

RWTH AACHEN UNIVERSITY

BOOST PROJECT

BUSINESS PERFORMANCE IMPROVEMENT THROUGH INDIVIDUAL  
EMPLOYEE SKILLS TRAINING

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# User Guide

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September 21, 2014

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# 1 What is BOOST?

BOOST stands for Business performance improvement through individual employee Skills Training. Small and micro enterprises have a decreasing participation in vocational education and training. BOOST prototype supports employees in training activities and facilitates their personal development. BOOST integrates tools from 2 projects (ROLE [1] and Requirements Bazaar [2]) and develop associated methodologies. These will enable enterprises with less than 20 employees to identify their critical business needs and then also to find appropriate and customized learning resources to meet these needs.

A static user model is used in the BOOST. Three different user's roles are distinguished: manager, employee and trainer. They have different characteristics, needs and goals.

For example, manager is interested to monitor learning progress of his/her employees, specify business goals and manage learning resources and learning levels of employees. The trainer needs to have possibility transfer knowledge to employees, identify learning indicators and provide description to them. An employee requires an intuitive personalized learning environment which is simple to manipulate. Employee needs also monitor his/her learning progress and be able to save learning documents to his/her personal learning environment.

## 1.1 Sign in

During the registration process an employee, trainer or manager role is assigned to the user. These roles can be combined. For example, a manager can be at the same time a trainer and an employee. In order to start working with the Boost platform, user have to *Sign In* to the ROLE system.

### How to sign in:

**Step 1** Click on *Sign In* menu item (please see Figure 1).

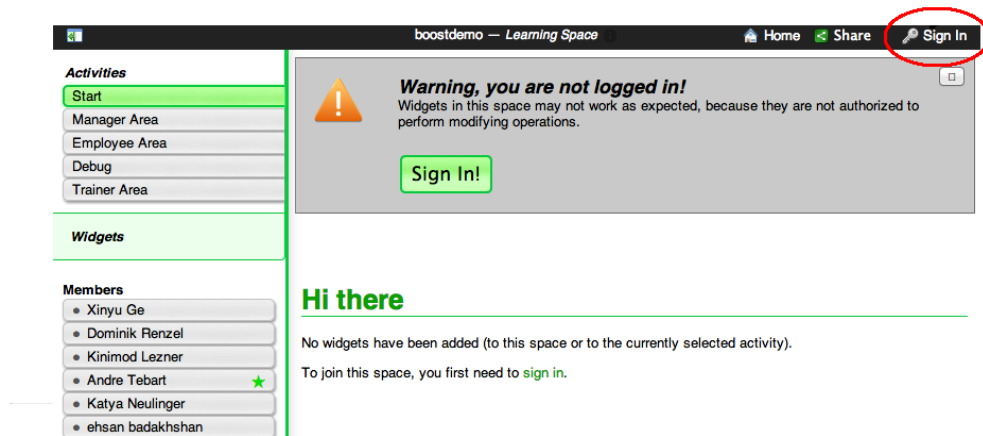


Figure 1: Boost Sign In Part 1.

**Step 2** Choose google or test account. For the test account provide username: testuser and password: roleabdc. (Please see Figure 2)

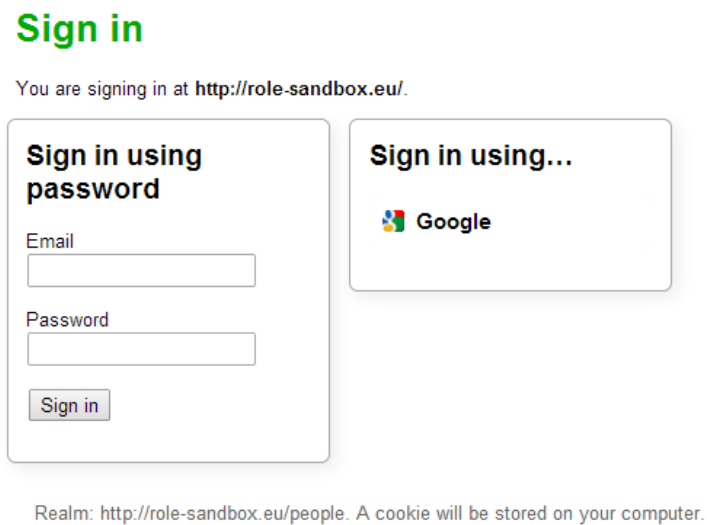


Figure 2: Boost Sign In Part 2.

