



SAWIPB

*South African Wine Industry
Professional Body*

HOW TO:

MANAGE YOUR PROVIDER ACCOUNT



PROVIDER ACCOUNT GUIDE

Provider Options

Benefits	Provider Option 1	Provider Option 2	Provider Option 3
Learning programmes loaded on the SA Wine Learning Management System (LMS) catalogue and availed to all users and employers on the system.	X	X	X
Providers has access to their own provider account on the LMS, linked to the SA Wine LMS to manage learners.		X	X
Providers have a Learner Management System to manage and report on all learners, including the learner data that falls outside the ambit of the Wine Industry		X	X
Providers have access to an online learning platform to avail and manage online learning programmes, assessments, and certification.			X
Cost	Annual Subscription of R1000	Monthly Subscription of R1000	A minimum Monthly Subscription of R1000 or 20% of online learning revenue managed on the system, whichever is more.
Subscription billing duration	Annual commitment paid once off.	Monthly commitment for a year	Monthly commitment for a year.

INTRODUCTION

Dear Valued Stakeholder,

This guide provides essential tips and instructions to help you navigate your provider account. To access your account, please ensure you have received the provider link. Use your ID number as the username and your password to log in.

Each provider has access to a unique LMS account, linked to a separate login page. The account administrator is the individual who initially created the LMS account by selecting the "Affiliate your organisation with SAWIPB" tab and registering the company.

Administrators have the following permissions:

- **Option 1:** Create learning programmes, share these programmes with SA Wine, and update key information on the SA Wine database.
- **Option 2:** Enjoy the benefits of option one plus has access the business intelligence tab for an overview of expressed needs on the SA Wine LMS, create learning events, and connect with potential learners. Increased learner engagement will grow your database.
- **Option 3:** Enjoy all the benefits of Options 1 and 2, plus the ability to create online learning modules and include learning material such as tests, eBooks, PDFs, presentations, and videos.

This guide will help you manage your provider account effectively. If you need to change the administrator, email eden@sawine.co.za with your request.

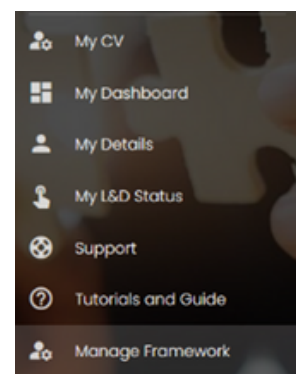
For further assistance or clarification, do not hesitate to contact the team at eden@sawine.co.za.

CREATING YOUR TRAINING NEEDS CATALOGUE

Loading Learning Programmes on the Catalogue

Providers that have affiliated with SAWIPB have access to manage and avail their Learning Programme Catalogue on SA Wine's Learning Needs Tab. This tab contains all learning, per category that users and their managers could select from to address specific skills needs.

The Catalogue is available in the left margin under **Manage Framework**.



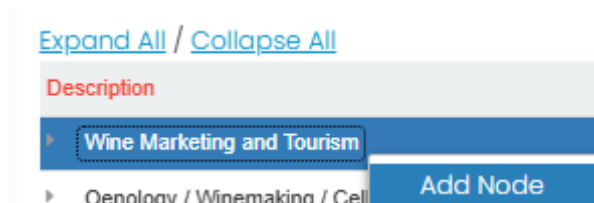
Select Qualifications from the Manage Catalogues list to access the Provider Catalogue.

Attribute Name:

Qualification

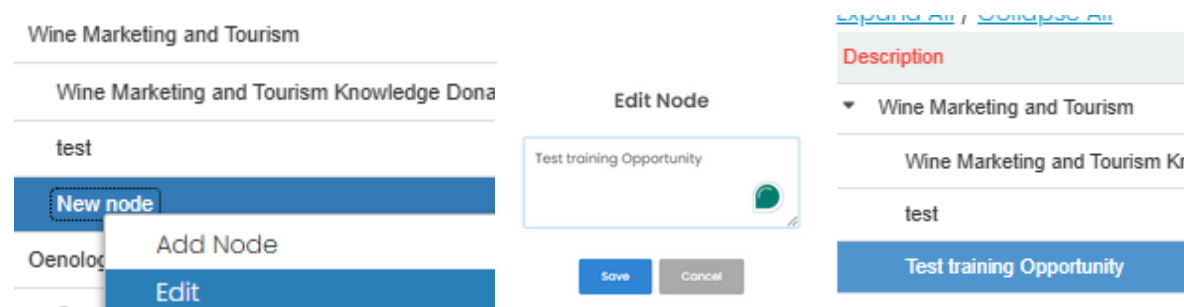
A comprehensive list will be provided, with each item representing a category for the inclusion of training initiatives. These headings will serve as the primary nodes.

When you wish to add a training intervention, select the appropriate top node that corresponds to the desired category. Once the node turns blue, proceed by selecting "Add Node."



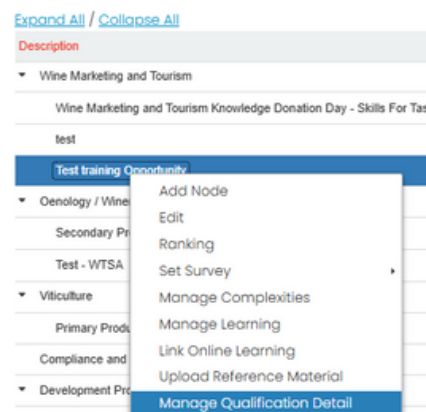
Save the item as new node by pressing add.

The node will initially appear as "New Node." Select the node until it turns blue, then click "Edit" to rename it to the desired learning program name. Once this change is made, the node will be displayed in the catalog according to the name you have assigned.



To add the qualification details to the intervention you have created, click on the node and wait for it to turn blue. Then, right-click and select "Manage Qualification Detail."

The screenshot shows a 'Manage Qualification Detail' form. It includes fields for 'Programme Comments' (with a 4000 character limit), 'Estimated Cost', 'Funding Source', 'Duration', 'Website Details', 'Seats Available', 'Scheduled Date', and 'Provider Details'. A green 'SAVE' button is at the bottom.



Input the applicable information and press save.

Sharing Training Catalogue with SA Wine LMS

Once you have developed your learning program, the information will be stored exclusively in your user account and will only appear in your training needs catalog. To share this information with SA Wine, select the node you have created, wait for it to turn blue, and then click on "Share with SA Wine."

Share With SA Wine

	Shared with SA Wine
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SHARE WITH SA WINE

Please ensure that you click the green button; doing so will change the "x" to a checkmark, officially adding your learning program to the SA Wine LMS training needs catalog.

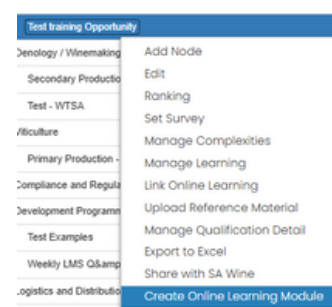


MANAGING AND CREATING ONLINE LEARNING OUTLINES

Linking an online learning programme to the leaning programme created.

