

System overview

 totaralearn



Totara Learn enables you to deliver training that is aligned with your learners' roles, training needs and objectives. You get a functionally rich learning solution that can be implemented quickly and at a fraction of the investment required for equivalent proprietary solutions.

Learning Content

Deliver engaging, mobile-optimised learning and support blended learning by scheduling live classroom or online training events. Encourage collaboration and user-generated content with wikis, forums and blogs.

Learning Management

Assign and track your essential compliance training, tailored for each job role. Build personalised learning pathways and set learning objectives, priorities and deadlines. Link skills and competencies to job profiles and monitor proficiency levels.

Performance Management

Set goals, run appraisals and gather 360 feedback for effective performance management. Understand team performance with customisable team dashboards.

Configuration

Customise your user experience with our tailored, mobile-ready branding of your LMS. Seamlessly integrate your HR data to truly reflect your organisation and improve the sign-on experience with Single Sign-On (SSO). Reach a global audience with over 30 customisable languages.

Powerful Reporting

Gain insights into your users learning and performance with a powerful report builder. Track progress and run analytics to display graphically on customisable reporting dashboards. Schedule key reports to be delivered automatically by e-mail.

Key Features

✔ Easy course building

Create engaging courses with tools for collaboration, assessment, communication and interactive learning content.

✔ Classroom and online event booking

Powerful scheduling tool for classroom training events. Built-in virtual classroom for live online training.

✔ Skills and competencies

Build skills and competency frameworks, link to course completion and review in appraisals.

✔ Team management

Empower managers to play an active role in their team's learning and development.

✔ Compliance tracking

Monitor compliance across your organisation with automated, renewable training.

✔ Automated allocation

Save time on admin tasks with automated, rule-based allocation of learning.

✔ Advanced reporting

Gain detailed insights with custom-built reports. Display impactful charts on custom dashboards and automate reports with e-mail scheduling.

✔ Customised branding

Customise the look-and-feel to match your unique branding.



Hierarchies

Hierarchies in Totara Learn enable you to set up any number of frameworks that best represent the structure of your organisation. This enables you to create the specific structures and relationships of job positions and different sections of your organisation. Learning can then be mapped to individual job roles, management levels, departments, teams and groups.

Hierarchies are highly configurable to provide the structures which facilitate position and organisation-specific learning plans, competency evaluation, filtered reporting and management.

Key Benefits

- ✔ Automate learning assignment based on HR data
- ✔ Deliver custom reports, pre-filtered to show relevant data from the user's position, department, or management level
- ✔ Adapt the system to employee career paths with synchronised hierarchies
- ✔ Map competencies with job roles and departments for tailored learning plans

Build competency structures for your organisation

With support for multiple competency frameworks within Totara Learn, you can build compliance and competency structures across all sections and job positions within your organisation.

The achievement of competencies can be linked to the completion of one or many courses within Totara Learn or assessed externally and captured within a learner's plan.

Organisation-specific scales may be created for assessing levels of competency across learners and priorities set for each competency within a learning plan.

The screenshot displays a web interface for managing competency frameworks. At the top, it shows a breadcrumb trail: « Back to all competency frameworks » followed by the title 'Counter staff'. Below the title, a subtitle reads: 'This is the skills framework required for all counter staff'. There are search and navigation elements: a search box containing 'Counter staff', a 'Go' button, an 'Add new competency' button, and a 'Bulk actions' dropdown menu. A 'Hide details' button is also present. The main content is a table with three columns: 'Name', 'Linked courses', and 'Actions'. The table lists several competency items under a 'Hygiene' category, including 'Food hygiene', 'Workshop cleanliness', 'Personal cleanliness', 'Working practices', 'Cooling items', 'Wrapping items', 'Operating the till', and 'Customer focus'. Each item has a numerical value in the 'Linked courses' column and a set of icons (blue circles, red crosses, and arrows) in the 'Actions' column. At the bottom of the interface, there is an 'Export all items from framework' section with a 'Format' dropdown set to 'Excel format' and an 'Export all items' button.

Name	Linked courses	Actions
Hygiene	0	• • • • •
• Food hygiene	1	• • • • •
• Workshop cleanliness	1	• • • • •
• Personal cleanliness	1	• • • • •
Working practices	0	• • • • •
• Cooling items	2	• • • • •
• Wrapping items	2	• • • • •
• Operating the till	3	• • • • •
• Customer focus	2	• • • • •



Hierarchies

Manage HR Import elements

Element	Disable/Enable	Settings
Competency		
Job assignment		
Organisation		
Position		
User		Settings

Keep hierarchies in sync with your organisation

Totara Learn's dedicated HR import functionality enables you to automate the import and update all your users, competencies and positional and organisational hierarchies directly from your HR system and keep up to date with changes across your organisation.