**Help** After you have entered the ROLE space click on the  button on the

top menu of a widget to see a description how to use a widget.

## 2 Management Area

This area is designed for the use by a manager (please see Figure 3). Seven widgets are presented: Business Goals, Business Employees, Learning Resources, Boost Search, Boost Viewer, Access Rights and Learning Progress. In this area user can define business goals, add and modify employees, monitor learning progress, etc.

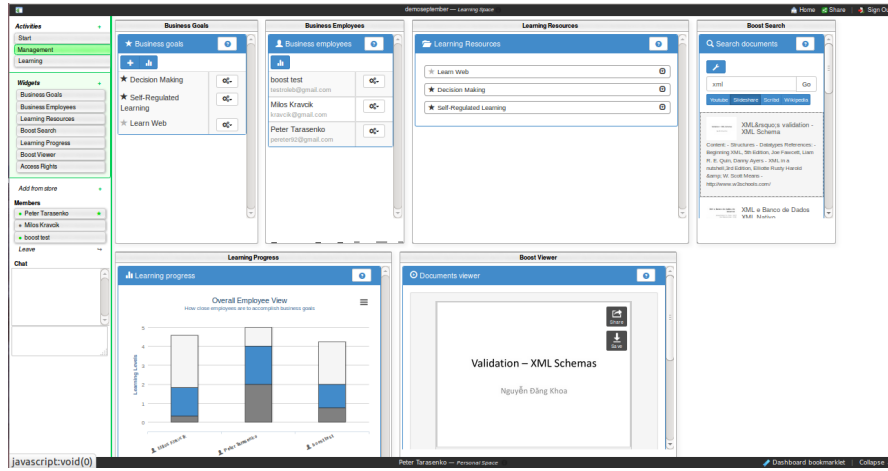


Figure 3: Manager's Area.

### 2.1 Business Goals

Business Goals widget (please see Figure 4) was created to help manager organize business goals. In this widget manager can define goals, edit, delete and add learning indicators, assign priorities to goals.

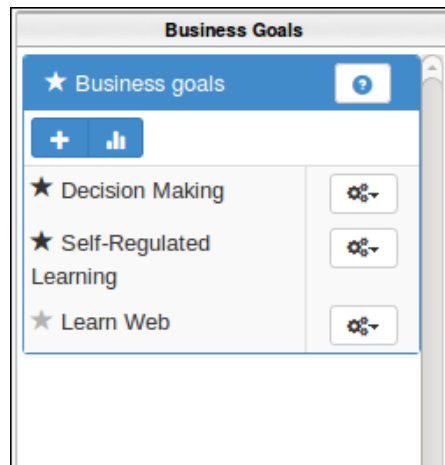



Figure 4: Business Goals.

### 2.1.1 Add a New Goal



**Step 1** Click on the button  The new modal opens (please see Figure 5).

**Step 2** In the new modal enter a name, description and deadline for the goal.

**Step 3** Assign priority by selecting it from selectbox 

**Step 4** Enter at least one learning indicator by entering name and description in the text field on the right side of the button 

