FUNCTIONALITY OVERVIEW
TOTARA ENGAGE 13

totaraengage

This overview highlights the key components within Totara Engage 13 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
  - Discussion threads
  - Resource library
  - Private and public spaces
  - Notifications
  - Crowdsourced content moderation

- Engagement reporting
  - Content engagement
  - User engagement

- Microsoft Teams integration
  - Custom Totara App extension
  - Single sign on
  - Create and share content
  - Course and catalogue access
  - Chat messaging extension
  - Configurable Teams tabs
  - Notifications and messaging
  - Configurable app icon

RECOMMENDATIONS AND CONTENT DISCOVERY

- Recommendations
  - Machine Learning based
  - Configurable engine and algorithms
  - Content subject recognition
  - Configurable blocks
  - 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
  - Updates and commenting notifications

LEARNING AND DELIVERY

SOCIAL AND COLLABORATIVE LEARNING

- Workshop
- Live Chat
  - Scheduled
  - Unscheduled
  - Chat log
- Messaging
- Wiki
- Group Assignments
- Forums

OFFLINE AND VIRTUAL LEARNING

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

CATALOGUE MANAGEMENT

- Configurable catalogue display
- Custom 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
  - Course completion
  - Activity completion
  - Profile information
  - Program completion
  - 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

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CUSTOMISATION

LEARNER PERSONALISATION

- Current Learning block
- Last Course Accessed block
- Alerts and Tasks
- Learning Plans
- Seminar bookings
- User theme
- Account preferences
- Preferred language
- Recommendations block
- Recently Viewed block

DESIGN AND NAVIGATION

- Themes
  – Responsive
  – Bespoke or customised
  – Site level
  – Category level
  – Course level
  – User 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
- Linked Competency
- 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

AUDIENCE MANAGEMENT

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

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 user administrators
- Tenant specific content
- Tenant dashboards
- Custom main menu
- Tenant bulk upload
- Tenant theming
- Report content filters
- Multiple authentication methods