

Prodeceo Product Specification

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Introduction

About Prodeceo

Prodeceo is a cloud based blended learning system that is designed to be as easy-to-use as possible. Blended learning combines elements of e-learning and classroom or onsite training to improve your trainees' experience.

In addition to providing and managing your own training, you may also record your trainees' external training, so that Prodeceo becomes a single source for all of your training records.

We hope that you enjoy using Prodeceo!

About This Document

This document provides a complete description of the functionality provided by Prodeceo. You might like to use it as a checklist to ensure that Prodeceo meets your requirements. If you would like to discuss this specification, or are interested in a free trial then please contact us on 0845 900 3830 or contactus@prodeceo.com

Trainee Management

What are trainees?

Trainees are users of the Prodeceo (other software may use the terms 'learner' or 'student'). Each trainee who uses Prodeceo develops a personal training record which can be viewed and reported on by Training Managers. This section outlines the functionality of the software specifically related to trainees.

Adding trainees to Prodeceo

There are a three methods to add a trainee to Prodeceo. These are outlined below.

Adding A Single Trainee

A single trainee may be added by a person with sufficient privileges. In addition to adding a trainee's personal information, you may assign them an access level within Prodeceo and place the trainee into groups.

Adding Multiple Trainees

Adding multiple trainees can be done by inserting a collection of email addresses. After submitting a collection of email addresses accounts will be created for each user, and they will be emailed a request to complete their own personal details. This option is ideal for large staff intakes.

Via the Prodeceo Application Programming Interface (API)

If you have an existing HR database you may choose to add users via Prodeceo's API. This option is a good choice for larger companies who have an existing HR database. Your HR software provider may be able to help you implement this.

Managing trainees

Trainees may update their own contact details and password only. Training Managers may edit any of the recorded details for a trainee.

Removing a trainee

Trainees are not completely removed from Prodeceo, when you remove a trainee their records are archived and they do not appear in training reports. You may choose to unarchive a trainee at any time, which will enable them to login and use the system again.

Trainee roles

Each trainee in Prodeceo has an associated role. These are outlined below, and will appear at the relevant sections in the document as required.

Trainee Role	General Abilities
Delegate	This role may participate in assigned online training and classroom courses.
Trainee	This role may participate in online training and classroom courses.
Line Manager	This role may participate in online training and classroom courses. This role may view records for users with the role of trainee.
Trainer	This role This role may participate in online training and classroom courses. This role may lead classroom courses.
Training Manager	This role may participate in online training and classroom courses. This role may view records for users with the role of trainee or line manager
Account Admin	This role may participate in online training and classroom courses. This role may view records for all users.

Email Actions

The following emails are sent automatically by the system.

Email	Email Trigger	Purpose
You have a new training account	Multiple trainee creation	This email is sent to trainees who are added by email address, so that they can complete their own online profile.
Password Reset	On request	Sent so users can reset their passwords.

Training Records

What Are Training Records?

Each trainee in Prodeceo has an associated training record, which contains all of their training activity.

Online Course Training Records

These contain details of the course undertaken, answers given to questions and optionally the details of the person who signed off the training if required.

Online Exam Training Records

These contain details of the exam undertaken and answers given to questions and the score attained by the trainee.

Classroom Course Training Records

Records for classroom courses contain general feedback given to the group, personal feedback as given to the trainee and internal notes which may be used by training managers. Trainees may also make their own notes on the training which are also available for you to view.

Recording External Training

In addition to recording training managed by Prodeceo, external training may also be recorded. This training may include the name of the training undertaken and the dates at which it expires. Entering your external training into Prodeceo will allow you to generate training reports, and be notified of its expiry.

Group Management

What Are Groups?

Groups represent a logical collection of trainees within your organisation. A trainee may belong to as many groups as required to accurately describe their role.

Group Categories

Each group belongs within a category. In Prodeceo we highlight four group categories:

- Position
- Department
- Location
- Miscellaneous- The miscellaneous group can be useful for interdepartmental teams or graduate intakes to be grouped by date.

N.B. Although each group must belong in a single category, a trainee may belong to multiple groups in a given category.