**Step 5** Add additional learning indicators by clicking on the button 

**Step 6** Click on the  button to save changes or click on the  button to cancel changes.

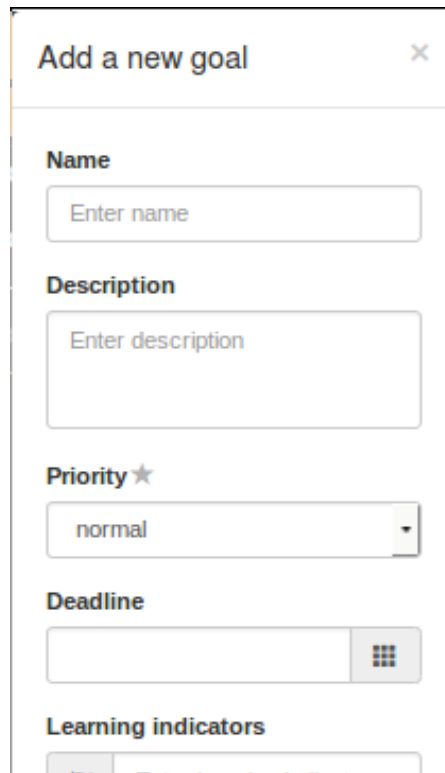




Figure 5: Create a New Goal

### 2.1.2 View and Update a Goal

**Step 1** Click on the button  and then on . The new modal opens (please see Figure 6).

**Step 2** In the new modal you can edit name, description, deadline or priority. Add or delete learning indicators.







**Step 3** Click on the button  to save changes or click on the button  to cancel changes.

Figure 6: Create a New Goal

### 2.1.3 Delete a Goal

**Step 1** Click on the button  and then on  to delete a goal. The new modal opens (please see Figure 7).

**Step 2** Click on the button  to delete a goal or click on the button  if you do not want to delete it.



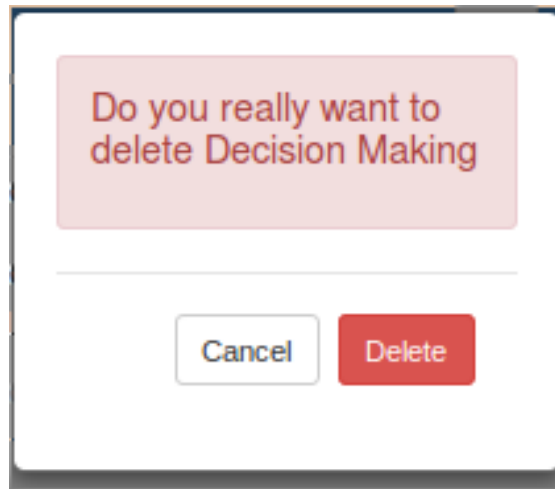


Figure 7: Delete a Goal

#### 2.1.4 View Learning Progress



Click on the button to view the overall learning progress of all business goals on the Boost Progress widget.



Click on the button and then on to see the progress of specific business goal on the Boost Progress widget.

## 2.2 Business Employees

In the Business Employees (please see Figure 8) widget user can add and edit employees, assign goals to them and adjust their learning levels.

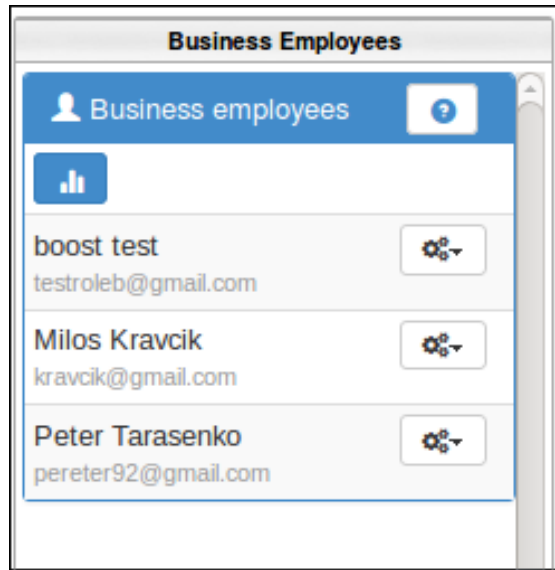


Figure 8: View Employees

### 2.2.1 View Learning Progress



Click on the button to view the overall learning progress of all employees on the Boost Progress widget.



Click on the button and then on to see the learning progress of specific employee on the Boost Progress widget.

### 2.2.2 Send email to an Employee



Click on the button and then on to send email to the user.

### 2.2.3 Assign Goal to an Employee



Click on the button and then on to assign goals and adjust learning levels of an employee. The new modal opens (please see Figure 9).

The screenshot shows a window titled "boost test" with a close button (X) in the top right corner. Inside the window, there are two goal entries, each in a light gray box. The first entry is for "Decision Making" (indicated by a star icon and a dropdown arrow). It has an unchecked checkbox labeled "Relevant" and a "Start Date" field containing "09/20/2014". The second entry is for "Self-Regulated Learning" (indicated by a star icon and a dropdown arrow). It has a checked checkbox labeled "Relevant" and a "Start Date" field containing "08/01/2014".