Users who select option 3 will have the opportunity to develop an online learning program that complements the existing learning framework. This enables providers to upload all educational materials in their preferred format, as well as link documents, images, or videos to the online platform. Additionally, providers can create assessments to evaluate learners and assign grades accordingly.

To initiate this process, navigate back to your training catalog and select the learning program you wish to base the online module on. Click on the program until it is highlighted in blue, then choose the option "Create Online Learning Module." On the right side of the screen, within the online learning column, you will see the option to "View."



Online Learning

VIEW

Accessing Online Learning

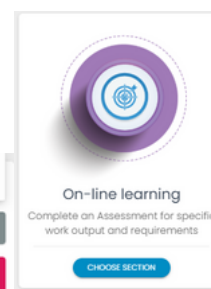
Once you have created your online learning program, return to the main page by clicking the Skillogical button located in the left menu.

To begin, navigate to the online learning block. Click on it, and you will see a list of all the online learning programs you have created. Select the program you wish to edit.

On-line Learning & Assessments
Complete learning for specific work output and requirements

Learning Programmes

Tests for Demo UC 26 NC 22	Content, 2024 PP Knowledge Donation Day NC 26 NC 22	Content - Fault Wines - SP Knowledge donation day UC 26 NC 22
Content - LMS Q&A UC 49 NC 22	Content - Wine Marketing and Tourism Knowledge Donation Day 2024 - Skills For Tasting Room Success UC 52 NC 22	learning programme UC 56 NC 22



After selecting the online learning program you wish to edit, clicking on it will display a new page featuring a blank template, as illustrated below.

Demo: Basic Wine Making Programme

Current Intake: Demo - Creating online learning module

Current Role: Learning Programme Designer

Language: English

Structure

Filter...

Demo: Basic Wine Making Programme

Content

Learner Summary

ID No	Employee Name	Assigned	Attempted	Passed	Failed	Outstanding	Average Score	Average Attempts	Assigned	Attempted	Passed	Ready	Scheduled	Passed
Employee info														
Test Detail														
Summative														
No data to display														

Test Summary

Test No	Test Name	Assigned	Attempted	Passed	Failed	Outstanding	Average Score	Average Attempts	Action
Test info									
Test Detail									
No data to display									

Collaboration

Demo: Basic Wine Making Programme

Current Intake: Demo - Creating online learning module

Current Role: Learning Programme Designer

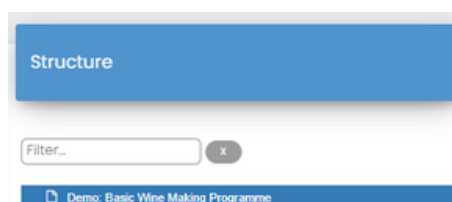
Language: English

Assessor

Creating the learning storyboard

When developing a new online learning program, it is essential to create a storyboard that reflects the structure of the curriculum. This approach allows you to divide the content into modules, chapters, sections, and other components. It is advisable to outline this structure on paper before you begin the actual content creation.

The storyboard serves as a planning tool, enabling you to organize the content and assessments effectively. Each level of the storyboard is identified as nodes to differentiate the various tiers of information. Below is an example illustrating the storyboard and the corresponding nodes associated with it.



Rough storyboard example

L 1 **NODE 1** BASIC WINEMAKING PROGRAMME

L 2 **NODE 2** *Module 1: Introduction to Winemaking*

L3 **NODE 3** • *Chapter 1: History of Winemaking*

L4 **NODE 4** ◦ *Heading 1: Ancient Origins*

- Content: Text summary, timeline infographic, video on the history of wine in ancient civilizations.

L4 **NODE 4** ◦ *Heading 2: Modern Practices*

- Content: Comparison chart of traditional vs. modern techniques, images of modern equipment, audio interview with a winemaker.

L4 **NODE 4** ◦ *Test: Short multiple-choice quiz on historical facts and modern practices.*

L3 **NODE 3** • *Chapter 2: Overview of the Winemaking Process*

L4 **NODE 4** ◦ *Heading 1: Grape Cultivation*

- Content: Interactive map showing wine regions, eBook on grape varieties, quiz on grape classifications.

L4 **NODE 4** ◦ *Heading 2: From Harvest to Bottling*

- Content: Step-by-step diagram, video walkthrough of a winery, downloadable PDF with process details.

- *Test: Drag-and-drop activity to match steps of the winemaking process with descriptions.*

L 2 **NODE 2** *Module 2: Grape Cultivation and Harvesting*

L3 **NODE 3** • *Chapter 1: Understanding Grapevines*

L4 **NODE 4** ◦ *Heading 1: Anatomy of a Grapevine*

- Content: Annotated diagrams, flashcards for key terms, animated video explaining vine growth.

L4 **NODE 4** ◦ *Heading 2: Ideal Growing Conditions*

- Content: Infographic on climate and soil requirements, case studies of successful vineyards, assessment quiz.

- *Test: Fill-in-the-blank questions and multiple-choice quiz on vine anatomy and growing conditions.*

L3 **NODE 3** • *Chapter 2: Harvesting Techniques*

L4 **NODE 4** ◦ *Heading 1: Manual vs. Mechanical Harvesting*

- Content: Comparison video, photos of each method, PDF with pros and cons.

L4 **NODE 4** ◦ *Heading 2: Timing and Quality Control*

- Content: Interactive calendar for harvest timing, video interview with an expert, downloadable checklist for quality.

L4 **NODE 4** ◦ *Test: Scenario-based questions (e.g., deciding the best harvest time based on given data).*

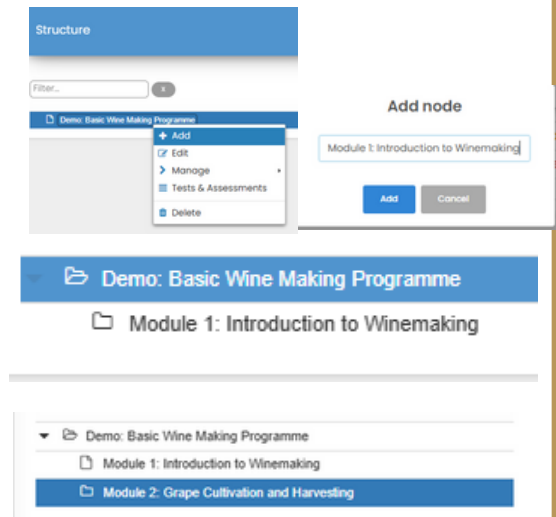
Developing the storyboard

Adding Nodes - Level 1 and 2

The first step in creating the storyboard involves establishing the top nodes. It is important to note that the parent node is designated by the name of the online learning module. If you inadvertently click on this node, causing it to highlight in blue, and subsequently press delete, it will remove all elements below that parent node.

We will begin by adding the two sub-nodes (Node 2), which represent the module headings. To do this, click on the main parent node and wait for it to turn blue. Then, right-click and select "Add Node" as illustrated. A pop-up will appear, prompting you to enter the heading for the second level. Please refer to the example provided for clarification.

