Learn

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Functionality Overview Totara Learn 17

Learning and delivery

Course management

- Course formats
  - Topics
  - Week based
  - Single activity
- Activities & resources
- Blocks
- Activity access restrictions
- Completion editor
- Completion upload
- Recycle bin
- Groups
  - Group based activities
- Separate or visible
  - Activity completion
  - No tracking
  - Manual self completion
  - Automated, criteria based
- Course completion
  - Manual completion by others
  - Grade based
  - Self completion
  - Activity completion
- Record of prior learning
- Bulk course creation
- Course notifications
- Activity notification

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
- Centralised notifications
- Attendance tracking
- Sign-up sheet
- Attendance upload
- Multiple attendance management
- MS Teams and Zoom integration

Gamification

- Course access keys
- Open Badges 2.0
- Topic access restriction
- Activity access restriction
- Quiz access password
- Activity results leaderboard
- Hidden activities

Survey and evaluation

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

Catalogue management

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

Social and collaborative learning

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

Mobile app

- iOs and Android
- Branded login
- Course, program and certification access
- Search catalogue
- Course self-enrolment
- Guest course access
- Offline SCORM player
- Push notifications

Content management

- SCORM, IMS
- Page
- Book
- File
- URL
- Label
- Lesson
- Database
- Glossary
- External repository APIs
- LTI v2
- Content marketplace
- LinkedIn Learning integration

Assessment and achievement

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

Organisation and compliance management

Compliance management

- Programs
  - Learning pathways
  - Course based
  - Competency based
  - Conditional progress
- Notifications
  - Customised content
  - Personalised
  - Pre-scheduled
  - Multi-language
- Certifications
  - Re-certification path
  - Re-certification reminder
  - Expiry tracking
- Assigned by organisation
- Assigned by position
- Assigned by audience

Hierarchies

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

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 completion
  - Activity completion
  - Course participation

Extended enterprise

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

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User management

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/program/certification visibility
- Enrolment plugins
- Access rights
  - Capabilities
  - Permissions
  - Contexts
  - Overrides
  - Tenant association

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
- Tenant association
- Configurable user profile page

Audience management

- Set audiences
- Dynamic audiences
  - Auto-updating
  - Rule based membership
- Course/Program/Certification visibility
- Course/Program/Certification enrolment
- Learning plan assignment
- Dashboard access
- Assign access rights
- Main menu items

GDPR

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

Enrolment management

- Manual
- Self enrolment
- Audience based
- Program/Certification
- Learning plan
- Guest access
- Meta courses
- Seminar attendance
- Welcome message

Team management

- Team overview dashboard
- Team statistics
- Learning plans
- Alerts and tasks
- Reporting
- Seminar attendance approval

Customisation

Adaptive learning

- Activity completion tracking
- Course completion tracking
- Programs & certifications
  - Course set requirements
  - And/or/then conditions
  - Custom notifications
- Activity access restrictions
  - Grade
  - Activity completion
  - User profile field
  - Group membership
  - Audience
  - Position
  - Organisation
  - Preferred language
  - Time since activity completion

Globalisation

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

Learner personalisation

- Current learning
- Last course accessed
- Alerts and tasks
- Learning plans
- Record of learning
- Seminar bookings
- User theme
- Account preferences
- Preferred language
- Activity completion progress bars
- Notification preferences

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

Development and review

Talent management and succession planning

- Competencies
  - Linked to positions
  - Linked to organisations
  - Completion scales
  - Auto-added to learning plans
  - Competency types
- External evidence
- Reporting

Learning plans

- Courses
- Competencies
- Learning objectives
- Programs
- Comments
- Customisable workflows
- Assigned by organisation
- Assigned by position
- Assigned by audience

This overview highlights the key components with in Totara Learn 17 and shows how its features and functionality work together to help you achieve your training and development needs.

Contact Accipio
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