Figure 9: Assign Goals

**Step 1** Click on the check box ☒ Relevant and choose the start date of the goal to assign or remove a goal to an employee.

**Step 2** Click on the  button to save changes or click on the  button to cancel changes.

#### 2.2.4 Adjust Learning Levels

**Step 1** Click on the goal name to adjust learning levels.



**Step 2** Choose Start, Current and End levels of each learning indicator according to the following description:

The image shows a web form with two main sections. The top section is titled 'Self-Regulated Learning' with a star icon. It includes a 'Relevant' checkbox that is checked and a 'Start Date' field containing '08/01/2014'. The bottom section is titled 'Planning' with a flag icon. It also has a 'Relevant' checkbox that is checked. Below this are three dropdown menus: 'Start level:' with '0', 'Current level:' with '1', and 'End level:' with '3'. Each dropdown menu has a small arrow on the right side.

Figure 10: Adjust Learning Levels

- Level 0: I have not started to address the skills / knowledge required for this indicator.
- Level 1: I have started to try to address the skills / knowledge for this indicator but need more time / support to make progress.
- Level 2: I feel that I have acquired some skills / knowledge and am aware of the progress I have made with regards to this indicator but feel that I need to learn more before I can put into practice on the job.
- Level 3: I feel that I have acquired significant skills / knowledge for my current job role and have started to put into practice on the job.

- Level 4: I feel that I have acquired significant knowledge of these skills for my current job role but for future development within the company, I recognise that I can develop further.
- Level 5: I feel confident enough in using these skills and knowledge so that I could support a few colleagues with regard to these?

**Step 3** Click on the  button to save changes or click on the  button to cancel changes.

## 2.3 Learning Progress


The Learning Progress widget was created to monitor business goals progress and employees competence. It works together with the Business Goals and Business Employees. By default Overall Employee view is shown.

If current view is Overall Employee View: average learning progress of all employees will be shown. In this view you can:

- Change current view to the Overall Business Goals by clicking on the chart.
- To see the average learning progress on goals of particular employee click on the employee bar accordingly.
- To see the learning progress on learning indicators of particular employee click on the goal bar.
- To come back to previous step click on the chart.

If current view is Overall Business Goals: average learning progress on all goals will be shown. In this view you can:

- Click on the chart to change view to the Overall Employee View.
- Click on the goal bars to see the average learning progress of all employees on learning indicators.
- To come back to previous step click on the chart.

To export graph view in PNG, PDF or JPEG formats click on the  icon.

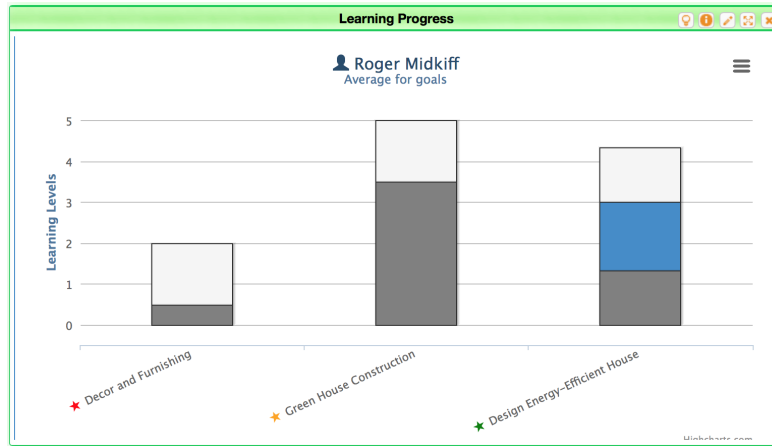


Figure 11: Learning Progress of One Specific Employee

## 2.4 Boost Search

This widget was created as a search engine to help employees to find learning materials. (Please see Figure 12).