Once you have added the new node, proceed to click on the parent node (Node 1 - "Demo: Basic Winemaking Process") and add Module 2, which will also belong to Node 2.



Adding Nodes - Level 3

Congratulations on successfully adding your initial modules. The next step involves incorporating chapters (Level 3) and content headings (Level 4).

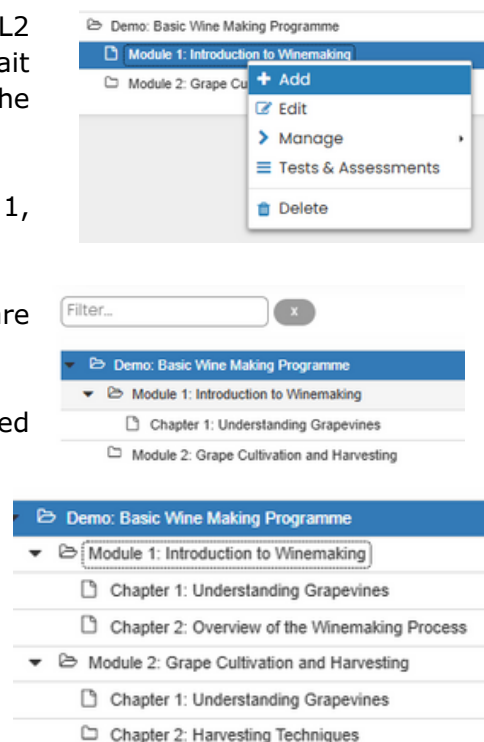
To add chapter headings, begin by selecting the L2 node, which corresponds to the Module 1 heading. Wait for the node to turn blue, then click "Add" to input the name of the first chapter.

By clicking the arrow on the left side of Module 1, Chapter 1 will be displayed.

Continue this process until all necessary chapters are included in your storyboard.

Upon completion, your storyboard should be structured as follows:

- Level 1 (Node 1) Heading
- Level 2 (Node 2) Module Headings
- Level 3 (Node 3) Chapter Headings



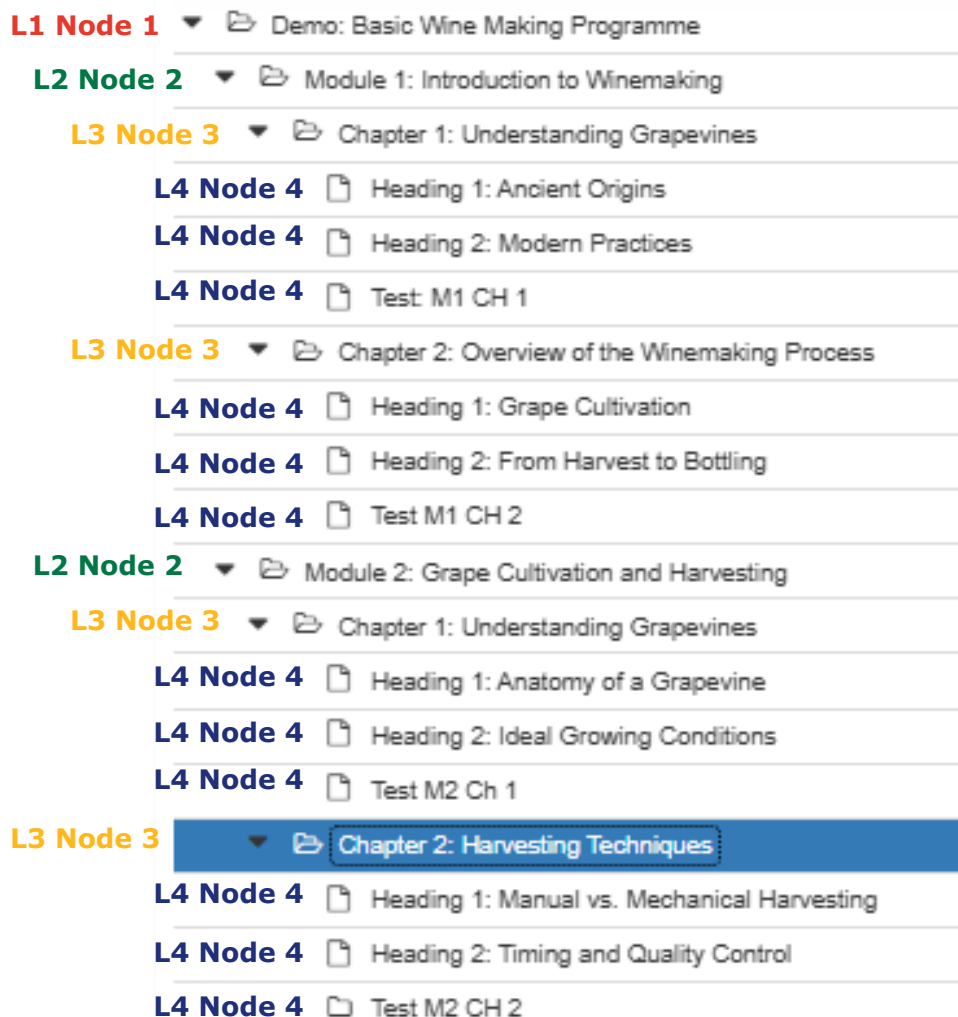
Adding Nodes - Level 4

When adding the fourth nodes, follow the same procedure as before. Ensure that you select the level 3 nodes and wait for them to turn blue before adding the level 4 nodes.

Please note: It is essential to highlight the node directly above the level you wish to add. For instance, select the level 3 node, wait until it turns blue, and then proceed to add the node below it.

Additionally, to verify that all nodes are correctly positioned, expand all nodes by clicking the arrow on the left-hand side.

As illustrated, this is the appearance of the completed storyboard.



Deleting or Moving Nodes

If you have identified a node that has been placed incorrectly and wish to remove it, first select the node in question and ensure it turns blue. It is crucial to verify that the selected node is indeed the correct one, as selecting an incorrect node (e.g., a Level 1 node) may result in the deletion of all subordinate nodes.

Once you have confirmed the accuracy of your selection, right-click and choose the delete option. Afterward, you can follow the previous instructions to add a new node in the appropriate location.