Creating a Group

Creating a group is handled by assigning the group a unique name and choosing an appropriate category. A training programme may also be associated with a group so that users are registered for the training programme when assigned to a group.

Removing a group

You may remove a group at any time. Removing a group **does not** archive the trainees within that group.

Editing group properties

You may edit a group at any time.

Adding a trainee to a group

You may add a trainee to a group when viewing the group or the trainee.

Removing a trainee from a group

Trainees may be removed from a group via the group or trainee interfaces. Removing a trainee from a group **does not** archive the trainee.

Role Restrictions for Groups

Trainee Role	Abillies
Trainee	This user is assigned group memberships.
Line Manager	This user is assigned group memberships.

Trainee Role	Abilities
Training Manager	This role may create, edit and remove groups. This role may assign groups to trainees
Account Admin	This role may create, edit and remove groups. This role may assign groups to trainees

Example Uses

Phil James joins the company in 2013 as an account manager in the technical sales department. He is based at the Birmingham office as part of his graduate training scheme.

In this case we may consider adding Phil to four groups:

Group Category	Group	Reason
Position	Account Manager	For specific role based training
Department	Technical Sales	For specific departmental training
Location	Birmingham	For site based compliance (e.g. site fire safety)
Miscellaneous	2012 Graduates	We can allocate and track the training progress of all graduates in any position, department, or location.

Claire McCormack joins the company as a sales director with responsibility for both print and digital departments. She is not based at a single site.

In Claire's case there are three groups that may apply:

Group Category	Group	Reason
Position	Director	For specific role based training
Department	Print, Digital	Training may be allocated to either of these groups and Claire will be included.
Location		Not required
Miscellaneous		Not required

Online Courses

What Are Online Courses?

Online courses offer the opportunity for staff to train anywhere with an internet connection. Courses in Prodeceo are comprised of pages, which may have multimedia and interactive components.

Creating An Online Course

Online courses can be created using our online course builder, imported from PowerPoint or uploaded as SCORM packages. Using the online course builder offers maximum flexibility, however the PowerPoint import offers a quick and easy way to get existing content imported. When creating a course there are several options or settings which you may alter:

Course Setting	Required	Default	Purpose
Name	Yes		
Description			
Icon File		Default course icon.	You may choose to set a unique icon for each course.
Self Service		No	This option allows courses to be selected by trainees themselves.
Sign Off		No	If your training course requires verification or assessment before being passed check this option.
Compliance Period		Unlimited	If this course expires within a a number of years you can enter its compliance period here. You will receive notifications of expiring training.
Require Perfect		No	This option requires that all questions are answered correctly in order to pass.

Multimedia Components

Images, audio clips and videos uploaded to Prodeceo are automatically converted into appropriate formats for delivery to iPhones, iPads and Android devices. You need only to upload the file once and include it at the required place in your course.

PowerPoint Import

Prodeceo has an advanced PowerPoint rendering system, that turns PowerPoint presentations into courses. To do this it converts each slide of the presentation into an image, and places the image into a page of the course. Presently animation cannot be imported so the image contains the slide as it would appear at the end of the animations. Additionally movies and sound clips cannot be extracted from the powerpoint file at this time.

SCORM Compatibility

Prodeceo is compatible with the widely used SCORM standard. At the current time Prodeceo supports version 1.2 of the specification.

Questions and Trainee Participation

Each page of a course may have associated questions. Questions are added using the question builder and all trainee responses are permanently stored as part of their training record.

Editing Online Courses

Courses created using the online course builder are completely editable. Courses imported from PowerPoint may be augmented with new pages in the course builder and have existing pages rearranged.

Assigning Online Courses

Online training courses may be assigned to individual trainees or to groups of trainees as required. You may also set an optional deadline for training completion at the time of allocation.

When training is assigned, trainees receive an email informing them of the new assignment and advising them of the associated deadline (if set). Students are sent a reminder 48 hours before the deadline.

