

Skills Training

University of Manchester eProg Summary

Skills training is an activity, online course or workshop which enhances student research and builds a repertoire of transferable skills. They come in various forms from progressing student careers to teaching skills that are important for lab work or writing up their thesis.



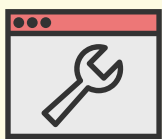
Search for Training Modules

Enter eProg and select the 'Training Catalogue' tab to access current training modules and related tasks. You can search for training courses in the search box or select 'Manage Training Courses' to display a list of training courses. The results list displays 10 by default. If you cannot find the one you require, increase the number of records per page.



Create skills training

Within 'Training Catalogue', select 'Add Unit'. Enter the course code, title and organisation or faculty specifications. You can choose to hide this from non-administrative users by selecting the check box. Click 'Add' button to create the training course or 'Cancel' to abandon it. A green box will indicate the addition of new skills training.



Amend Skills Training

Within your search results for Training Courses, select the course code you wish to edit by selecting the individual Training Course link. The 'Content' tab provides a description of the Training Course. Click 'edit' in the bottom right-hand corner to alter the content. This can be copied, typed or edited in the box. Click 'Update'. **Changes saved** indicates successful edits.



Add Resources

Within 'Resources' tab you can add either:
Online Resources: Enter a title, web address and type of resource. Click 'Upload'. All Online Resources associated with the course are listed in the relevant table.
Files for Downloads: Enter file location and title. Click 'Upload'. Successful addition is indicated by message under 'Resources'. You can remove or add resources using the 'Manage Resources' and 'Upload Resources' buttons, respectively.



Add to pathway

Enter eProg management and search for the pathway you wish to add skills training to. Select the 'Skills Training' tab and in 'Add Skills Training to Pathway' box, select the required skills training and move them to the right-hand box using the arrows. Click add. **Skills training successfully added** is displayed.



*If needed, you can add a deadline for completion for each taught unit. Click save changes. **Changes saved** will indicate successful deadline addition. NB you cannot adjust University-level deadlines.*



Notes