

Using Personal Learning Plans within Project Mentor

Introduction

A common question from Project Mentor users is "How can we get the best from using our Personal Learning Plans within Project Mentor?" To answer this question, we've compiled key topics from within Project Mentor's help system to provide an understanding of the Personal Learning Plan (PLP) system, together with how you can automate the logging on process and gain the best from your Project Mentor usage.

Overview of learning plans

Whether you use Project Mentor's Learning Wizard or you choose Classic mode (using the Module, Lesson and Reference menu tabs), creating your own Personal Learning Plan (PLP) is highly recommended. By using a PLP you can tailor your learning and relate what you already know to what you need to know. The other key benefit of a PLP is that you don't waste time learning about something you may already be very familiar with. Within Project Mentor, you create a PLP for each module and answer a series of questions that relate specifically to that particular module. This has the benefit that you can evaluate your knowledge one step at a time, rather than face a long set of seemingly generalized questions.

Creating a PLP follows a number of simple steps:

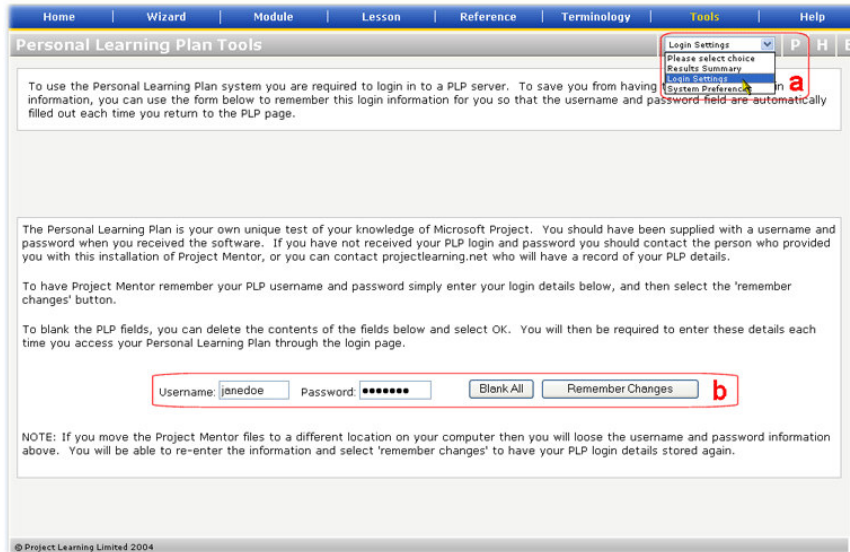
1. Logging in and taking a pre-learning test.
2. Evaluating your results and deciding the depth and focus of your learning.
3. Referring back to the PLP as you learn.
4. Taking a post-learning examination to evaluate the knowledge that you have gained.

Hints	<ul style="list-style-type: none">• The PLP has been designed to test and evaluate knowledge. Module exercises have been designed to test skills and abilities.• The questions within the PLP are similar in format and difficulty to those found within the Microsoft Certified Technical Specialist (MCTS) certification 70-632. Project Mentor users with a high aggregate PLP score should possess the necessary knowledge and competency to attain the Microsoft 70-632 certification. See the BOK links within the Tools section of Project Mentor for the mapping of modules, lessons, references and primers to competencies within the 70-632 certification.
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Automating login settings

Whenever you login to access a PLP, you use a username and password unique to you. To help you when you login, you can get Project Mentor to remember your settings.

Simply access the Tools menu tab, then click on the 'P' button the title bar:



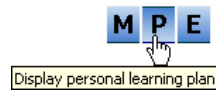
(a) Select LOGIN SETTINGS from the drop down list.

(b) Enter your username and password, then click on the REMEMBER CHANGES button.

