# **FUNCTIONALITY OVERVIEW TOTARA LEARN 13**

• Page

Book

Label

Grading

- Scores

- Scales

Assignments

• Ouiz

- Grade to pass

Custom Certificates



ORGANISATION

MANAGEMENT

**COMPLIANCE MANAGEMENT** 

AND COMPLIANCE

Certifications

notifications

In-built reports

- Course completion

- Activity completion

- Course participation

- Site logs

- Statistics

Expiry tracking

• Learner & manager

- Re-certification path

- Re-certification reminder

 Assigned by Organisation Assigned by Position



### SOCIAL AND **COLLABORATIVE LEARNING**

- Workshop
- Live Chat
- Scheduled
- Unscheduled
- Chat log
- Group Assignments

Waiting lists

Declare interest

Manager approval

2-stage approval

• Sign-up sheet

management

• Backup/Restore

Catalogue homepage

Tags

Manager reservations

Custom notifications

Attendance tracking

Attendance upload

Multiple attendance

• Pre/post training activities

Pre/post training evaluation

Messaging

• Wiki

## **OFFLINE AND VIRTUAL LEARNING**

- Seminar overview dashboards
- Assets
- Equipment
- Services
- Rooms
- Location
- In-built equipment
- Facilitators
- Calendar management
- Manual Grading

## **CATALOGUE MANAGEMENT**

- Configurable catalogue
  Search and filtering display Sub/Categories
- Custom images and icons
- Custom course fields
- Featured Learning

WWW.TOTARALEARNING.COM

## **CONTENT MANAGEMENT**

- SCORM. IMS
  - Database
    - Glossary
      - 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
- Single activity
- - Activities & Resources
- Blocks Activity access
- restrictions
- Completion editor
- Completion upload
- Recvcle bin
- Groups - Group based activities • Bulk course creation
- Separate or visible

## GAMIFICATION

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

## SURVEY AND **EVALUATION**

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

## **MOBILE APP**

- REPORTING - Conditional questions Report Builder

## iOs and Android

- Branded login • Course, program
- and certification access • Offline SCORM player
- Push notifications

## **HIERARCHIES**

• --

0-

Programs

- Learning pathways

– Competency based

- Conditional progress

Assigned by audience

- Course based

- Custom reports

reports

- Exportable

- Editable embedded

- Report templates

- Graphical reports

- Scheduled reports

- User specific content

- Searchable and filterable

- Organisational structures
- Positions structures
- Competency frameworks
- Report content filtering
- Automated Learning Plan content Multiple Job Assignments

• Report content filters Multiple authentication

methods

- Bulk creation and update
- **EXTENDED ENTERPRISE**
- Multitenancy management Tenant bulk upload
- Tenant user administrators Tenant theming • Tenant specific content

Tenant dashboards

Custom main menu

# **FUNCTIONALITY OVERVIEW TOTARA LEARN 13**





## 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

Auto-updating

Course/Program/

Certification visibility

- Position

Language select

- Timezone select

- Job Assignments

Manager assignment

AUDIENCE MANAGEMENT

- Rule based membership assignment

Manual

 Alerts and Tasks Reporting

approval

Guest access

Meta courses

User accounts

- HR Import

• Bulk upload/update

• Account suspension

Tenant association

Configurable user

 Course/Program/ Certification enrolment

Dashboard access

Main menu items

Assign access rights

• Learning Plan

profile page

- Seminar attendance
  - Custom login page - Self registration/with approval
    - OAuth2

Authentication

- Guest access

- Password policy
- certification visibility
- Seminar attendance
- Linked Competency - Permissions
  - Contexts

## **GDPR**

- Site policy - Manual creation - Versioning
  - Multi-lingual
  - Consent records
  - HTML content
  - User data management - Export types
  - Data export
  - Purge types
  - Data purging
- - Language Packs
    - Multiple translations

**GLOBALISATION** 

- Customisation - Localisation
- UTF-8 character sets

**CUSTOMISATION** 

## **ADAPTIVE LEARNING**

tracking

- Activity completion · Activity access restrictions tracking
- Course completion
- Course set requirements
- Position And/or/then conditions
- Custom notifications
  - - completion

## LEARNER PERSONALISATION

- Current Learning block Seminar bookings
- Last Course Accessed User theme
  - Account preferences
  - Preferred language • Activity completion
  - progress bars

## **DESIGN AND NAVIGATION**

 Themes - Responsive

- Site level

- Category level

- Course level

- User level Dashboards

block

- Custom Main menu 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

Customisable calendars

Right-to-Left display

This overview highlights the key components within Totara Learn 13 and shows how its features and functionality work together to help you achieve your training and development needs.

Assigned by

Organisation

Assigned by Position

Assigned by Audience

AND REVIEV

**DEVELOPMENT** 

 Competencies Linked to Positions

**TALENT MANAGEMENT** AND SUCCESSION PLANNING

- Reporting - Linked to Organisations

- Learning Plans
- Competency Types

## LEARNING PLANS

Learning Objectives

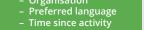
Customisable Workflows

• Record of Learning

 Alerts and Tasks Learning Plans

- Grade - Activity completion - User profile field - Group membership

- Programs & Certifications
  - Audience



- Single sign on - Shared authentication

ACCESS MANAGEMENT

- Password reset Audience based course/program/

## • Enrolment plugins

Access rights

## - Capabilities

### • Welcome message - Overrides

## - Tenant association

## **USER ACCOUNT MANAGEMENT**