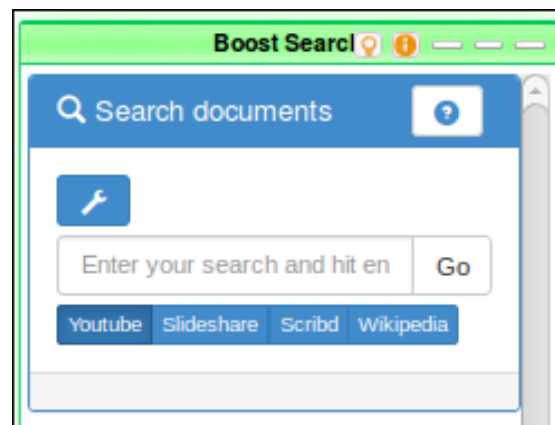




Figure 12: Boost Search

**Step 1** To choose learning repository click on  tabs under the input field. In this example, YouTube is selected. Slideshare enabled,

Scribd and Wikipedia is disabled. The trainer or manager decides which learning repositories are available for employees by clicking on .

**Step 2** Enter keywords in the input field and click on the *Go* button.



**Step 3** To view learning document click on it. The view will be shown straight away in the Boost Viewer widget. (Please see Figure 14).

### 2.4.1 Manage Learning Repositories

If you Are a Manager, you can manage Learning repositories. To manage Learning repositories, follow this steps:

**Step 1** Click on the Manage Learning Repositories menu item. The new modal opens (please see Figure 13).

**Step 2** In the new modal check in learning repositories that will be available in the *Boost Search* widget.

**Step 3** Click on the button  to save changes or click on the button  to cancel changes.

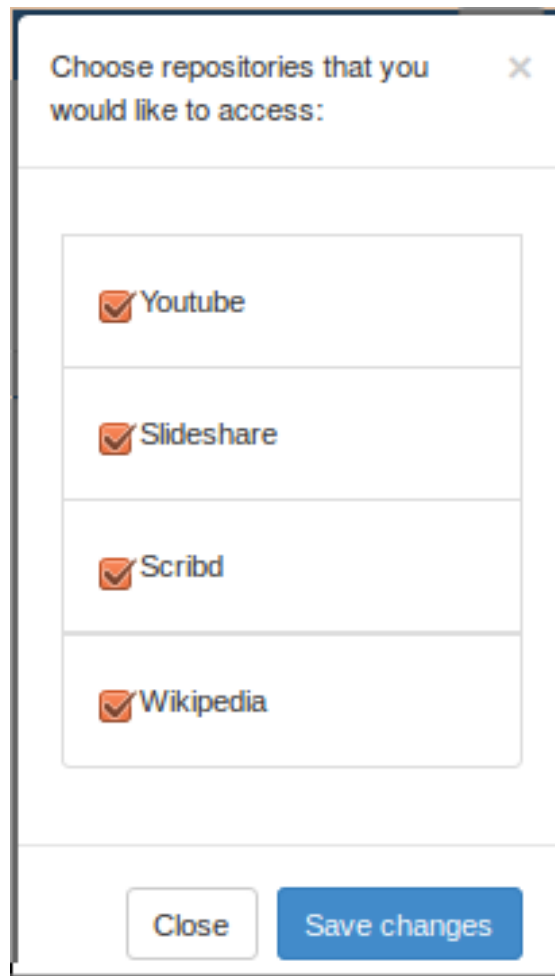


Figure 13: Manage Repositories.

## 2.5 Boost Viewer

This widget was created to show the learning materials that the user finds on the Boost Search widget or on the Learning Repository widget. (Please see Figure 14).



