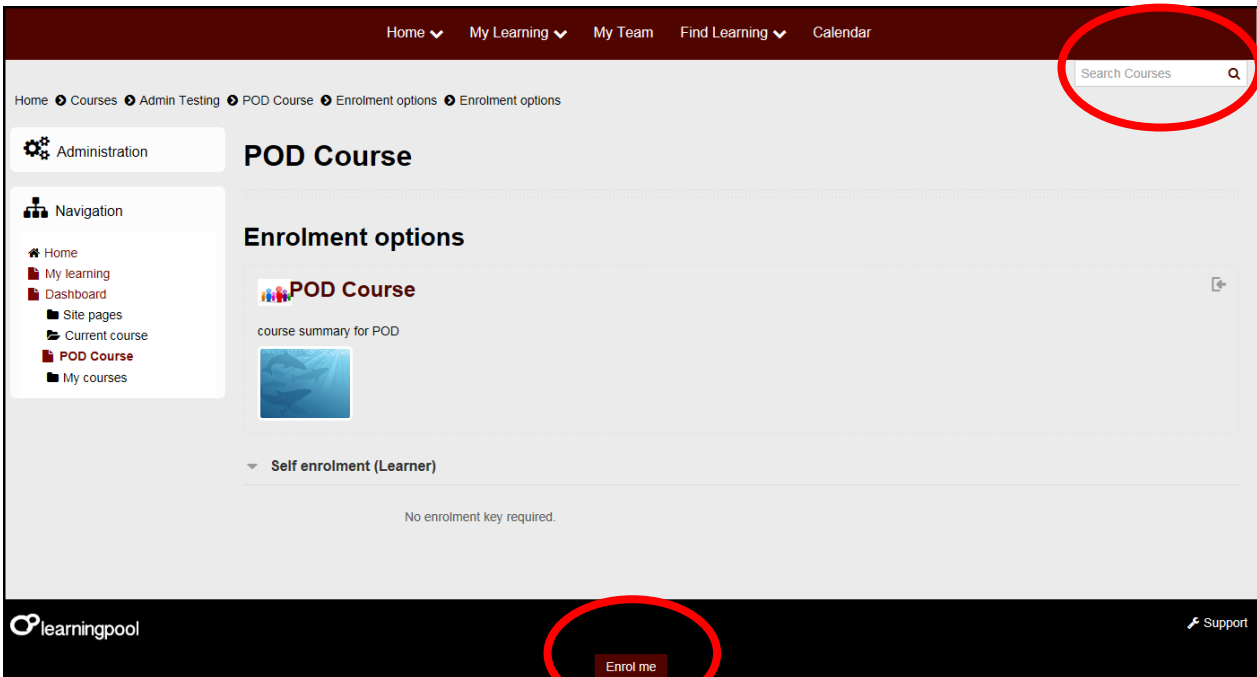£25
Discount cost
£25

Current allocations (1 / 3)
This event

Potential allocations (2 left)
Joanne Ellis
Annette Martin - Meign

◄ Add
Remove ►

Manager-Making a Reservation on a Course for an Employee-Not Named

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Enter the course name in the **Search Bar** *(top right hand side of the screen)*
    Select the course title to open the course.

3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.

    If the screen is not displayed continue to the next step

4. Under the **Options** column *(right hand side)* click on **Reserve spaces for team**, as shown below

5. Select the number of spaces you would like to reserve, as shown below

    Select **View all events** to display **ALL** available dates

    Select **Update**

The process is now complete.   *Continued on the following page...*

Manager-Allocating a Name to a Reservation

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Enter the course name in the **Search Bar** *(top right hand side of the screen)*
    Select the course title to open the course.

3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.

    If the screen is not displayed continue to the next step

4. Under the **Options** column *(right hand side)* click on **Allocate spaces for team**, as shown below

Select **View all events** to display **ALL** available dates

5. The names of your employees will be displayed in the **Potential allocations** column at the bottom of the screen

6. Select the employee you want to book onto the course

   Note the option below

   This option only appears when you have 1 Allocation/Reservation place remaining from your permitted limit.

   Replace reservations when adding allocations (1) Yes ▼

   Q: Do you want to **retain** a Reservation when you have made the Allocation? Select No

   Q: Do you want to **use** your Reservation for the Allocation? Select Yes

7. Select **Add**

   The process is now complete.