Role Restrictions for Online Courses

Trainee Role	Abilities
Delegate	This role may take online courses.
Trainee	This role may take online courses This role may elect to take self-service courses.
Line Manager	This role may take online courses This role may elect to take self-service courses.
Trainer	This role may take online courses This role may elect to take self-service courses.
Training Manager	This role may create, edit and remove online courses. This role may assign courses to all other trainees.
Account Admin	This role may create, edit and remove online courses. This role may assign courses to all other trainees.

Email Actions

The following emails are sent automatically by the system.

Email	Email Trigger	Purpose
You have a new training assignment	Online course assignment.	To inform the trainee of their new assignment and deadlines as appropriate.

Online Exams

What are online exams?

Online exams form the main assessment method in Prodeceo.

Creating An Online Exam

Creating an online exam in Prodeceo comprises two stages; setting up the exam and adding the questions on the examinable material. When creating an exam there are several settings which may be configured.

Exam Setting	Required	Default	Purpose
Name	Yes		
Description			
Icon File		Default exam icon.	You may choose to set a unique icon for each exam.
Pass Mark	Yes	75%	The pass mark for the exam as a percentage. This must be between 0 and 100.
Time Permitted	Yes	10 minutes	The time in minutes for the exam.
Questions Required	Yes	10	This is the number of questions in the exam.

N.B. Where an exam has fewer questions than the questions required, it will be comprised of all available questions. Where an exam has more questions than required, a random sample is selected for each exam taken.

Editing an Exam

You may alter any of the above properties at any time, although doing so only alters exams taken after the alteration. Changes are not applied retrospectively.

Adding Questions To An Exam

Adding question to the online exam is done through the question wizard. [See section on questions for more information.](#)

Taking An Exam

When taking an exam, the timer commences when the trainee selects the start button. The trainee can skip questions without answering them and return to them later. When all questions have been completed, the trainee may review their answers or choose to submit their answers early.

If the time limit is reached for the exam, the trainee's exam is ended and their solutions are submitted automatically.

Role Restrictions For Online Exams

Trainee Role	Abilities
Delegate	This role may take online exams.
Trainee	This role may take online exams.
Line Manager	This role may take online exams. This role may view results of trainee's exams.

Trainee Role	Abilities
Training Manager	This role may take online exams. This role may create, edit and remove online exams. This role may assign exams to all other trainees.
Account Admin	This role may take online exams. This role may create, edit and remove online exams. This role may assign exams to all other trainees.

Email Actions

The following emails are sent automatically by the system.

Email	Email Trigger	Purpose
You have a new training assignment	Online exam assignment.	To inform the trainee of their new assignment and deadlines as appropriate.

Questions

What Are Questions?

Questions are the primary method of creating user interaction in Prodeceo. Questions can be added to online courses and exams.

Creating A Question

Adding questions to a course or online exam is done through the question wizard. Building a question requires three steps:

1. Selection of a template.
2. Writing the question content.
3. Creating the answers, and choosing the correct ones.

Question Templates

Prodeceo contains four question templates to base questions on. These are outlined in the table below:

Question Template	Question Settings	Example Uses
Multiple Choice Template	This question requires a question to be posed as text.	Multiple choice questions, true/false questions
Image Template	This question allows you to add an image to the question, with multiple choice answers.	Scenario based questions, health and safety questions, observation questions
Image Answers Template	This question requires a question be posed as text, however the multiple choice answers are images.	Symbol identification, language testing
Open Answer	This question requires a question to be posed as text.	Opinion based questions, long form writing tasks

Classroom and Site Based Training

What Is Classroom and Site Based Training?

Prodeceo offers you the opportunity to manage your training course bookings, deliver feedback to trainees and record their training. These unified training records offer a full training management system. In Prodeceo we use the term classroom course, however this might cover location or on site based training for your trainees.

Creating A Classroom Course

In order to run a course it must first be created in Prodeceo. Creating a classroom course then allows you to offer the course on multiple dates and times. The options required for creating a classroom course are:

Exam Setting	Required	Default	Purpose
Name	Yes		
Description			
Location			The location of the training.
Maximum attendees			The maximum number of trainees who can attend each session.
Enable Self Service		No	Do you allow trainees to self register for the course.
Sign Off		No	If your training course requires verification or assessment before being passed check this option.