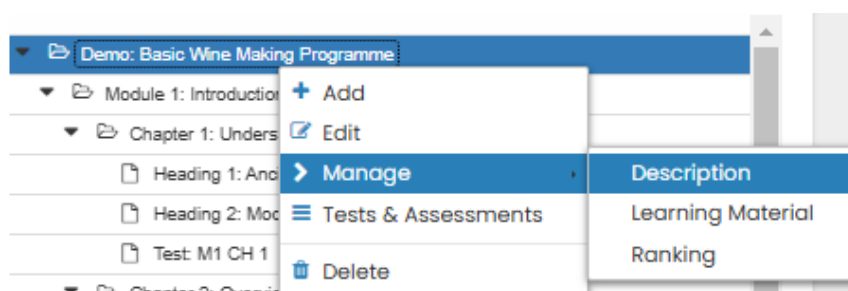
ADDING CONTENT TO THE ONLINE LEARNING STORY BOARD

Introduction

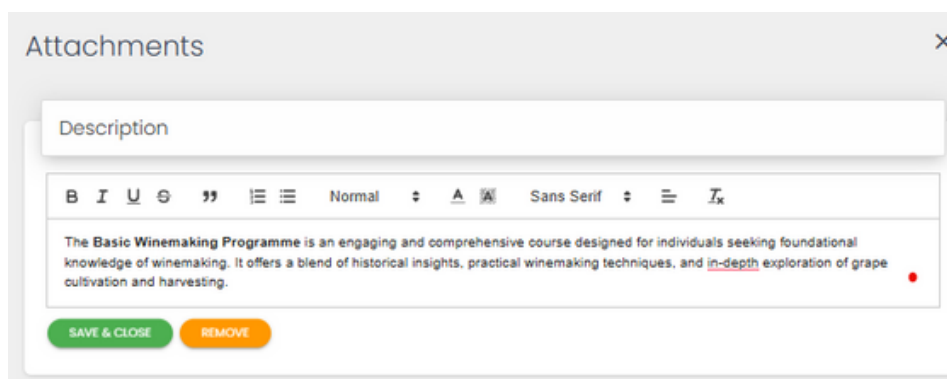
Once you have created and verified the accuracy of your storyboard, you can begin incorporating content into your online learning module.

Adding Content: Header Information

When you click on each heading page, an introduction should appear, outlining the essential elements of the chapter, module, or online learning program. To accomplish this, select the desired node by clicking on it until it is highlighted in blue. Next, choose the "Manage" option and then press "Description" to add your content.



You will then paste the content you wish to display in the designated box and click "Save" to finalize your changes.



Upon clicking the heading, the corresponding information will be displayed. Please repeat this process for each chapter you have outlined.

Demo: Basic Wine Making Programme

The **Basic Winemaking Programme** is an engaging and comprehensive course designed for individuals seeking foundational knowledge of winemaking. It offers a blend of historical insights, practical winemaking techniques, and in-depth exploration of grape cultivation and harvesting.

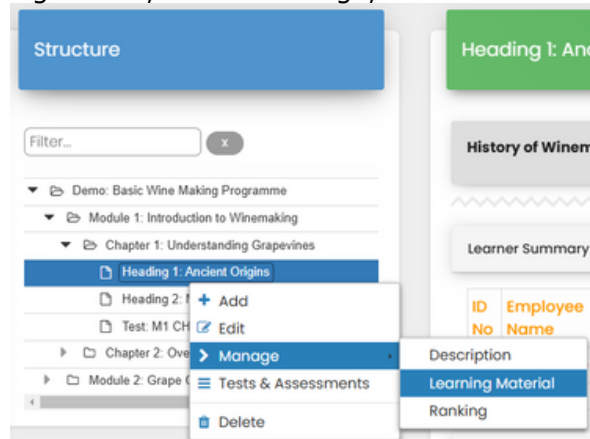
Adding Content: Uploading Files

You also have the option to upload educational materials for learners to access and study while participating in your online course.

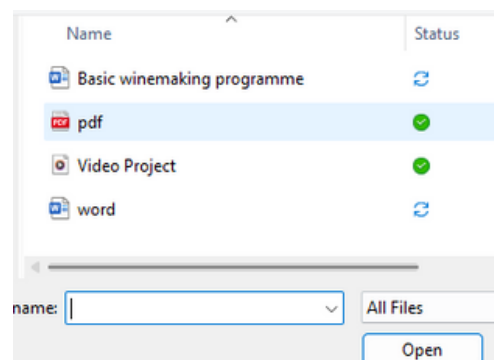
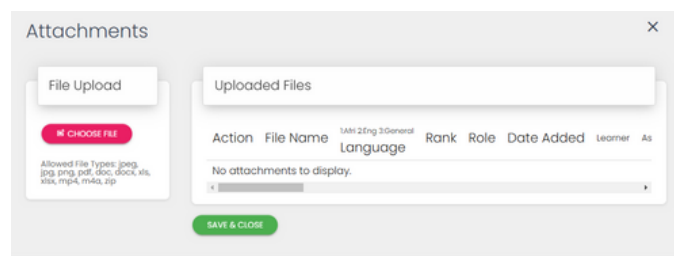
The following formats are supported for upload: PEG, JPG, PNG, PDF, DOC, DOCX, XLS, XLSX, MP4, M4A, ZIP, PPT

To add files, please follow these steps:

First, click on the node to which you wish to attach the learning material, ensuring it turns blue. Once this occurs, right-click, select "Manage," and then click on "Learning Material," as illustrated below.



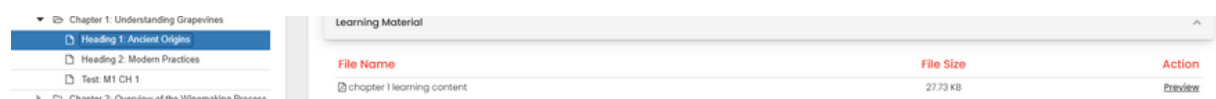
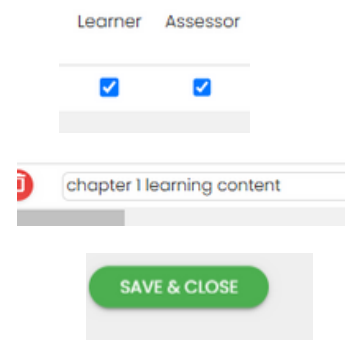
You will be presented with a screen prompting you to upload files, as illustrated below. Upon clicking "Choose File," a dialog box, similar to the one shown below, will appear. Select the desired file for upload and click "Open."



To view the files you have uploaded, scroll to the right and click on "Assessor."

Next, scroll to the left to rename the file to your preferred title, then click "Save" and "Close."

After saving, click on the relevant node where you added the file, and it will be displayed there.



CREATING TESTS

As Part of the online learning option, you can create tests. There are two ways of uploading tests on the system. Auto Mark Questions and adding scored manually

AUTO MARK QUESTION TYPES

Type of Question	Description
True / False	You could also upload images and ask related questions. This is an image of a car
Math Answer	Math Answer allows for a question that requires a numerical answer. The system will check whether the answer given is equal to the model answer before allocating a mark for the answer. Only the Option A and Answer A fields should be used for this type of question. State the math question here in the text. What is 9×10 ?
Multiple Choice (Part Mark)	Multiple Choice (Part Mark) allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will be allocated for each correct response, but wrong responses result in negative marks, which then deducts from the correct marks to the value of 0
Multiple Choice	Multiple Choice questions allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will only be allocated if all the correct options are selected.
Single Choice	Single Choice questions allows for up to six statements/answers to be displayed in response to the question being posed. The correct answer should be marked with an UPPERCASE Y for the system to auto mark the responses
True / False	True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

adding scores manually

You may also include questions that require free-text responses. In such cases, as the assessor, you will need to log into the individual's profile to grade the test automatically.

