FUNCTIONALITY OVERVIEW V12

totaralearn

LEARNING AND DELIVERY

SOCIAL AND COLLABORATIVE LEARNING

- Workshop
- Live Chat
  - Scheduled
  - Unscheduled
  - Logged
- Messaging
- Wiki
- Forums

OFFLINE AND BLENDED LEARNING

- Seminar Overview Dashboard
- Assets
  - Trainers
  - Equipment
  - Services
- Rooms/Venues
  - Location
  - Capacity
  - In-built equipment
- Pre/post training activities
- Pre/post training evaluation
- Bookings
  - Waiting lists
  - Custom notifications
  - Attendance tracking
  - Sign-up sheet
  - Manager reservations
  - Manager approval
  - 2-step approval
  - Declare interest
  - Multiple attendance

CATALOGUE MANAGEMENT

- Tagging
- Custom icons
- Custom fields
- Search
- Filters
- Bulk creation
- Custom display
- Record of Prior Learning
- Sub/Categories
- Backup/Restore
- Custom image
- Featured Learning

CONTENT MANAGEMENT

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

ASSESSMENT AND ACHIEVEMENT

- Grading
  - Gradebook
  - Scores
  - Scales
- Quiz
- Custom Certificates
- Assignments
- Open Badges
  - Course completion
  - Activity completion
  - Profile information
  - Program completion
  - Audience membership

COURSE MANAGEMENT

- Course formats
  - Topics
  - SCORM
  - Weekly
  - Single activity
- Activities & Resources
- Blocks
- Activity access restrictions
- Completion Editor
- Recycle bin
- Groups
  - Group based activities
  - Separate or visible
- Activity completion
  - No completion
  - Manual self completion
  - Automated, criteria based
- Course Completion
  - Prerequisite
  - Completion by others
  - Grade
  - Manual self completion
  - Activity completion
- Record of Prior Learning
- Bulk creation
- Completion Upload

GAMIFICATION

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

EVALUATION AND MEASURING ENGAGEMENT

- Feedback
  - Multiple question types
  - Conditional questions
  - Reporting
  - Reminders and escalation
- Choice
  - Anonymous or named
  - Results display options

TRAINING AND ORGANISATIONAL COMPLIANCE

COMPLIANCE MANAGEMENT

- Programs
  - Learning pathways
  - Courses
  - Competencies
- Conditional progress
- Content sequencing
- Assigned by Audience
- Assigned by Organisation
- Assigned by Position
- Certifications
  - Re-certification path
  - Re-certification reminder
  - Expiry tracking
- Learner & manager notifications

REPORTING

- In-built reports
  - Logging
  - Statistics
  - Course Completion
  - Activity Completion
  - Participation
- Report Builder
  - Customisable reports
  - Graphical reports
  - Scheduled email
  - Filterable
  - User contextual
  - Exportable

HIERARCHIES

- Organisations
- Positions
- Goals
- Competency frameworks
- Report filtering
- Learning Plans
- Audiences
- Multiple Job Assignments
- HR Import tool

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USER MANAGEMENT

TEAM MANAGEMENT

- Team Dashboard
- Learning Plans
- Tasks
- Alerts

- Reporting
- Performance management
- Seminar attendance approval

ENROLMENT MANAGEMENT

- Manual
- Self enrolment
- Audience sync
- Program/Certification
- Learning Plan

- Guest access
- Meta courses
- Seminar direct
- Competency link

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

AUDIENCE MANAGEMENT

- Set Audiences
- Dynamic Audiences
  - Auto-updating
  - Rule based membership
- Course/Program/ Certification visibility
- Course/Program/ Certification enrolment

- Learning Plan templates
- Goals assignment
- Dashboards
- Assign access rights
- Top navigation

ACCESS MANAGEMENT

- Authentication
  - Guest access
  - Login page
  - Self registration
  - Password reset
  - Password policy
  - Single sign on
  - Self registration with approval
  - Shared authentication
- Audience based course, program & certification 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

CUSTOMISATION

ADAPTIVE LEARNING

- Completion tracking
  - Activity completion requirements
  - Course completion requirements
- Programs & Certifications
  - Course sets
  - And/or/then conditions
  - Custom notifications

- Activity access restrictions
  - Date
  - Grade
  - Activity completion
  - User profile
  - Group
  - Audience
  - Position
  - Organisation
  - Preferred language
  - Time since activity completion

LEARNER PERSONALISATION

- Learning Dashboard
  - Current Learning block
  - Alerts and Tasks
  - Record of Learning
  - Seminar bookings
- User Theme
- Learning Plans

- Personal Goals
- Account preferences
- Preferred language
- Last Course Accessed block
- Activity completion based progress bars

DESIGN AND NAVIGATION

- Themes
  - Responsive
  - Bespoke or customised
  - Site level
  - Category level
  - Course level
  - User level
- Dashboards

- Top navigation
- User menu
- User Tours
- Featured Links block
- Header and footer blocks
- Configurable block display
- Configurable administration menu

GLOBALISATION

- Language Packs
  - Multiple translations
  - Customisation
  - Localisation
  - UTF-8 character sets

- Multiple timezones
- Multiple date formats
- Right-to-Left display
- Customisable calendars

DEVELOPMENT AND REVIEW

PERFORMANCE MANAGEMENT

- Appraisals
  - Multiple Templates
  - Custom Workflows
  - Multi stage
  - Multi section
  - Question types
  - Learning Plan items

- Goals
  - Personal goals
  - Company goals
  - Goal scales
  - Linked to Position and Organisation
- 360 Feedback
  - Question types
  - Anonymous responses
  - External responses

TALENT MANAGEMENT AND SUCCESSION PLANNING

- Competencies
  - Linked to Positions
  - Linked to Organisations
  - Completion scales
  - Auto-added to Learning Plans
  - Competency Types

- External Evidence
- Appraisals
- Goals
- Reporting

LEARNING PLANS

- Templates
  - Courses
  - Competencies
  - Objectives
  - Programs
  - Evidence
  - Comments
  - Customisable Workflows

- Assigned by Organisation
- Assigned by Audience
- Assigned by Position

This overview highlights the key components within Totara Learn 12 and shows how its features and functionality work together to help you achieve your training and development needs.