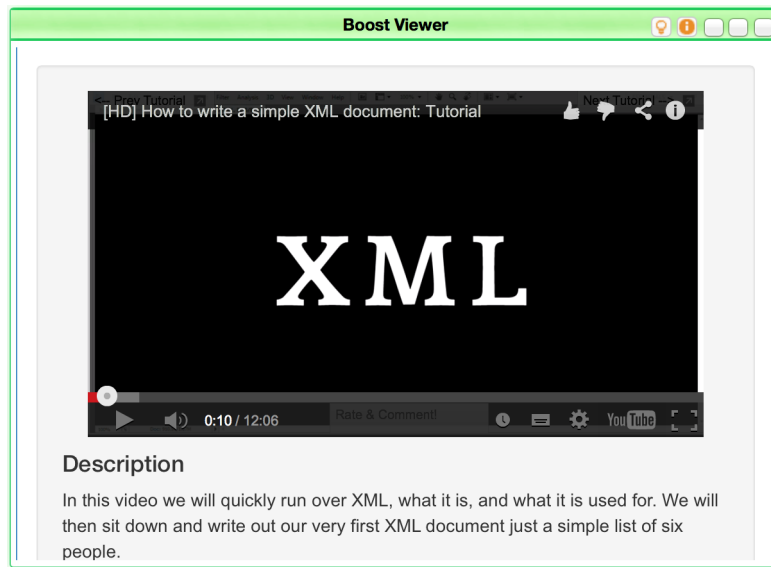


Figure 14: Boost Viewer

## 2.6 Learning Resources

This widget was created to help organize learning materials. User can review and add new learning documents assigned to the goal and learning indicators. (Please see Figure 15).

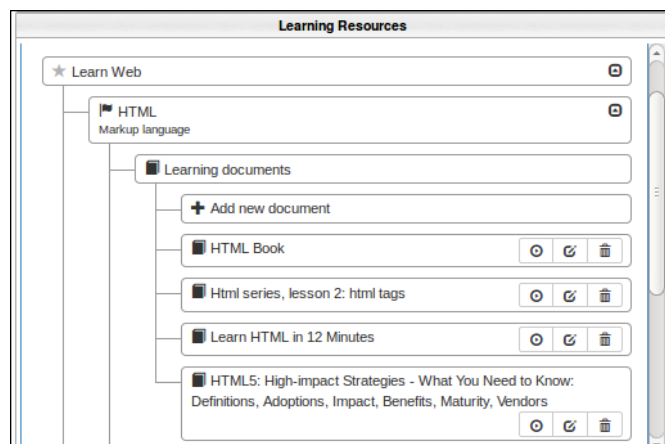
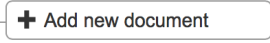






Figure 15: Learning Resources


**Step 1** To see the list of learning indicators assigned to the goal click on its name.

**Step 2** To see the list of learning documents assigned to particular learning indicator click on its name.

**Step 3** To add new learning document click on  menu item. In the Add a new Learning Document view you can import name, description and url from the Boost Viewer widget by clicking on  button or enter it in appropriate text fields.

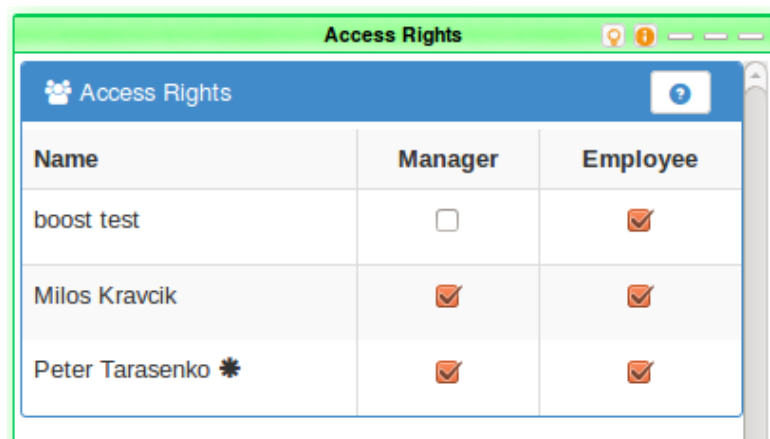
**Step 4** Click on the  button to save changes or click on the  button to cancel changes.

**Step 5** Click on the  to display a learning document in the Boost Viewer widget.

**Step 6** Click on the  if you want to delete a document.



## 2.7 Access Rights

This widget was created for Managers to manage access rights for user, existing in the system. (Please see Figure 16).



Name	Manager	Employee
boost test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Milos Kravcik	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Tarasenko *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 16: Access Rights

To give or take away the right of the user, select or deselect check-box in Manager  or Employee  area for specific user.

## 3 Learning Area

This area is designed for the use by employees. It consists of five widgets: Learning Resources, Learning Progress, Boost Search, Boost Viewer, Business Goals.