Generate targeted reports for management

Both in-built and custom reports can be configured to filter results based on positions, sections of the organisation or audiences, so that a single report can service a range of stakeholder groups and provide a snapshot of training compliance and completion across the business.

User's Fullname	Course Name	User's Position Name(s)	Date Enrolled	Completion Status
Kai Ahmed	How to Manage Stress at Work	Sales consultant	11 Aug 2016	In progress
Eleanor Birch	How to Manage Stress at Work	IT manager	11 Aug 2016	In progress
Lauren Armstrong	How to Manage Stress at Work	Web Developer	11 Aug 2016	In progress
Yousef Ahmed	How to Manage Stress at Work	IT support technician	11 Aug 2016	In progress
Isabel Peters	How to Manage Stress at Work	IT support technician	11 Aug 2016	Complete
Kayleigh Austin	How to Manage Stress at Work	HR manager	11 Aug 2016	In progress
Mason Adkinson	How to Manage Stress at Work	Office assistant	11 Aug 2016	In progress
Harriet Austin	How to Manage Stress at Work	Office assistant	11 Aug 2016	In progress
Mia Andrews	How to Manage Stress at Work	Office assistant	11 Aug 2016	In progress
Peter Arnold	How to Manage Stress at Work	Director	11 Aug 2016	In progress
Yousef Ahmed	Managing your time at Work	IT support technician	11 Aug 2016	In progress
Isabel Peters	Managing your time at Work	IT support technician	11 Aug 2016	Complete
Sarah Cohen	Managing your time at Work	Counter staff	11 Aug 2016	Complete
Colleen Ellis	Managing your time at Work	Counter staff	11 Aug 2016	Complete
Lillian McKenzie	An Introduction to Body Language	Management	11 Aug 2016	Complete
Lillian McKenzie	Diversity in the Workplace	Management	11 Aug 2016	In progress
Lillian McKenzie	Being Ethical and Effective in Business	Management	11 Aug 2016	In progress
Lillian McKenzie	An Introduction to Meetings	Management	11 Aug 2016	Complete
Lillian McKenzie	How To Deliver Presentations	Management	11 Aug 2016	Complete
Yousef Ahmed	An Overview of the General Data Protection Regulation (GDPR)	IT support technician	11 Aug 2016	Complete
Isabel Peters	An Overview of the General Data Protection Regulation (GDPR)	IT support technician	11 Aug 2016	Complete
Yousef Ahmed	Managing Information	IT support technician	11 Aug 2016	In progress
Isabel Peters	Managing Information	IT support technician	11 Aug 2016	Complete
Yousef Ahmed	Using screens in the Workplace	IT support technician	11 Aug 2016	Complete
Isabel Peters	Using screens in the Workplace	IT support technician	11 Aug 2016	Complete
Lillian McKenzie	Listening Skills An Intro	Management	11 Aug 2016	Complete
Sarah Cohen	Listening Skills An Intro	Counter staff	11 Aug 2016	Complete
Sarah Cohen	Food wrapping techniques	Counter staff	11 Aug 2016	Complete
Malcolm Arnold	Food wrapping techniques	Counter staff	11 Aug 2016	In progress
Sarah Cohen	Food cooking techniques	Counter staff	11 Aug 2016	Complete



Learning Plans

Employees are most likely the biggest cost and management challenge in your organisation, and it's critically important to align employee development with organisational strategies.

Learning Plans within Totara Learn enable your employees to develop the specific competencies needed to improve performance in their present position or to prepare for new responsibilities. With quick and targeted access to relevant learning, employees can see their progress at a glance.

Key Benefits

- ✓ Empower employees to manage their own learning and development
- ✓ Encourage employee and manager collaboration
- ✓ Enable complete flexibility with custom workflows
- ✓ Prove achievement with uploaded evidence of other learning

Support different learning workflows for different learner groups

Depending on a learner's role, department or where they sit within the management hierarchy, they can be assigned an appropriate learning plan template.