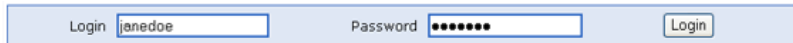
Hints	<ul style="list-style-type: none">• If you forget, or can not access your PLP username and password, contact your system administrator or email: support@projectlearning.net• Your login settings will be on the same email as your installation key code.
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Using the PLP Login screen

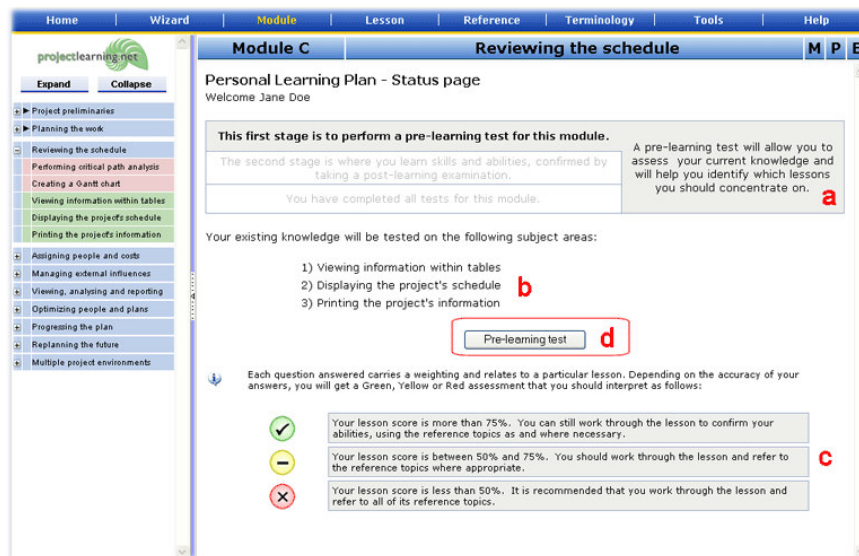
The PLP login screen is available within every module. It can be accessed either from within the Learning Wizard or by clicking on the 'P' button within a module's title bar:



All you have to do is login with your own user name and password:



On the PLP status page, you can see the following:

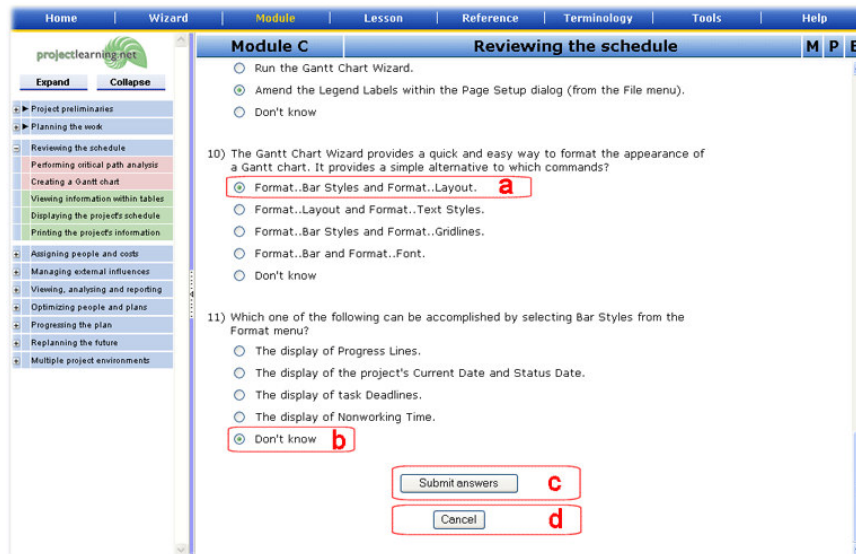


- (a) That a pre-learning test needs to be taken to assess existing knowledge.
- (b) The subject areas (lessons within the current module) that knowledge will be tested against.
- (c) How the pre-learning test will be assessed.
- (d) The button to access the pre-learning test's questions.

Hints	<ul style="list-style-type: none">• Every time you access your PLP, you will login and go online.• You can get Project Mentor to remember your PLP login and password using the Login Settings option on the Preferences page of the Tools menu tab.• To logout of the PLP, simply click on a menu tab, or click on the 'M', 'P' or 'E' buttons in the title bar, or select a module or lesson from the navigator pane.
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Taking a pre-learning test

After clicking the PRE-LEARNING TEST button, the screen will display a series of multiple-choice questions. If you want to refer to Microsoft Project to help you answer a question - do so.