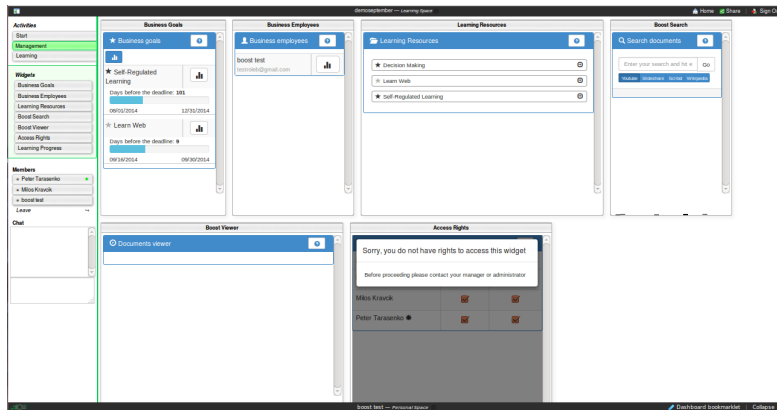


Figure 17: Learning Area

### 3.1 Learning Resources

Please see the description of the Learning Resources widget in the Management Area section.

### 3.2 Learning Progress

Learning progress in this Area is shown only for specific Employee. Please see the description of the Learning Progress widget in the Management Area section.

### 3.3 Boost Search

Please see the description of Boost Search widget in the Management Area section.

### 3.4 Boost Viewer

Please see the description of Boost Viewer widget in the Management Area section.

### 3.5 Business Goals

Business Goals widget (please see Figure 18) was created to show Employee the progress on business goals.

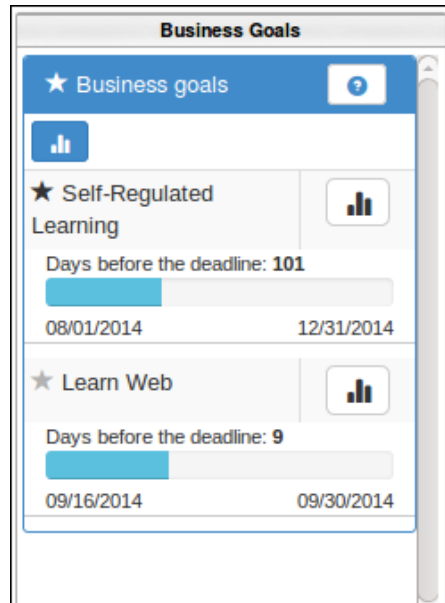


Figure 18: Business Goals.

This widget shows only goals assigned to a specific employee. Progress line shows the progress on the goal from start date to deadline and the number of days remaining until the deadline (please see Figure 19).

