FUNCTIONALITY OVERVIEW TOTARA LEARN 14

• Page

Book

Label

Grading

- Scores

- Scales

Assignments

• Ouiz

- Grade to pass

Custom certificates



- Re-certification path

- Expirv tracking

Assigned by position

· Assigned by audience

• In-built reports

- Course completion

- Activity completion

- Course participation

• Multiple job assignments

• Bulk creation and update

Tenant themes and images

• Tenant login pages

methods

• Report content filters

Multiple authentication

- Site logs

- Statistics

plan content

- Re-certification reminder

Assigned by organisation



SOCIAL AND COLLABORATIVE LEARNING

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

approval

• Sign-up sheet

MS Teams and

Manager reservations

• Manager and 2-stage

Custom notifications

Attendance tracking

Attendance upload

Multiple attendance

Zoom integration

Search and filtering

• Catalogue homepage

Sub/Categories

• Backup/Restore

• Tags

Messaging

• Wiki

OFFLINE AND VIRTUAL LEARNING

- Assets
- Equipment
- Services
- Rooms
- Location
- Capacity
- In-built equipment
- Facilitators
- Calendar management management
- Manual grading
- Waiting lists
- Declare interest

CATALOGUE MANAGEMENT

- Configurable display
- Default images and icons
- Custom course fields
- Costured learning

WWW.TOTARALEARNING.COM

Featured learning

CONTENT MANAGEMENT

- SCORM, IMS
 Less
 - Database
 - Glossary
 - External repository APIs
 - LTI v2
 - Content marketplace

ASSESSMENT AND ACHIEVEMENT

- Open Badges 2.0
- Course completion
 - Activity completion
 - Profile information
 - Program completion
 - Audience membership
 - Manual issue
 - Versioning
 - Multiple languages

Activity completion

criteria based

Course completion

- Manual completion

- Activity completion

Record of prior learning

- Manual self completion

- No tracking

- Automated.

by others

- Grade based

- Self completion

COURSE MANAGEMENT

- Course formats
- Topics
 Week based_____
- week based
 Single activity
- Activities & resources
- Blocks
- Activity access
- restrictions
- Completion editor
- Completion upload
- Recycle bin
- Groups Group based activities Bulk course creation
- Separate or visible

GAMIFICATION

- Course access keys
- Open Badges 2.0
- Topic access restriction
- Activity access restrictionQuiz access password
- Activity results
- leaderboardHidden activities

SURVEY AND EVALUATION

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

MOBILE APP

- iOs and Android
- Branded login
- Course, program and certification access
- Offline SCORM player
- Push notifications
 - - Positional structures
 - Competency frameworks
 - Report content filtering

EXTENDED ENTERPRISE

Organisational structures
 Automated learning

- Multitenancy management
 Tenant bulk upload
- Tenant administrators
- Tenant specific content
- Tenant dashboards
- Custom main menu

ORGANISATION AND COMPLIANCE MANAGEMENT

COMPLIANCE MANAGEMENT

- Certifications
- Learning pathways
- Course based

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Programs

- Competency based
- Conditional progress
- Notifications
- Customised contentPersonalisedPre-scheduled

- Multi-language

REPORTING

Report builder

reports

- Exportable

HIERARCHIES

- Custom reports

- Editable embedded

- Report templates

- Graphical reports

- Scheduled reports

- User specific content

- Searchable and filterable

FUNCTIONALITY OVERVIEW TOTARA LEARN 14





TEAM MANAGEMENT

ENROLMENT MANAGEMENT

- Team overview dashboard
- Team statistics
- Learning plans

Self enrolment

Audience based

• Learning plan

Program/Certification

• Profile Information:

- Custom fields

- Organisation

Set audiences

• Dynamic audiences

- Position

Language select

- Timezone select

- Job assignments

Manager assignment

AUDIENCE MANAGEMENT

Manual

- Alerts and tasks Reporting

approval

Guest access

Meta courses

- HR Import

• Welcome message

- Seminar attendance
 - Self registration/with approval - OAuth2
 - Single sign on
 - Shared authentication

- Custom login page

- Password reset Password policy

Authentication

- Guest access

Audience based course/program/

ACCESS MANAGEMENT

- certification visibility • Enrolment plugins
- Access rights
- Seminar attendance - Capabilities
 - Permissions
 - Contexts
 - Overrides - Tenant association

USER ACCOUNT MANAGEMENT GDPR

- User accounts Site policy - Manual creation
 - Versioning - Multi-lingual
 - Consent records
- Bulk upload/update - HTML content • Account suspension
 - User data management
 - Export types
 - Data export
 - Purge types
 - Data purging
- Tenant level Dashboards
 - GLOBALISATION

- Category level

- Course level

- User level

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

CUSTOMISATION

ADAPTIVE LEARNING

tracking

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

LEARNER PERSONALISATION

- User theme
- Last course accessed Account preferences
 - Preferred language
 - Activity completion
 - progress bars Notification
 - preferences

DESIGN AND NAVIGATION

Current learning

Alerts and tasks

• Record of learning

Seminar bookings

- Configurable user menu
- Bespoke or customised User tours
 - Featured links
 - Header and footer areas
 - Configurable block display
 - Customisable
 - administration menu
 - Multiple timezones
 - Multiple date formats
 - Right-to-Left display
 - Customisable calendars



TALENT MANAGEMENT AND SUCCESSION PLANNING

- Competencies
- Linked to Positions Reporting
- Linked to Organisations

- learning plans
- Competency types

LEARNING PLANS

- Learning objectives
- Assigned by organisation
 - Assigned by position
 - Assigned by audience
- Customisable workflows
- This overview highlights the key components within Totara Learn 14 and shows how its features and functionality work together to help you achieve your training and development needs.

- Themes - Responsive - Site level

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

Tenant association

Configurable user

profile page