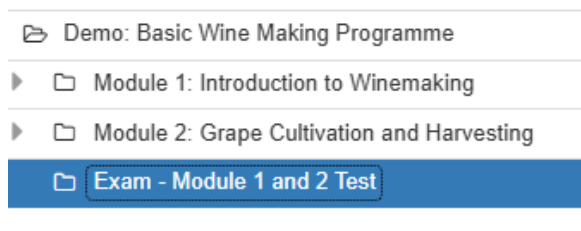
This feature can also be beneficial for providers who prefer to upload marks and scores for tracking compliance.

Marking Tests and Student Interaction

As the assessor, you have the capability to provide comments on test results for both automated questions and manually assigned scores. For instance, if you notice that a student has marked an incorrect response—indicating false when the correct answer is true—you can offer constructive feedback, suggest areas for improvement, or even request a meeting with the student for further discussion.

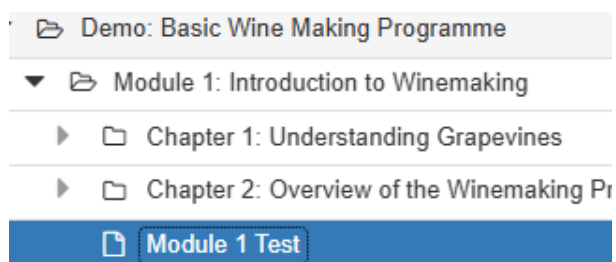
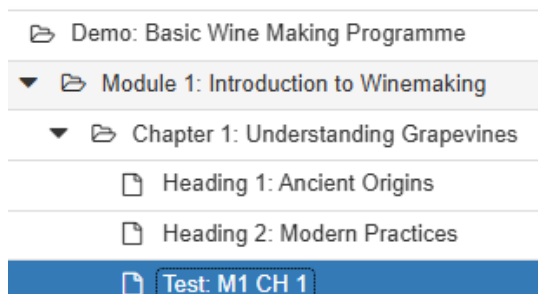
Creating Test Nodes

You can establish a dedicated node specifically for testing purposes. As illustrated below, I have created an additional Level 2 node designated for tests related to the entire module. Alternatively, you may choose to add a test node at the conclusion of each module or chapter by following the standard node creation process.



Adding a test to the entire learning programme, adding from lode level 1

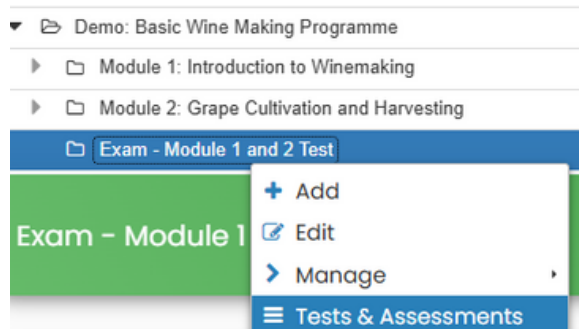
Adding a test to chapter 1, by adding from chapter 1 or 2 (Level 3 Nodes)



Adding a test to Module 1, by adding from Module 1 or 2 (Level 2 Nodes)

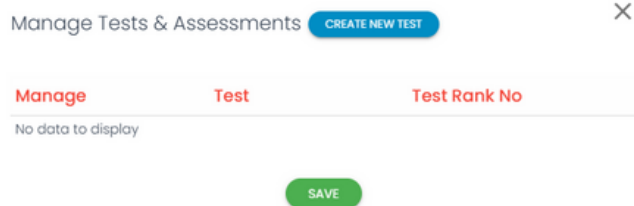
Creating A new Test

For the purpose of this exercise, I am going to add test examples to the first example, "Exam - Module 1 and 2 test"

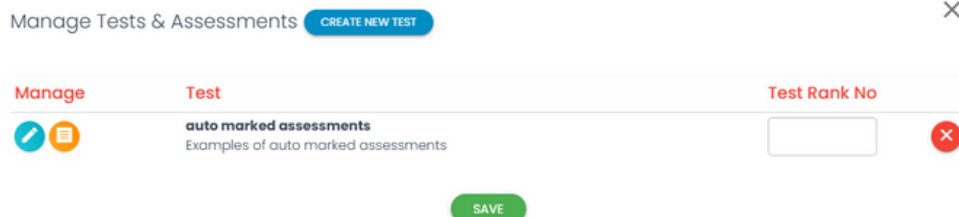


The initial step involves selecting your designated test node. Once you click on it, wait for it to turn blue. After that, right-click and navigate to the "Tests and Assessments" option.

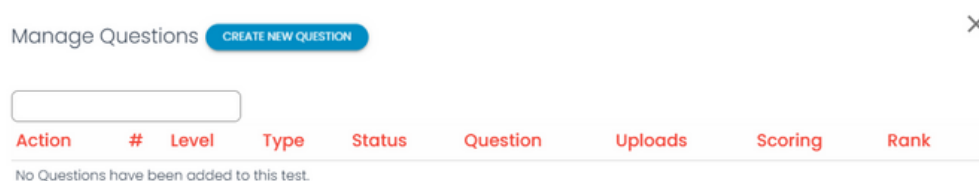
You will encounter a popup on the right side of the screen. At this point, please select the block labeled "Create New Test." Subsequently, another popup will appear, which resembles the image displayed below.

A screenshot of a 'Create New Test' form. The form has a title bar with a close button (X). The form fields are organized into two rows. The first row contains: 'Test Type:' (dropdown menu with 'Assessment' selected), 'Test Name:' (text input with 'auto marked assessments'), 'Test Description:' (text input with 'Examples of auto marked assessments'), 'Test Available:' (dropdown menu with 'Y' selected), 'Test Validity:' (dropdown menu with 'Valid' selected), and 'Completion Criteria:' (dropdown menu with 'Must achieve pass score' selected). The second row contains: 'Date Available From:' (date input with 'yyyy/mm/dd'), 'Date Available To:' (date input with 'yyyy/mm/dd'), 'Test Due Date:' (date input with 'yyyy/mm/dd'), and 'Test Available After Due Date:' (dropdown menu with 'Y' selected). Below these are several smaller fields: 'Use Timer:' (dropdown menu with 'N' selected), 'Time Limit:' (text input with '0'), 'Password Required:' (dropdown menu with 'N' selected), 'Password:' (text input), 'Attempts Allowed:' (text input with '100'), 'Pass Score:' (text input with '80'), and 'No Of Questions:' (text input with '12'). At the bottom right, there is a green 'SAVE DATA' button.

Please complete the details using the relevant information applicable to you. The example provided above serves merely as a reference. Once you have filled in the necessary fields, click 'Save.' You will then be directed back to this page.



To adjust the test parameters, click on the blue button if modifications are necessary. To add questions, simply click on the yellow button, as illustrated in the image below.



Creating A Test Question

Once clicked on the orange button, this will show up. See image below.