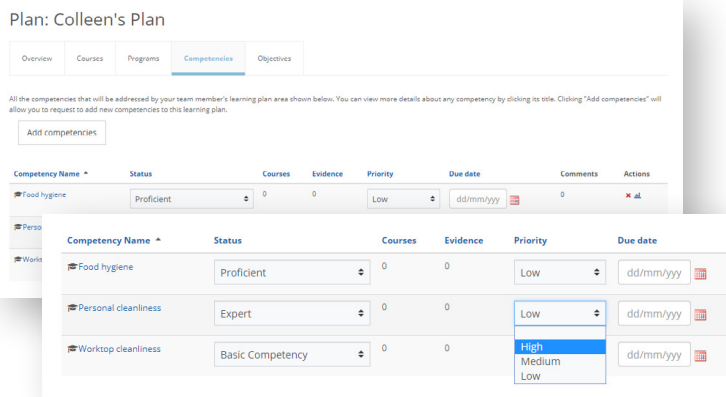
Template-based learning plans enables you to set custom permissions around the creation and update of plans specific to the needs of different groups of learners.

Competencies and their associated courses can be automatically pulled into plans based on a learner's job position or department.

Action	Learner	Manager
View	Allow	Allow
Create	Allow	Allow
Update	Deny	Allow
Delete	Deny	Allow
Approve	Deny	Approve
Complete/reactivate	Deny	Allow



Learning Plans



Create personalised learning experiences

Users or managers can create Learning Plans for different areas of development and personalise each plan by setting individual due dates, priorities and objectives.

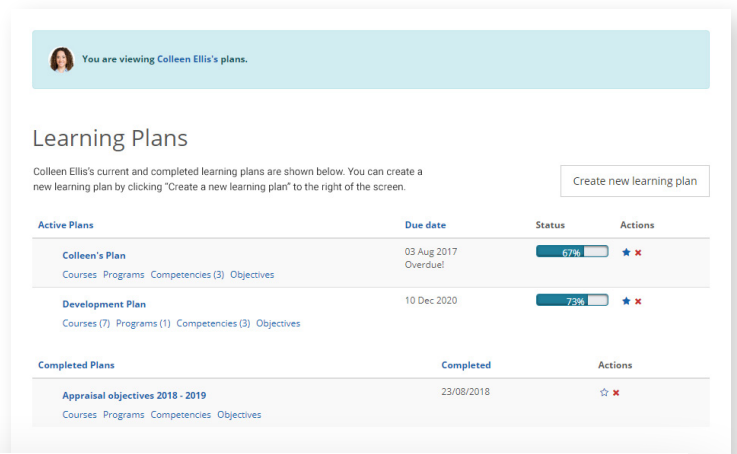
Plans can be continuously updated with new competencies and courses as needed by the learner or their manager, depending on the Plan template.

Learners can use their development plan to view due dates, quickly access learning activities and upload evidence of external learning.

Monitoring progress with learning records

All learners have a personalised learning record where they can view their active and completed learning and development. Managers can monitor the ongoing progress of their staff's professional and personal development.

A learning record also stores all submitted evidence of external or previous learning and feeds into reporting against completion, compliance and training across the whole organisation.



Team Management

Regular team performance check-ins help you keep your teams working like a well-oiled machine. The competencies, goals and objectives features within Totara Learn enable you to plan development across your team, ensuring that individual development plans and learning objectives fit with the goals of the wider team and the organisation and that everyone is heading in the right direction.

Totara Learn lets team managers realise the full potential from their teams by ensuring that staff have clear competencies and personal goals and that all team members have an active development plan, as well as by providing tools to monitor progress against learning objectives.

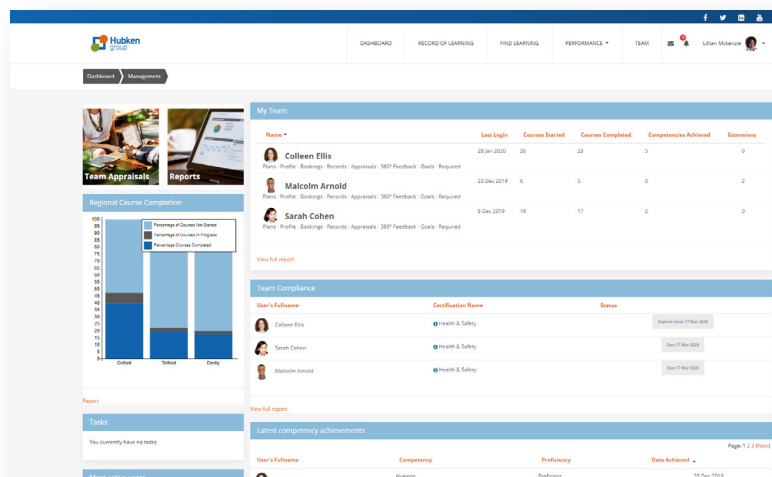
Key Benefits

- ✓ Improve staff performance by ensuring staff have clear goals, objectives and competencies assigned
- ✓ Keep managers up-to-date with customisable team dashboards
- ✓ Deliver actionable tasks and alerts to managers with automated notifications
- ✓ Reduce the pressure on L&D by giving managers control over their employee's learning and development

View team progress and activity from a dedicated dashboard

Managers are provided with a customised team dashboard, displaying up-to-date information about staff activity and one-click access to team members' learning plans, user profiles, course bookings and appraisals.