- (a) When you are confident about answering a question, select the answer to the best of your ability - BUT DON'T GUESS.
- (b) If you are unsure about a question, choose the "Don't know" option.
- (c) When you have entered an answer against every question, just click the SUBMIT ANSWERS button.
- (d) If you wish to exit the pre-learning test without having answers assessed, just click CANCEL.

Hints

- Different modules within Project Mentor have specific numbers of questions. The bigger the module, the more questions will be within the PLP.
- If you click on SUBMIT ANSWERS without answering every question, you will get an error. Remember, don't guess. If you don't know the answer, just choose the "Don't know" option.

Assessing your results and structuring your learning

Once you have answered all the questions for the current module, Project Mentor will mark your answers and provide you with a simple 'Stoplight' assessment. Each assessment is based upon the lessons that make up the current module.

The screenshot shows a web interface for 'Project Learning Plan - Status page' for 'Module C' titled 'Reviewing the schedule'. The page is for user 'Jane Doe'. It features a sidebar with a tree view of lessons under 'Reviewing the schedule', including 'Performing critical path analysis', 'Creating a Gantt chart', 'Viewing information within tables', 'Displaying the project's schedule', and 'Printing the project's information'. The main content area contains a 'Stoplight' assessment table with three rows:

1) Viewing information within tables	a	⊖
2) Displaying the project's schedule	b	⊗
3) Printing the project's information	c	✓

Below the table are buttons for 'Review answers' and 'Take examination'. A note at the bottom states: 'Your lesson score is more than 75%. You can still work through the lesson to confirm your abilities, using the reference topics as and where necessary.'

- (a) Jane's lesson score is between 50% and 75%. She should work through the lesson and refer to the reference topics where appropriate.
- (b) Jane's lesson score is less than 50%. It is recommended that she work through the lesson and refer to all of its reference topics.
- (c) Jane's lesson score is more than 75%. She can still work through the lesson to confirm your abilities, using the reference topics as and where necessary.

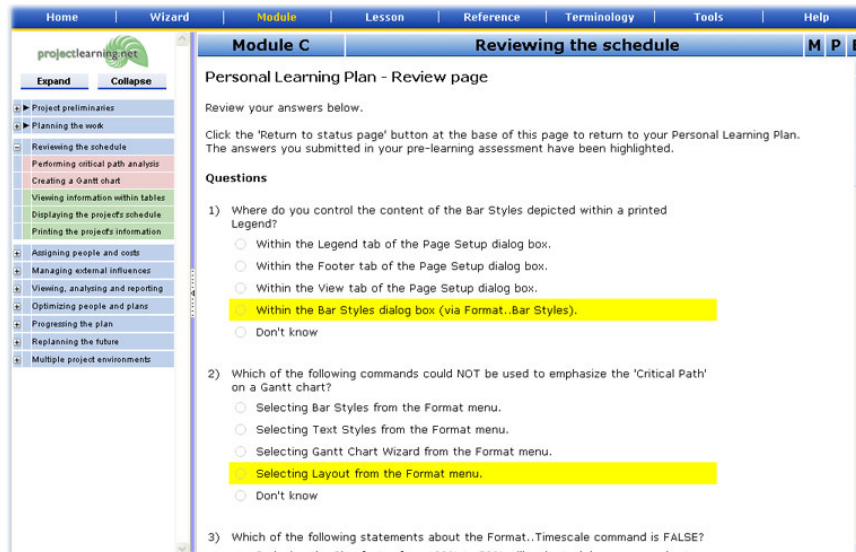
Hints	<ul style="list-style-type: none">• By undertaking the pre-learning assessment, you are not just testing yourself on what you already know. More importantly, you are defining your own individual learning regime.• Each lesson that is assessed will have at least three questions associated with it. Each question is given a rating (out of 100) depending on how difficult the question is and how frequently its subject would be undertaken when using Microsoft Project.
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Referring to your PLP as you learn

Once you have created your PLP, you can return to your module assessment at any time by logging in to your PLP and accessing the Status page.