Create New Question ×

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Option E: Answer E:

Option F: Answer F:

[SAVE DATA](#)

Creating A Test Question - True or False

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

You could also upload images and ask related questions. This is a line art example.

Question:  Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Action	#	Level	Type	Status	Question	Uploads	Scoring	Rank
 	1	Basic	True / False	Compulsory	Early winemaking utilized stainless steel tanks.		1	1 

I have inputted the Question, selected True or False from the drop down. To indicate the correct answer I have put a **CAPITAL Y** in the answer column. Note that it only responds to the capital Y

Your First Question is uploaded!

Creating A Test Question - Maths Question

Math Answer allows for a question that requires a numerical answer. The system will check whether the answer given is equal to the model answer before allocating a mark for the answer. Only the Option A and Answer A fields should be used for this type of question. State the math question here in the text.

The screenshot shows the 'Math Answer' question creation interface. The 'Question' field contains the text: 'if wine storage in amphorae began 6,000 years ago and transitioned to wooden barrels 1,000 years later, how long did amphorae dominate?'. The 'Score' field is set to '1'. The 'Question Type' dropdown is set to 'Math Answer'. The 'Question Level' dropdown is set to 'Basic'. The 'Question Status' dropdown is set to 'Compulsory'. The 'Rank' field is set to '1'. Below the question, the 'Option A' field contains 'Solve the question' and the 'Answer A' field contains '5000'.

Creating A Test Question - Multiple Choice (Part Mark) / Negative Marking

Multiple Choice (Part Mark) allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will be allocated for each correct response, but wrong responses result in negative marks, which then deducts from the correct marks to the value of 0

The screenshot shows the 'Multiple Choice (Part Mark)' question creation interface. The 'Question' field contains the text: 'What materials were commonly used for fermentation in ancient winemaking?'. The 'Score' field is set to '2'. The 'Question Type' dropdown is set to 'Multiple Choice (Part Mark)'. The 'Question Level' dropdown is set to 'Basic'. The 'Question Status' dropdown is set to 'Compulsory'. The 'Rank' field is set to '1'. Below the question, there are four options: 'Option A: Stainless steel', 'Option B: Oak Barrels', 'Option C: Plastic Tanks', and 'Option D: Stone Pits'. The corresponding 'Answer' fields are: 'Answer A: ', 'Answer B: Y', 'Answer C: ', and 'Answer D: Y'.

Take note that here, the score changes to 2, the selection is Multiple choice part mark and there are two Y`s meaning there are 2 correct answers.

A dropdown menu showing the following options: 'Free Text', 'True / False', 'Single Choice', 'Multiple Choice', 'Multiple Choice (Part Mark)' (highlighted), and 'Math Answer'.

Creating A Test Question - Multiple Choice

Multiple Choice questions allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will only be allocated if all the correct options are selected.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Option E: Answer E:

Creating A Test Question: Single Choice

Single Choice questions allows for up to six statements/answers to be displayed in response to the question being posed. The correct answer should be marked with an UPPERCASE Y for the system to auto mark the responses

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Creating A Test Question: True or False

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Creating A Test Question: Free Text

Add the final mark for the assessment, maximum is 10, 100%.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

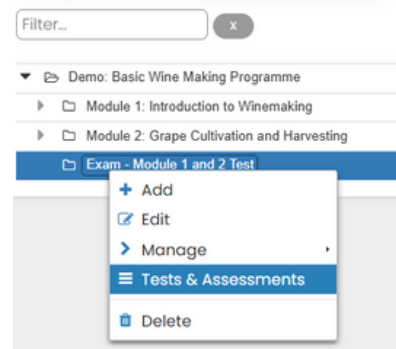
Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Viewing and Editing Questions

To edit the Test or Questions in the test, you go back to the node in the story board, click until it turns blue, then right click and select tests and assessments. You will be greeted by the icon below.



Clicking the blue button will enable you to edit the test limitations, while selecting the orange button will direct you to the section for editing the test questions, where all your questions will be displayed as outlined below. To modify the test, simply click the blue button.

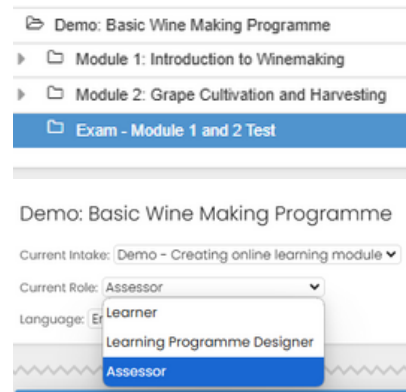
Manage Questions [CREATE NEW QUESTION](#)

Action	#	Level	Type	Status	Question	Uploads	Scoring
	7	Basic	Free Text	Compulsory	Explain how modern technology has improved winemaking efficiency.	10	10
	6	Basic	True / False	Compulsory	The Industrial Revolution had no impact on winemaking techniques	1	1
	5	Basic	Single Choice	Compulsory	Name a tool introduced during the Industrial Revolution.	1	1
	4	Basic	Multiple Choice	Compulsory	What is a key feature of modern winemaking?	2	2
	3	Basic	Multiple Choice (Part Mark)	Compulsory	What materials were commonly used for fermentation in ancient winemaking?	2	2
	2	Basic	Math Answer	Compulsory	Solve the Math Question below	1	1
	1	Basic	True / False	Compulsory	Early winemaking utilized stainless steel tanks.	1	1

Marking Questions

In order to mark the questions based on learners answers, you will go to the online learning tab, then select the online learning module you are dealing with and then navigate to the node where the test lies that you wish to mark. Click on this until it goes blue.

On top of that, you need to check your role and select assessor under the dropdown box.



On the page, it will show all the students enrolled, when you scroll down it will have this screen called Test Summary. Look to the right and there will be a button where you can click on called "mark tests"

Test Summary									
Test No	Test Name	Assigned	Attempted	Passed	Failed	Outstanding	Average Score	Average Attempts	Action
Test Info		Test Detail							
7	Auto marked questions	2	2	0	2	2	43.75	1.5	Mark Test

The learner list for all the students who has marked the test will show up. You then select mark test based on the learner selected.

ID No	Name	Test No	Test Name	Highest Score	Attempts	Action
1234567891011	Test Account	7	Auto marked questions	37.5 - Failed	1	Mark Test
<		7	Auto marked questions	50 - Failed	2	Mark Test

The learner's test will show up, with a summary on top and below you will find the questions. You will see what the learner answered and you can respond back by giving the learner feedback.

Examples of auto marked assessments

No of Questions: 6
No of Questions:
No of Media: 0
Pass Percentage: 80%
Max Attempts: 3
Attempt: 1/3

Questions Marked: 6/6
Final Percentage: 37.5%

[← BACK TO TEST SELECTION](#)

✗ 3/8 = 37.5% - Your answers do not meet the minimum requirement

Question (1 marks)

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

☒ True
☐ False

Evaluation:
☒ Correct ☐ Incorrect

Model Answer:

Answer Score:
 / 1 marks

Marker Comments:

BUSINESS INTELLIGENCE AND MANAGING LEARNERS

Managing learning and learners : Introduction

Once all the behind-the-scenes work is complete—such as creating your course catalogue, sharing it with SA Wine, developing online learning content, and creating tests—it's time to put the system into action.