Team dashboards also provide high-level data about courses and competencies started and achieved by each team member alongside search and filtering functionality.



Team Management

Name	Last Login	Courses Started	Courses Completed	Competencies Activated	Extensions
Colleen Ellis	28 Jan 2020	20	23	3	0
Malcolm Arnold	23 Dec 2019	6	5	0	2
Sarah Cohen	8 Dec 2019	15	17	2	0

Personalised task and update notifications

Tasks advise managers of any actions they need to undertake, such as changes to a learning plan or approving or rejecting requests for attendance at offline learning events.

Alerts notify the manager of any updates and important information relating to their team's learning activity, such as new objectives added to a learning plan or an overdue recertification.

Help drive team members' development and professional growth

Managers have full access to their team's learning plans, record of learning and course booking records and can create, update, delete and approve plans. With the ability to add new courses, competencies, comments and objectives to learning plans as well as update competency ratings, priorities and due dates, managers can take a hands-on and proactive approach to their team's learning and development.

You are viewing Colleen Ellis's plan.

Plan: Development Plan

Overview | Courses | Programs | Competencies | Objectives

Below is a short summary of your team member's learning plan.

▼ Plan details

Plan name	Development Plan
Plan description	
Date started	10 December 2019
Completion date	10 December 2020

Edit details | Delete plan | Complete plan

Lillian McKenzie
Let's have a catch up about this next week.
Mon, 17 Feb 2020, 11:45 AM

Colleen Ellis
I've recently made some more progress on this plan.
Mon, 17 Feb 2020, 11:46 AM

Add a comment...

Save comment



Content Management

Totara Learn has a wide range of content creation and management features, enabling you to populate online, offline and blended courses with a variety of customised learning content and activities.

Externally authored e-learning content can be uploaded directly as SCORM, IMS or AICC packages with progress, scores and completion tracked and reported upon within Totara Learn.

The content marketplace offers the opportunity for you to extend your learning catalogue, or supplement existing courses, programs and certifications with ready-to-go eLearning content.

Key Benefits

- ✔ Streamline your course creation with drag-and-drop and an intuitive editing tool
- ✔ Prove learning transfer with interactive quizzes, question banks and automated feedback
- ✔ Extend your offering with ready-made content from the content marketplace
- ✔ Automate the learning journey with completion tracking and access restrictions

Create engaging content and interactive activities

Course managers can quickly create courses to host a range of learning resources and activities.

Totara Learn offers drag-and-drop functionality to upload file resources such as documents, images, audio and video, and supports user-generated content including blogs, wikis and forum discussions.

Web pages, links and course instructions can be quickly and easily added using the fully featured editing tool.

Trainers can create adapting and branching lesson activities and build searchable glossaries and databases, and quizzes, polls and assignments can be added to a course for assessment of existing knowledge or evaluation of new skills.

With a Totara Learn solution from Hubken Group, you'll get access to a wide range of rich and interactive HTML5 content tools such as interactive video, presentations, games, image hotspots, branching video and 360 virtual tours.

The screenshot shows a course management interface for 'Food Hygiene Awareness'. At the top, there is a progress indicator showing 57%. Below this, the 'Course outline' section is visible, containing a description of the course and a list of activities: 'Glossary: Food Safety Terms' and 'Weekly Q&A'. Below the outline, there is a section for 'Food Safety and You' which includes an 'eBook: Quick guide to Campylobacter' and a 'Face-to-face: Workshop'. At the bottom, there is a table of events with columns for Date, Time, Room, Capacity, Status, and Options.

Date	Time	Room	Capacity	Status	Options
24 February 2020	9:00 AM - 10:00 AM	Primary training room, eInnovation Centre, TF2 9FT (Room details)	0 / 5	Booking open	🔗 📄 🗑️ Attendees Sign-up



First name / Surname	eBook: Quick guide to ...	Face-to-face: Workshop	Assignment: Food Safety ...	eBook: Good Hygiene is good...	Pre-requisite: Search hygiene...	Course: Self-reflection...	Video: Assessment: Culti...	Form: Food Safety: Discussion	Face Safety: Workshop	eBook: (Where you start)	Quiz: (When you start your hands)	Video: (How to wash)	Quiz: Food Hygiene Assessment	Feedback: (Course Feedback)
Kai Ahmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mia Andrews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Armstrong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Track and report on learner progress

With the ability to set custom completion criteria for activities and entire courses, Totara Learn enables you to automate the learning journey for all participants.