All you have to do then is click on the REVIEW ANSWERS button.

The pre-learning test's answers will be shown highlighted:



Once you have reviewed your answers, use the RETURN TO STATUS PAGE button at the base of the page to return to the PLP Status page.

To leave the PLP and go into a lesson, simply click on an appropriate lesson within the navigator pane.

Hints	<ul style="list-style-type: none">• Use the Review page as you learn for a before and after comparison; what you initially thought an answer to be and what you now believe it to be.
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Taking a post-learning examination

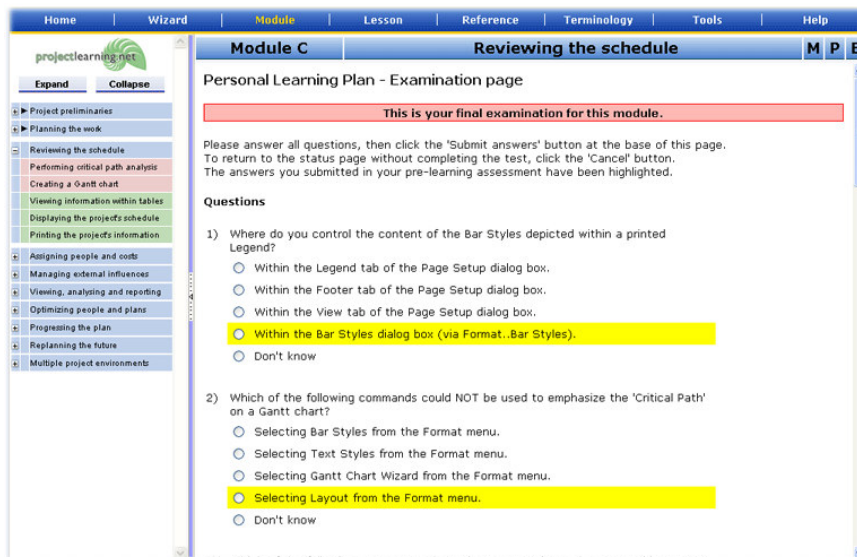
Once you have completed the lessons and exercises within a module you can then take a post-learning examination. Answering the PLP questions for a second time will allow you to test yourself in the knowledge that you have gained. Do remember that a PLP is there to test knowledge. The module's exercises are designed to test skills and abilities.

If you want to refer to Microsoft Project to help you answer a question - do so.

To take the examination, access your PLP status page as before, then simply click the TAKE EXAMINATION button.

Within the examination page, you will be presented with the answers you gave within the pre-learning test. All you have to do is either:

- Confirm that you agree with your original answer.
- Or choose an alternative answer that you believe to be correct.



Once you have answered ALL questions, then click on the SUBMIT ANSWERS button.

Hints	<ul style="list-style-type: none">• Note that this is your FINAL examination. Once the answers have been submitted, you will be able to review them, but you WILL NOT be able to take the examination for this module again.• If you need to stop the final examination without any answers being recorded, click on the CANCEL button at the base of the question page to return to the PLP Status page. Remember that when you are in a PLP you are online.
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Reviewing your examination results

Once you have clicked the SUBMIT ANSWERS, Project Mentor will mark your answers as before. This time you will have the opportunity to review your answers in detail. You will be advised:




- (a) That you have one opportunity to print this page.
- (b) For a correct answer, why it is correct.
- (c) For an incorrect answer, why it is incorrect, what the correct answer is and why that answer is correct.