Sharing Learning Programmes with SA Wine

When you share your learning programmes on the South Africa Wine Catalogue, you expose your training opportunities to the entire SA Wine LMS database. This allows:

- Users to view your learning programmes.
- Prospective clients to contact you directly.
- Individuals to express their interest and learning needs.

Understanding Expressed Needs

When someone expresses a need for a learning programme, it indicates to the People Development Department that there is demand for that particular training. The department may allocate funding based on expressed needs.

- If a learning programme generates significant interest, SA Wine may fund a few students to participate in your course.

Leveraging Business Intelligence

When needs are expressed, they are visible on your LMS, enabling you to:

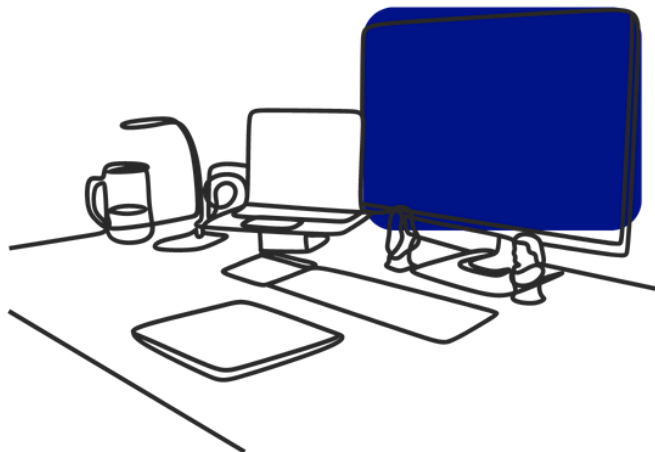
- Build a database of expressed needs.
- Contact prospective clients directly.
- Use the data to shape your offerings and marketing strategies.

Setting Up Learning Programmes

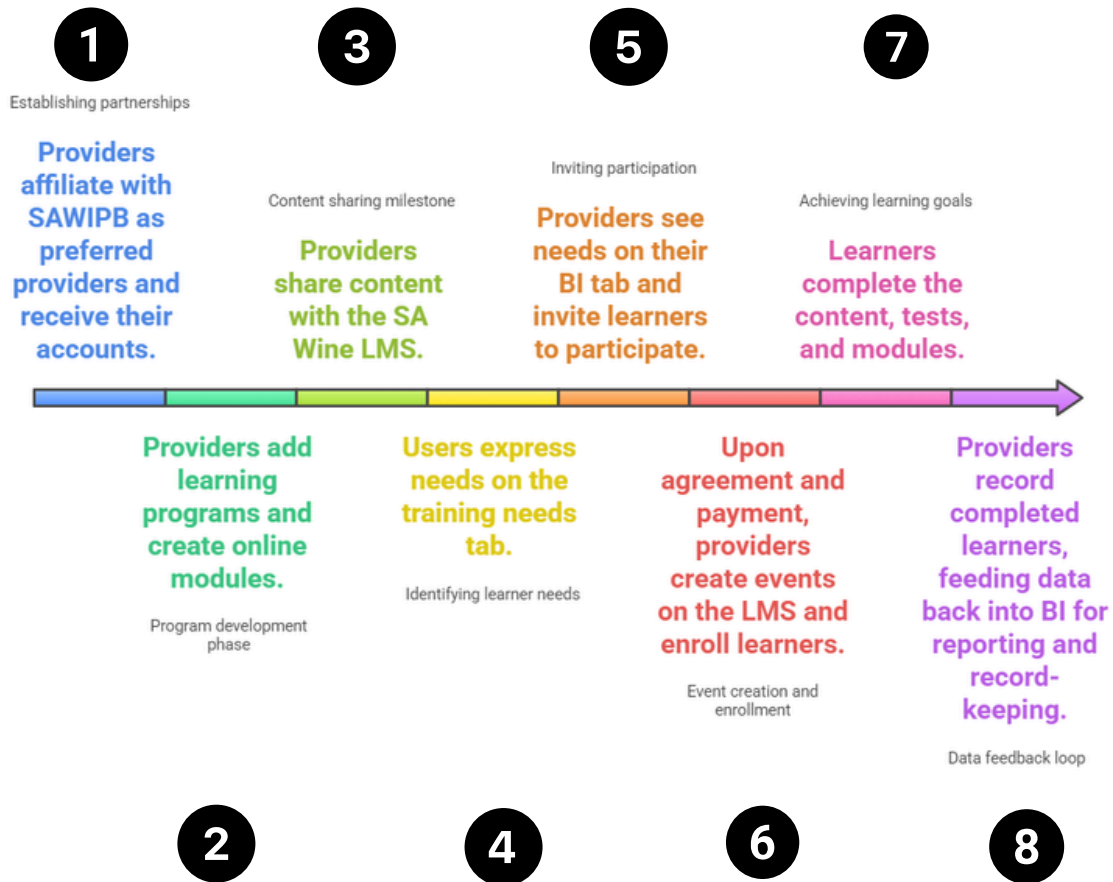
When your learning programme is ready to launch:

1. Use the Business Intelligence tab to create events.
2. Link employees to the online learning platform.
3. Facilitate their participation in the programme.

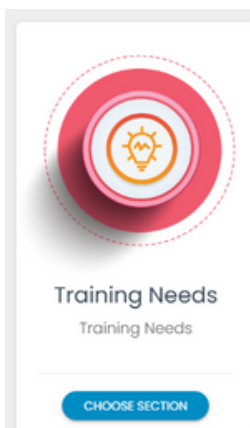
By utilizing these tools, you can effectively manage learners, maximize opportunities, and make data-driven decisions to enhance your training programmes.



The South Africa Wine Learning Journey



Users Expressing Needs on the LMS



Users will log in to the Learning Management System (LMS) and proceed to the "Training Needs" tab. They will search for their learning program based on the selected category. After reviewing the description, they can choose to express their learning needs, as illustrated below.

Description:

Wine Marketing and Tourism

+ SELECT EMPLOYEES

demo

Description	All	9601100030085 Eden Marleine du Plessis
Demo: Basic Wine Making Programme offered by SAWIPB Events	...	Requested

Business Intelligence - Finding the Need

Navigate to the "Business Intelligence" tab located on the left and click on it.

Business Intelligence Dashboard

Filter...

☒ Both ☐ SAWIPB ☐ SA Wine

Department

LMS

SURVEY LEARNING ATTRIBUTES HEADCOUNT BENEFICIARIES

Choose an Attribute:

Choose an Option

- Qualification
- Operator Licence
- Professional Registration

You will be greeted by the Business Intelligence (BI) dashboard. Please select the "Learning Attributes" option, followed by the "Qualifications" attribute.