   The employee is booked onto the course and they will receive a system generated 'Notification' email.

   Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM
Duration
7 hours
Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2
Approval required by:
Manager Approval
Normal cost
£25
Discount cost
£25

Current allocations (1 / 3)
This event

◄ Add
Remove ►

Potential allocations (2 left)
Joanne Ellis
Annette Martin - Meigh

Manager-Cancelling an Allocation Made by You

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Enter the course name in the **Search Bar** *(top right hand side of the screen)*
    Select the course title to open the course.

3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.

    If the screen is not displayed continue to the next step

4. Under the **Options** column *(right hand side)* click on **Allocate spaces for team**, as shown below

Select **View all events** to display **ALL** available dates

5. The name/s of your employee/s will be displayed in the **Current allocations** column at the bottom of the screen

6. Select the employee you want to cancel from the course

Note the option below

Create reservations when removing allocations   Yes ▾

Q: Do you want to **create** a Reservation for another member of staff when you have removed the employee from the course? Select Yes

Q: Do you want to **remove** the employee and no longer require a Reservation either? Select No

7. Select **Remove**

The process is now complete.

The employee is removed from the course and they will receive a system generated 'Notification' email.

Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM
Duration
7 hours
Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2
Approval required by:
Manager Approval
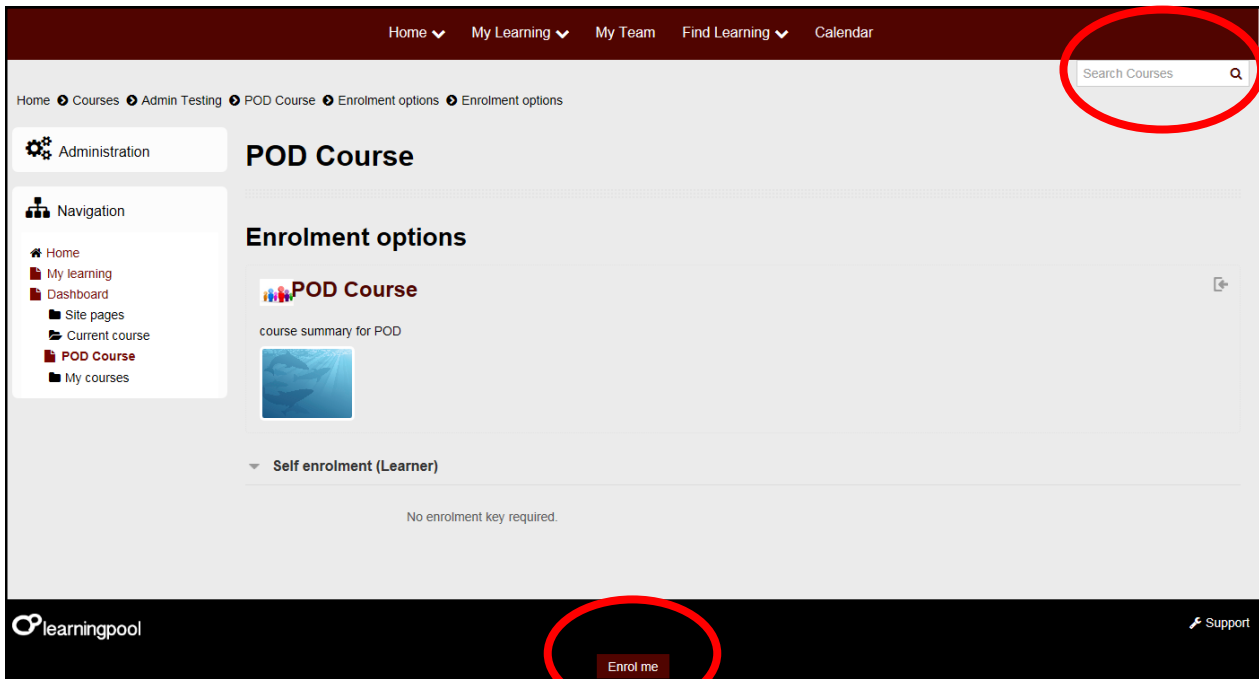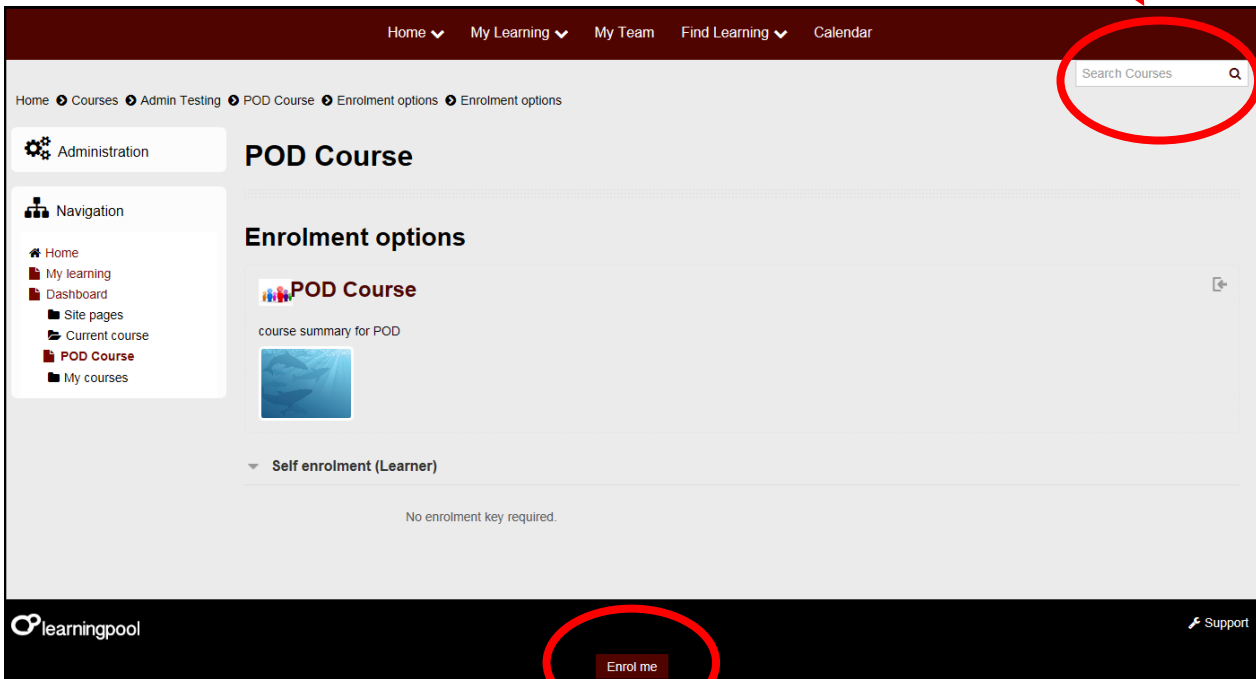**Normal cost**
£25
Discount cost
£25