The screenshot shows a web browser window with the following content:

- Navigation bar: Home, Wizard, **Module**, Lesson, Reference, Terminology, Tools, Help.
- Page title: **Module C** | **Reviewing the schedule** | M | P | E
- Section: Personal Learning Plan - Results page for the 'Reviewing the schedule' module
- Warning: Please note that you will not be able to return to this page.
- Text: Here are your final answers, together with comments. Click [here](#) to print this page. **a**
- Text: Click the 'Return to status page' button at the base of this page to return to your Personal Learning Plan.
- Question 1: **Where do you control the content of the Bar Styles depicted within a printed Legend?**
You answered: Within the Bar Styles dialog box (via Format..Bar Styles). **b**
Correct: Although the Legend tab controls if bar styles are displayed or not, the particular bar styles shown are configured within the Bar Styles dialog box.
- Question 2: **Which of the following commands could NOT be used to emphasize the 'Critical Path' on a Gantt chart?**
You answered: Selecting Layout from the Format menu.
Correct: Format..Layout can alter the size of a Gantt bar (and the display of link lines between dependant tasks), but it can not be used to emphasize a bar's criticality.
- Question 3: **Which of the following statements about the Format..Timescale command is FALSE?**
You answered: Timescale Labels can be absolute or relative; for example, "Jan 21", "Week33".
Incorrect: The statement is true. Specific timescale labels can be created for a number of chosen views.
The correct answer is: Nonworking Time can be displayed for more than one calendar simultaneously. **c**
This statement is false. Although Nonworking Time can be disolved for anv

Once you have reviewed all your answers, return to the PLP Status page by clicking on the RETURN TO STATUS PAGE button at the base of the Results page.

The Status page now indicates:

- (a)  Jane's lesson score has risen to more than 75%, indicating a post-learning knowledge improvement.
- (b)  Jane's lesson score has risen from below 50% to between 50% and 75%. If required, she could revisit this lesson.
- (c)  Jane's lesson score is still more than 75%. Within this lesson, she has consolidated what she already knows.

Hints	<ul style="list-style-type: none">• Whilst there can be no guarantee of actual exam performance, the questions within the PLP are equal to or more difficult than the questions within the Microsoft MCTS 70-632 certification.• You can access the Results page ONLY ONCE. For a hard-copy of the results page, click as below BEFORE returning to the Status page.
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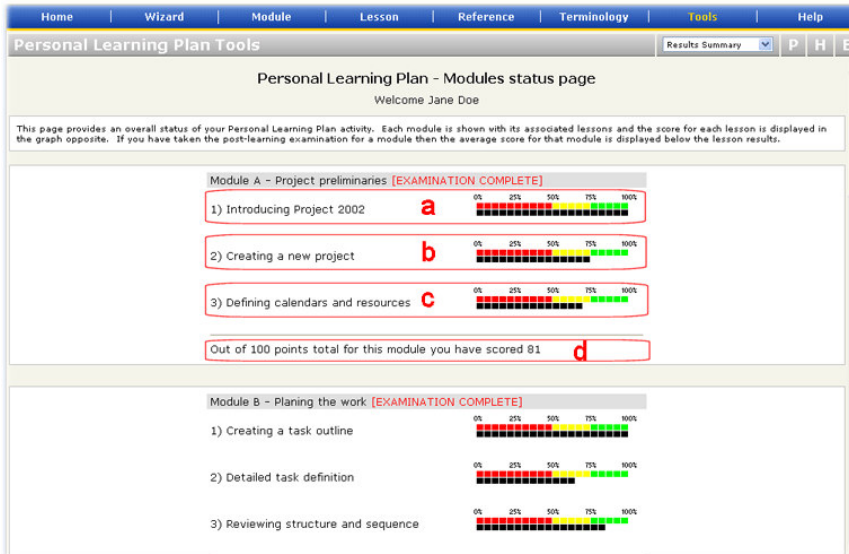
Summarizing PLP results

To help you summarize your overall PLP scores, a results page can be accessed that will show you your progress scores across every module and lesson that you have been tested against. When you click on the Tools menu, the default page will allow you to access your results summary.