Following your selection, you will find the complete dashboard displaying all your learning programs along with the corresponding number of requests. To access a specific learning program, simply select the number next to it and press the associated key if one is available. A displayed number signifies a demand, whereas the absence of a number indicates no current need.

Business Intelligence Dashboard

Filter...

☒ Both ☐ SAWIPB ☐ SA Wine

Department

LMS

SURVEY LEARNING ATTRIBUTES HEADCOUNT BENEFICIARIES

Attribute: Qualification

Filter... [EXPORT EXCEL](#)

Description	No of Learning Records	Assist Others	Attended	Completed	Enrolled	No Show	Presenter	Requested
▼ Wine Marketing and Tourism	31	1	23			5		2
Wine Marketing and Tourism Knowledge Donation Day - Skills For Tasting Room Success	30	1	23			5		1
Demo: Basic Wine Making Programme	1							1
Test training Opportunity								
► Oenology / Winemaking / Cellar Technology	46			41	1		2	2
► Viticulture	6				5			1
Compliance and Regulatory								
► Development Programmes	7				5			2
Logistics and Distribution								
Human Resources								

Once you click on the number the details of the people interested will show up below

Details

Search

[EXPORT EXCEL](#) [MANAGE SELECTED \(0\)](#)

☐ CV	ID No	Name	Race	Gender	Job Title	Manager ID No	Manager Name	Status
☐ View Download	47	Eden Marlaine du Plessis	Coloured	Female	Non-Supervisory			Requested

You can check the tick box of the users you wish to manage and then select manage selected.

Details

Search

[EXPORT EXCEL](#) [MANAGE SELECTED \(1\)](#)

☐ CV	ID No	Name	Race	Gender	Job Title	Manager ID No	Manager Name	Status
☒ View Download	47	Eden Marlaine du Plessis	Coloured	Female	Non-Supervisory			Requested

You are currently on the events screen. Please navigate to the catalogue dropdown menu and select the learning program you have been working with.

Manage

Catalogue: Demo Basic Wine Making Programme

Event: Select on option

MANAGE EVENTS EVENTS SUMMARY

Achievement Status: Select on option

Start Date: yyyy/mm/aa

End Date: yyyy/mm/aa

Provider: Select on option

Cost:

Action: NEW UPDATE LEARNERS (0) SEND NOTIFICATION (0)

Intervention Comment:

Provider Comment:

Additional Comment:

EXPORT DATA Search 4 or more characters

ID No	Name	Enrolment Suggestion	Intervention	Status	Start Date	End Date	Provider	Cost Total	Event Name	Event Start Date
960000000005	Eden Marlene du Plessis	Demo Basic Wine Making Programme	Demo Basic Wine Making Programme	Requested	2025/01/19	yyyy/mm/aa	Select on option			

Assuming the employee has agreed to finance the course, you can proceed to create an event by clicking on "Manage Events" and entering the relevant event details. Please note that if this is an online learning program, be sure to indicate "yes" for the online option at the bottom of the form. Refer to the example below for guidance.

Manage Event Demo: Basic Wine Making Programme

+ ADD EVENT + ADD PROVIDERS

Action # Event Start Date End Date

Add - Demo: Basic Wine Making Programme

Event Name: Jan 25 Demo: Basic Wine Making Programme

Provider Name: SAWIPB Events

Cost Per Learner: 500

Start Date: 2025/01/20

End Date: 2025/01/27

Time: 8

Venue Name: online

of Seats: 2

of Days: 7

Online Indicator: Yes

Notes / Comment:

SAVE CLOSE

When you click on manage events, your event will pop up.

MANAGE EVENTS EVENTS SUMMARY

Manage Event Demo: Basic Wine Making Programme

+ ADD EVENT + ADD PROVIDERS

Action	#	Event	Start Date	End Date	Time	Learner Cost	Venue	Provider Name	# of Seats	# of Days
✓	1	Jan 25 Demo: Basic Wine Making Programme	20-JAN-25	21-JAN-25	8	2500	online	SAWIPB Events	1	2

CLOSE

You then need to select your event from the dropdown.

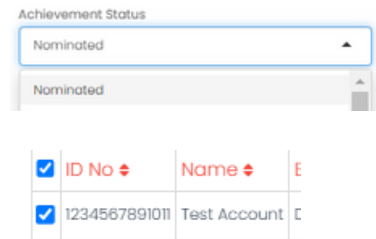
Event

Jan 25 Demo: Basic Wine Making Programme

Jan 25 Demo: Basic Wine Making Programme

Nominating the Learner

To nominate a learner, begin by selecting the "Nominated" status from the Achievement Status dropdown menu. Next, check the box next to the learner you wish to nominate. Finally, click the green button labelled "Bulk Update Learners," accept the terms and conditions, and the learner will be successfully nominated.



Achievement Status

Nominated

☒	ID No	Name	E
☒	1234567891011	Test Account	E

Sending a Nomination Email

After nominating the learner within your system, it is important to ensure that the learner receives confirmation of their nomination. To do this, select the learner again using the checkbox and click the blue "Send Notification" button. This action will trigger an email to the learner, prompting them to either accept or reject the opportunity. The email they receive will resemble the screenshot below:

Hi Test ,

You have been Nominated for a Learning Event. Please see the details of the event below.

Intervention: Demo: Basic Wine Making Programme

Event Name: Jan 25 Demo: Basic Wine Making Programme

Provider: SAWIPB Events

Date: 20-JAN-25

Duration (number of days): 2

Venue: online

Comment: None

Click to confirm the invitation:

- [Jan 25 Demo: Basic Wine Making Programme](#)

Please send a mail to [lms@sawine.co.za]lms@sawine.co.za if you have any queries.

Kind Regards

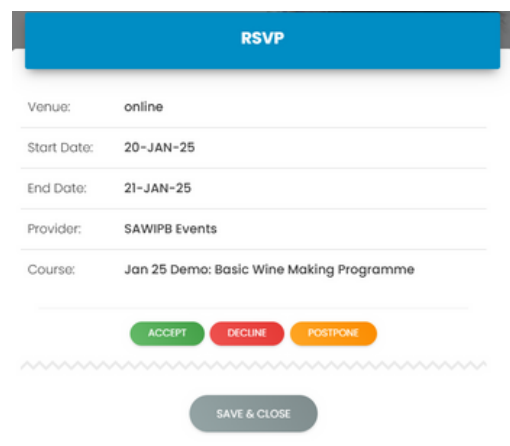
EDEN MARLAINE DU PLESSIS

Accepting the Nomination Email

The learner is presented with the option to accept or decline the invitation by clicking on the provided link. Upon doing so, a popup, similar to the image on the right, will appear.

If the learner selects "Accept," the status will be updated on your end to reflect acceptance.

You may then return to the events screen and follow the same procedure, but this time select "Enrolled" under achievement status. This will update the status accordingly, granting the learner access to the online learning platform.



RSVP

Venue: online

Start Date: 20-JAN-25

End Date: 21-JAN-25

Provider: SAWIPB Events

Course: Jan 25 Demo: Basic Wine Making Programme