Current allocations (1 / 3)
This event

◄ Add

Remove ►

Potential allocations (2 left)
Joanne Ellis
Annette Martin - Meigh

Manager-Cancelling a Reservation

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Enter the course name in the **Search Bar** *(top right hand side of the screen)*
   Select the course title to open the course.

3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.

   If the screen is not displayed continue to the next step

4. Under the **Options** column *(right hand side)* click on **Reserve spaces for team**, as shown below

   Select **View all events** to display **ALL** available dates

5. From the **Reserve spaces for team** reduce the number of Reservations from the drop down and select **Update**

The process is now complete.

Manager-Approving or Rejecting an Application Made by an Employee

Alternative process-see 'Tasks'

1. Select the link in the email you have received and log into **POD** (Learning Management System)

2. You will be presented with the screen below

    Select **Approve** or **Decline** for the application made by your employee.

3. Select **Update requests**

The process is now complete.

Manager-Tasks

Alternative process-see 'Approving or Rejection an Application Made by an Employee'

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. The **Tasks** block will be displayed.

    Select **View all tasks** to display all tasks
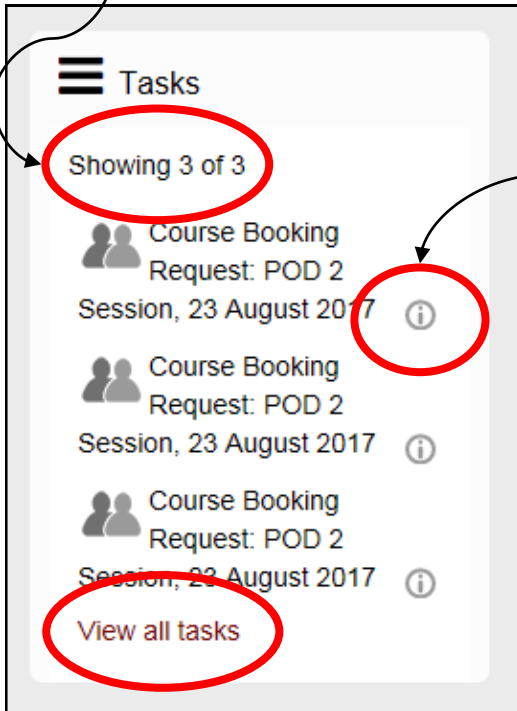
Select the 'information' icon to review the task

3. **Review Item(s)** will be displayed.

    Select the required action (**Reject/Accept/Cancel/Dismiss**)

    Select the **link** to access the course and further details

Scroll here to review more details

The process is now complete.