These settings will form the default settings for each time that you run the course to save you time, however you may alter them accordingly.

Editing A Classroom Course

You may edit the classroom course at any time, however your changes will only apply to courses run after the change.

Distributing Pre-course Materials

You may choose to upload resources for your attendees to receive before the course. These might be joining instructions for the course or tasks to be completed before attendance. These are emailed to the attendee when they register and also in the 7 day reminder email.

Running A Classroom Course

To run a course, you must select the classroom course that you would like to run. You need to select a training manager who will run the course, start/end dates and times.

Once the course has been scheduled, you can book trainees onto the course or allow them to self manage their training by logging in and electing to attend.

Managing A Scheduled Classroom Course

You are able to add and remove trainees as required, change the location and start/end dates or times as required.

Cancelling a Classroom Course

If you need to cancel a classroom course for any reason, all candidates will be notified.

Feedback For Trainees

After each course, the training leader is required to complete training for the trainees. The feedback is broken down into three sections:

- General feedback - This is sent to every member of the group.
- individual feedback - This is sent to the individual to whom it pertains.
- Internal notes - This is not sent to the trainees, but is viewable by training managers.

Ratings for Classroom Courses

After each course, the attendees are asked to complete a short survey of the training course and leader. They can also make general comments and suggestions on how to improve the training.

Role Restrictions For Classroom Courses

Trainee Role	Abilities
Delegate	This role may only attend assigned classroom courses.
Trainee	This role may register for self service classroom courses
Line Manager	This role may register for self service classroom courses This role may register trainees for self service classroom courses
Trainer	This role may register for self service classroom courses. The role may lead sessions and deliver feedback.
Training Manager	This role may create,edit and classroom courses. The role may lead sessions and deliver feedback. This role may schedule classroom courses. This role may register trainees for classroom courses.
Account Admin	This role may create,edit and classroom courses. The role may lead sessions and deliver feedback. This role may schedule classroom courses. This role may register trainees for classroom courses.

Email Actions

The following emails are sent automatically by the system.

Email	Email Trigger	Purpose
Registered for course	Classroom course registration	To inform the trainee of the classroom course they are due to attend.
Self Registration	Trainee self registration for classroom course	To inform the trainee of the classroom course they are due to attend.
Course Reminder	7 days before course start date	A reminder email for your trainees
Change in course details	Change of start/end dates or times, or a change of location	To inform the trainee of changes in the course they are due to attend.
Trainer Feedback	1 hour after end time of course	To remind the trainer to login and complete the feedback for the trainees that attended the course

Email	Email Trigger	Purpose
Trainer Rating	1 hour after end time of course	To request the trainees to rate their training experiences.
Trainer Rating Reminder	7 days after the course if not added feedback.	A prompt to leave feedback if not done so already.
Trainer Interim Ratings	2 days after the course	The trainer receives a summary of the feedback received so far.
Trainer Complete Ratings	15 days after the course	The trainer receives a summary of the feedback received.

Assignments

What Are Assignments?

Assignments are tasks which are given to trainees to complete. These might be writing reports or collecting evidence. Some clients use the assignment functionality for managing National Vocational Qualification (NVQ) and Diploma courses.

Creating An Assignment

Before assigning an assignment to a trainee, it must first be created. The configurable options for an assignment are:

Exam Setting	Required	Default	Purpose
Name	Yes		
Task Description			
Completion Period			Number of days to complete the assignment.

Uploading Assignment Resources

After creating the assignment, you may add resources for your students to access. These could be detailed task descriptions or multimedia resources like sounds and videos.

These resources are made available to students to download through the Prodeceo interface.

Setting Required Submissions

After creating the assignment, you must specify what you would like your students to upload. You may make some components optional.

A student will not be able to submit their assignment for assessment until they have submitted all of the required components.

Editing An Assignment

You may change any of the configurable options, resources or required submissions at any time.

