

## FUNCTIONALITY OVERVIEW TOTARA ENGAGE 14

This overview highlights the key components within Totara Engage 14 and shows how its features and functionality work together to help you encourage communication, collaboration and engagement across your organisation.



### USER ENGAGEMENT

#### COLLABORATION AND ENGAGEMENT

- Workspaces
  - Private or public spaces
  - Discussion threads
  - Resource library
  - Notifications
  - Crowdsourced content moderation
- Microsoft Teams integration
  - Custom Totara App extension
  - Single sign on
  - Create and share content
  - Course and catalogue access
  - Notifications and messaging
- Engagement reporting
  - Content engagement
  - User engagement

#### RECOMMENDATIONS AND CONTENT DISCOVERY

- Recommendations
  - Machine Learning based
  - Configurable engine and algorithms
  - Content subject recognition
  - User profile information
  - Trending items
  - Microlearning
  - Resources
  - Courses
  - Workspaces
- Catalogue
  - Resources
  - Playlists
  - Featured topics
  - Topics filter
  - Time to read filter

### CONTENT CREATION AND CURATION

- Resources
  - Rich-formatted text
  - External and internal links
  - Attachments and embedded media
  - Sharing and access control
  - Hashtags and user tags
  - Topic linking
  - Time to read indicator
  - Likes
  - Comments
  - Report inappropriate content
- User-to-user surveys
  - Single answer
  - Multiple answer
  - Sharing and access control
  - Topic linking
- Playlists
  - Comments
  - Saved Playlists
  - Sharing and access control
  - Ratings
  - Drag and drop reordering
- Library
  - My Resources
  - My Playlists
  - Saved Resources
  - Resources and Playlists shared with me



### LEARNING AND DELIVERY

#### SOCIAL AND COLLABORATIVE LEARNING

- Workshop
- Live chat
  - Scheduled
  - Unscheduled
  - Chat log
- Messaging
- Wiki
- Group assignments
- Forums

#### OFFLINE AND VIRTUAL LEARNING

- Assets
  - Equipment
  - Services
- Rooms
  - Location
  - Capacity
  - In-built equipment
- Facilitators
  - Calendar management
- Manual grading
- Waiting lists
- Declare interest
- Manager reservations
- Manager and 2-stage approval
- Custom notifications
- Attendance tracking
- Sign-up sheet
- Attendance upload
- Multiple attendance management

#### CATALOGUE MANAGEMENT

- Configurable display
- Default images and icons
- Custom course fields
- Featured learning
- Search and filtering
- Sub/Categories
- Backup/Restore
- Tags
- Catalogue homepage
- Resources and playlist search

### ASSESSMENT AND ACHIEVEMENT

- Grading
  - Scores
  - Scales
  - Grade to pass
- Quiz
- Custom certificates
- Assignments
- Open Badges 2.0
  - Profile information
  - Audience membership
  - Manual issue
  - Versioning
  - Multiple languages

#### COURSE MANAGEMENT

- Course formats
  - Topics
  - Week based
  - Single activity
- Activities & resources
- Blocks
- Groups
  - Group based activities
  - Separate or visible
  - Record of prior learning
  - Bulk course creation

#### FEEDBACK AND EVALUATION

- Feedback
  - Multiple question types
  - Conditional questions
  - Reminders
  - Results analysis
- Choice
  - Anonymous or named
  - Results display options

#### CONTENT MANAGEMENT

- SCORM, IMS
- Page
- Book
- File
- URL
- Label
- Lesson
- Database
- Glossary
- External repository APIs
- LTI v2

# FUNCTIONALITY OVERVIEW TOTARA ENGAGE 14



## CUSTOMISATION

### LEARNER PERSONALISATION

- Current learning
- Last course accessed
- Alerts and tasks
- Seminar bookings
- User theme
- Account preferences
- Notification preferences
- Preferred language
- Personalised recommendations
- Recently viewed learning

### DESIGN AND NAVIGATION

- Themes
  - Responsive
  - Bespoke or customised
  - Site level
  - Category level
  - Course level
  - User level
  - Tenant level
- Dashboards
- Custom main menu
- Configurable user menu
- User tours
- Featured links
- Header and footer areas
- Configurable block display
- Customisable administration menu

### GLOBALISATION

- Language Packs
  - Multiple translations
  - Customisation
  - Localisation
  - UTF-8 character sets
- Multiple timezones
- Multiple date formats
- Right-to-Left display
- Customisable calendars



## USER MANAGEMENT

### TEAM MANAGEMENT

- Team overview dashboard
- Team Statistics
- Alerts and tasks
- Reporting
- Seminar attendance approval

### ENROLMENT MANAGEMENT

- Manual
- Self enrolment
- Audience based
- Guest access
- Meta courses
- Seminar attendance
- Welcome message

### USER ACCOUNT MANAGEMENT

- Profile Information:
  - Custom fields
  - Language select
  - Timezone select
  - Position
  - Organisation
  - Job assignments
  - Manager assignment
- User accounts
  - Manual creation
  - HR Import
- Bulk upload/update
- Account suspension
- Configurable user profile page
- Tenant association

### AUDIENCE MANAGEMENT

- Set audiences
- Dynamic audiences
  - Auto-updating
  - Rule based membership
- Course enrolment
- Dashboard access
- Assign access rights
- Main menu items
- Course visibility

### ACCESS MANAGEMENT

- Authentication
  - Guest access
  - Custom login page
  - Self registration/with approval
  - OAuth2
  - Single sign on
  - Shared authentication
  - Password reset
  - Password policy
- Audience based course visibility
- Enrolment plugins
- Access rights
  - Capabilities
  - Permissions
  - Contexts
  - Overrides

### GDPR

- Site policy
  - Versioning
  - Multi-lingual
  - Consent records
  - HTML content
- User data management
  - Export types
  - Data export
  - Purge types
  - Data purging



## ORGANISATION AND COMPLIANCE MANAGEMENT

### REPORTING

- Report builder
  - Custom reports
  - Editable embedded reports
  - Report templates
  - Graphical reports
  - Scheduled reports
  - Searchable and filterable
  - User specific content
  - Exportable
- In-built reports
  - Site logs
  - Statistics
  - Course participation

### HIERARCHIES

- Organisational structures
- Positional structures
- Competency frameworks
- Report content filtering
- Multiple job assignments
- Bulk creation and update

### EXTENDED ENTERPRISE

- Multitenancy management
- Tenant administrators
- Tenant specific content
- Tenant dashboards
- Tenant workspaces
- Custom main menu
- Tenant bulk upload
- Tenant themes and images
- Tenant login pages
- Report content filters
- Multiple authentication methods