All you have to do is login:

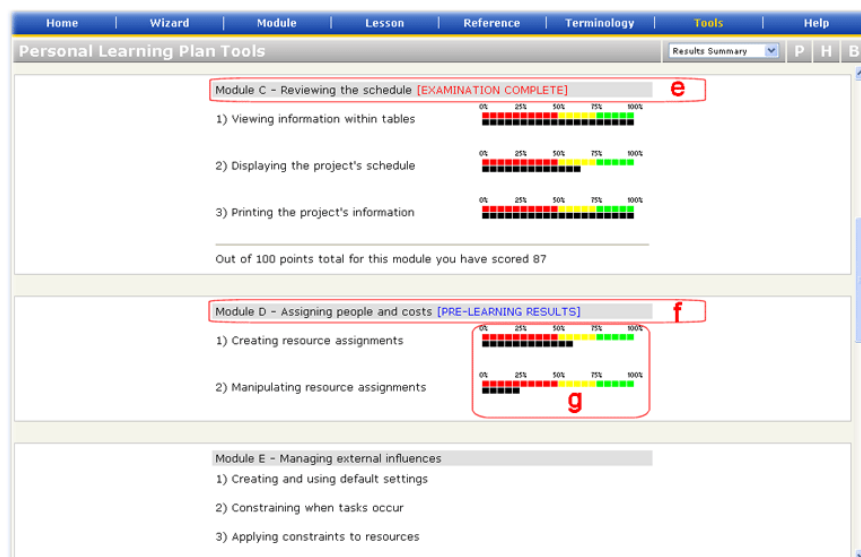
Login Password

The summary page indicates progress to date:



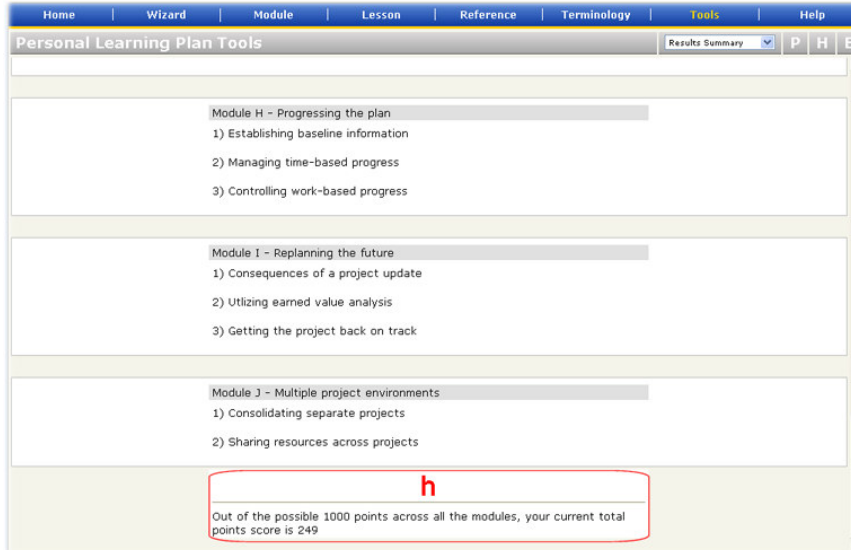
- (a) A bar graph for lesson A1's examination score - in this case 100%.
- (b) A bar graph for lesson A2's examination score - in this case 73%.
- (c) A bar graph for lesson A3's examination score - in this case 70%.
- (d) Eighty one out of a possible 100 points for module A.

Further down the summary page, more results can be seen:



- (e) Completed post-learning examinations are marked with red text.
- (f) When only a pre-learning test has been taken, blue text is displayed.
- (g) The scores for pre-learning tests displayed only as bar graphs. A module score is only calculated for a post-learning examination.

At the base of the summary page, a total score is displayed for all completed post-learning examinations:



(h) Currently 249 out of 1000.

If Jane's scores remain consistent over the remaining seven modules, she can expect an overall rating of 830 out of 1000

Hints	<ul style="list-style-type: none">To leave (and log out) of the PLP summary, simply click on any menu tab.
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References	<p>The help topics above can also be found within:</p> <p>Project Mentor 2.12 – Help Creating a Personal Learning Plan Project Mentor Tools.</p>
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