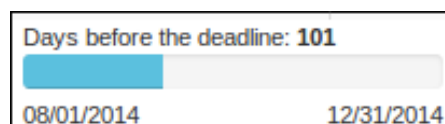




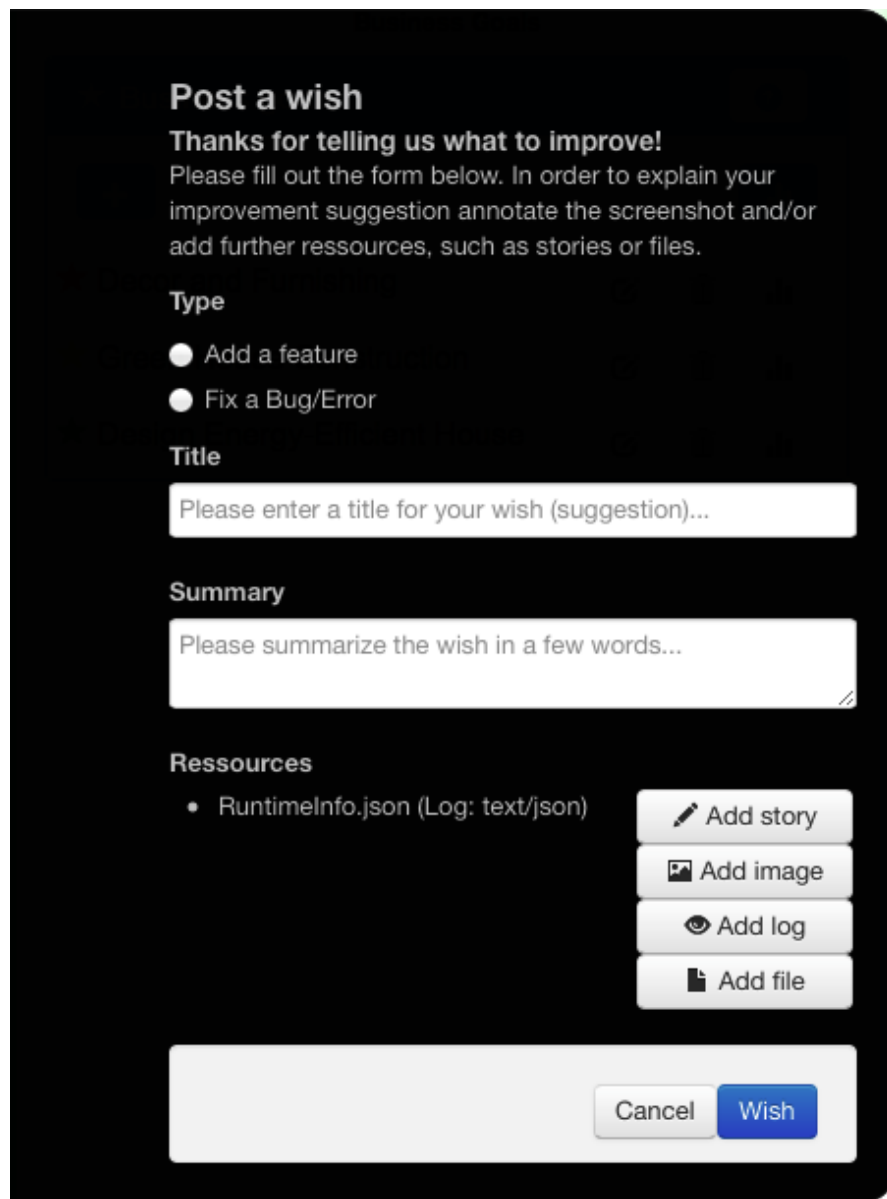
Figure 19: Business Goals progress.

To see progress on specific goal in Learning Progress widget, click  button.

## 4 Requirements Bazaar

Requirements Bazaar [2] a platform for end-users and developers to elicit, negotiate, and prioritize requirements together. It was developed to help understand user needs and improve system realization. If you have suggestion, improvement or have found a bug please click on on the top-right menu item  of a widget. A new view will appear (please see Figure 20).

## 4.1 How to submit a requirement or improvement



**Post a wish**

**Thanks for telling us what to improve!**  
Please fill out the form below. In order to explain your improvement suggestion annotate the screenshot and/or add further ressources, such as stories or files.

**Type**

☐ Add a feature  
☐ Fix a Bug/Error

**Title**





Please enter a title for your wish (suggestion)...

**Summary**

Please summarize the wish in a few words...

**Ressources**

- RuntimeInfo.json (Log: text/json)

 Add story  
 Add image  
 Add log  
 Add file



Cancel Wish

Figure 20: Post a Wish to Requirements Bazaar

**Step 1** Choose a type of your wish: Add a feature or Fix a Bug/Error.

**Step 2** Enter title and summary of your requirement.

**Step 3** Add resources to your wish: story, image, log, file.

**Step 4** Click on the  button to submit your wish to the Requirements Bazaar or click on the  button to cancel changes.

## 5 Preferably used browsers

**Chrome** All versions starting from 32.

**Mozilla Firefox** All versions starting from 30.

**Safari** All versions starting from 6.0

**Internet Explorer** All versions starting from IE 9.

## References

- [1] Sten Govaerts, Katrien Verbert, Daniel Dahrendorf, Carsten Ullrich, Manuel Schmidt, Michael Werkle, Arunangsu Chatterjee, Alexander Nussbaumer, Dominik Renzel, Maren Scheffel, Martin Friedrich, Jose Luis Santos, Erik Duval, and Effie L.-C. Law. Towards responsive open learning environments: the role interoperability framework. In *Proceedings of the 6th European conference on Technology enhanced learning: towards ubiquitous learning*, EC-TEL'11, pages 125–138, Berlin, Heidelberg, 2011. Springer-Verlag.
- [2] Dominik Renzel, Malte Behrendt, Ralf Klamma, and Matthias Jarke. Requirements bazaar: Social requirements engineering for community-driven innovation. In *RE*, pages 326–327. IEEE, 2013.