Manager Alerts

1. Log into **POD** (Learning Management System) at **http://barnsley.learningpool.com**

2. Select **My Learning** from the menu at the top of the screen

Home ⌄   My Learning ⌄

Home ❯ My learning

3. The **Alerts** block will be displayed.

    The number of alerts displayed is shown.
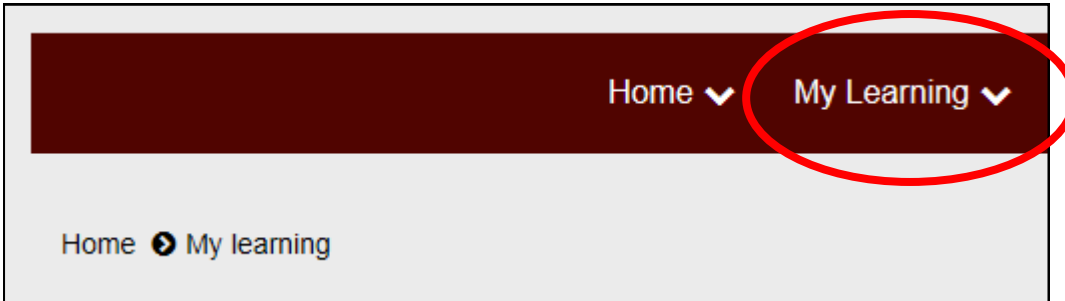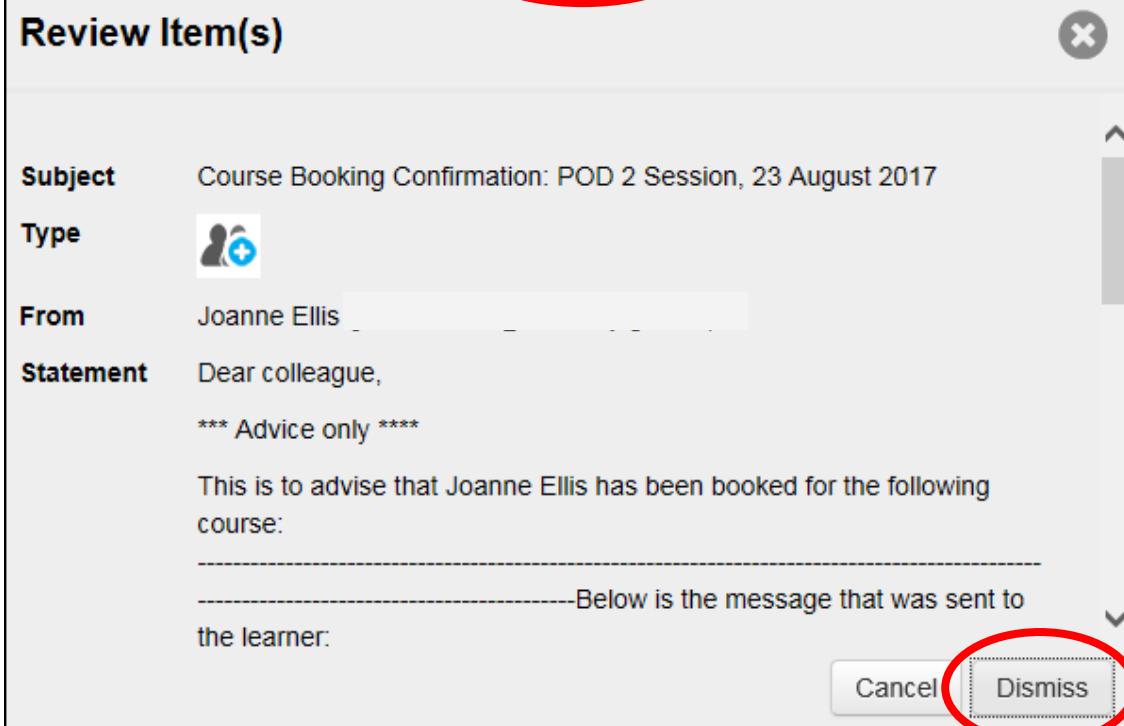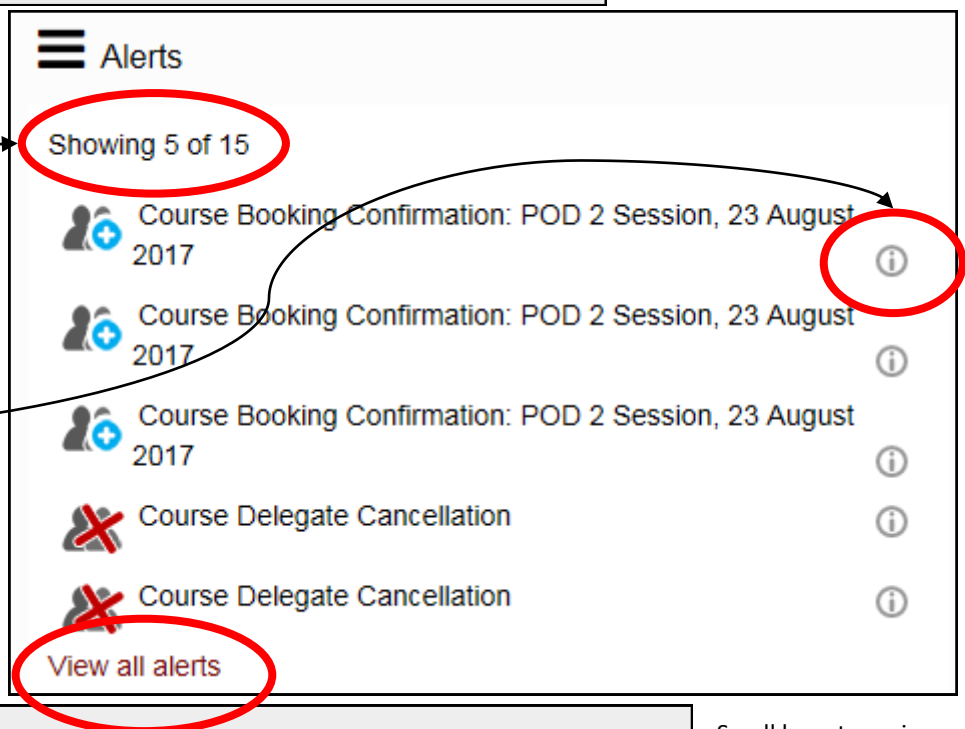
    Select **View all alerts** to display more details.

☰ Alerts

Showing 5 of 15

Course Booking Confirmation: POD 2 Session, 23 August 2017   ⓘ

Course Booking Confirmation: POD 2 Session, 23 August 2017   ⓘ

4. Select the 'information' icon to review the details of the alert

Course Booking Confirmation: POD 2 Session, 23 August 2017   ⓘ

Course Delegate Cancellation   ⓘ

Course Delegate Cancellation   ⓘ

View all alerts

Review Item(s)   ⊗

Subject	Course Booking Confirmation: POD 2 Session, 23 August 2017
Type	
From	Joanne Ellis
Statement	Dear colleague,

*** Advice only ****

This is to advise that Joanne Ellis has been booked for the following course:

----------------------------------Below is the message that was sent to the learner:

Scroll here to review all details

5. Select **Dismiss** to delete the alert

Cancel   Dismiss

The process is now complete.