Trainee Role	Abilities
Delegate	This role may submit assignments.
Trainee	This role may submit assignments.
Line Manager	This role may submit assignments.
Trainer	This role may submit assignments.
Training Manager	This role may submit assignments. This role may create edit and remove assignments. This role may assess and feedback on assignments. This role may grant extensions to assignments.

Trainee Role	Abilities
Account Admin	This role may submit assignments. This role may create edit and remove assignments. This role may assess and feedback on assignments. This role may grant extensions to assignments.

Email Actions

The following emails are sent automatically by the system.

Email	Email Trigger	Purpose
You have a new assignment	Trainee given assignment.	To inform the trainee of their new assignment and deadlines as appropriate.
Assignment Deadline Reminder	7 days before deadline. 24 hours before deadline.	To remind the student to submit their assignment.
Assignment Feedback	Assessor uploads feedback.	To give feedback to the trainee.
Assignment Submission	Trainee submits assignment.	To inform the assessor that the assignment has been submitted.
Deadline Extension	A training manager or account admin extends the deadline for an assignment.	Inform the trainee of the new assignment deadline

Training Programmes

What Are Training Programmes?

A training programme is a collection of online courses and classroom courses that may be grouped together. Your company may have a general induction process, which contains multiple course for all new starters.

Creating Training Programmes

Training programmes are easily created, and have two options:

Exam Setting	Required	Default	Purpose
Name	Yes		
Deliver in Order		No	Controls whether training is assigned all at once, or one by one, with the completion of a course triggering the assignment of the next.

Editing Training Programmes

You may change the name of the training programme at any time. The courses in a training programme may be rearranged by dragging and dropping them into the required order.

Role Restrictions for Training Programmes

Trainee Role	Abillies
Delegate	No control.
Trainee	No control.
Line Manager	No control.
Trainer	No control.
Training Manager	This role may create,edit and training programmes. This role may assign trainees to training programmes.
Account Admin	This role may create,edit and training programmes. This role may assign trainees to training programmes.

Reporting

What Are Reports

Prodeceo offers a number of reporting options for training managers. Producing a training report uses a simple wizard based interface which is easy to use. This chapter outlines the options that are available.

Report Types

Prodeceo offers six training reports, which can be used in a number of ways depending on the options selected.

Online Courses

The online courses report allows you to see who has or has not completed a specific course within a given timeframe.

Online Exams

The online exams report allows you to see who has or has not completed a specific exam within a given timeframe.

Classroom Courses

The online courses report allows you to see who has or has not completed a specific classroom course within a given timeframe.

Assignments

The assignments report allows you to see who has or has not completed a specific assignment.

Expiring Training

The expiring training report allows you to see who requires retraining or re-verification within a specified timeframe

Training Programmes

The training programmes report allows you to see who has or has not completed a training programmes within a given timeframe.

External Training

The external training report allows you to report on external training activities.

Report Options

The options associated with each report are specific to that report, however they may comprise of a list of courses, deciding whether to report on complete or incomplete training etc.

Filtering Trainees

You may choose to report on all of your company's trainees, or select a group of them. In addition to choosing which groups should be selected, you may also decide to have trainees in all of the specified groups (thus filtering them) or any of the specified groups.

Role Restrictions for Reporting

Trainee Role	Abilities
Delegate	No Control.

Trainee Role	Abilities
Trainee	No Control.
Line Manager	No Control.
Trainer	No Control.
Training Manager	This role can run any reports.
Account Admin	This role can run any reports.

Account Settings

Account Settings

When a Prodeceo account is registered, the user who registers that company is automatically assigned the role of account administrator. They have a number of options which they may control.

Account Setting	Required	Default	Purpose
Site Address	Yes	Defined at account registration	This is the address of your prodeceo account. This takes to form of XYZ.prodeceo.com.
Login text		Welcome to your online training platform.	This is the text displayed on the login page to users who visit your training site. You may choose to customise this so that they can seek assistance if required.
Site Logo		Prodeceo Logo	You may add your company's logo in order to customise the trainee's experience
Self Service Training		No	This activates and deactivates self service training for your account. If this is set to no, then all self service training is disabled.

Updating account settings

You may change any of the above properties at any time.