Course managers can set activity completion criteria for all learning items including self-completion by the learner and automatic completion with custom built rules.

Course completion can be based on completion of specific activities or prerequisite courses, achievement of a certain grade, manual completion by assessors and time-based criteria - or custom combinations of these options.

Course managers and administrators can generate course activity and participation reports to review learner progress and proactively manage learner engagement.

Design custom learning journeys

Course managers can use the restrict access functionality to build customised and personalised learning journeys.

Learning items within a course can be set as unavailable to learners until certain conditions have been met, such as the completion of other course activities, achievement of a certain grade, or based on the learner's group, profile information, position, organisation or audience membership.

Complex restriction sets can be built to create adaptive courses and support learners working at a variety of levels and abilities or belonging to different audiences.

▼ Restrict access

Access restrictions

Learner **must** match the following

- Activity completion
 - Quiz: Food Hvgiene Assessment **must be marked complete**

Add restriction...



Instructor-led Training (ILT)

Many businesses offer fully blended learning programmes using a mix of learning interventions. Totara Learn enables you to manage a range of face-to-face learning events from internal classroom sessions to external workshops or small conferences.

Using Totara Learn, you can quickly and efficiently schedule events and see at a glance all upcoming training sessions with the dedicated dashboards.

Key Benefits

- ✓ Reduce time spent managing event bookings with an efficient and powerful scheduling tool
- ✓ Automate your processes with customisable reminders, alerts and calendar attachments
- ✓ Improve efficiencies with self-service or approval-based course booking
- ✓ Simplify attendance tracking with an intuitive tracker and customisable sign-in registers
- ✓ Consolidate your tasks with resource and room management tools

Enable self-service or workflow-based course bookings

With user-friendly, self-service booking systems, learners can find and choose the course and session right for them and manage their booking directly. Once booked, event details can be saved to a learner's (and their manager's) calendar using the iCal standard for Outlook, Google and a range of other calendar systems.

Learners can declare interest in attending a session where there are no current sessions available or a known date for the event, enabling learning and development teams to accurately assess the demand for proposed training events.

Totara Learn also offers a range of workflows for a manager and administrator-driven session booking including email-based request and two-stage approval, re-booking based on previous attendance status, manual booking and pre-booked reservations for team members.

All events in Face-to-face: Workshop

Sign-up to an available session to learn more about Food Hygiene in a classroom workshop. Expect an interactive session with activities and group discussions.

Filter by Room: [Add a new event](#)

Upcoming events

Date	Time	Room	Capacity	Status
24 February 2020	9:00 AM - 10:00 AM	Primary training room, eInnovation Centre, TF2 9FT (Room details)	0 / 5	Booking open
24 March 2020	9:00 AM - 10:00 AM	Primary training room, eInnovation Centre, TF2 9FT (Room details)	0 / 5	Booking open
24 April 2020	9:00 AM - 10:00 AM	Primary training room, eInnovation Centre, TF2 9FT (Room details)	0 / 5	Booking open

Previous events

Date	Time	Room	Capacity	Status
14 March 2018	9:30 AM - 12:30 PM		0 / 10	Event over
14 April 2018	9:30 AM - 12:30 PM		0 / 10	Event over
29 June 2018	11:30 AM - 5:30 PM		0 / 8	Event over
29 March 2019	9:00 AM - 10:00 AM		0 / 12	Event over
30 April 2019	9:00 AM - 10:00 AM		0 / 12	Event over
31 May 2019	9:00 AM - 10:00 AM		0 / 12	Event over
28 June 2019	9:00 AM - 10:00 AM		0 / 12	Event over



Instructor-led Training (ILT)

View room

Room name	Primary training room
Building	eInnovation Centre
Location	TF2 9FT
Capacity	10
Allow room booking conflicts	No
Created	Thursday, 22 August 2019, 4:25 PM by Admin User

Upcoming sessions in this room

Seminar Name	Approval Type	Number of attendees	Event Maximum Bookings	Session Start Date/Time	Booking Status	Overall status
Face-to-face: Workshop	No Approval	0	5	24 February 2020, 9:00 AM	Booking open	Upcoming
Face-to-face: Workshop	No Approval	0	5	24 March 2020, 9:00 AM	Booking open	Upcoming
Face-to-face: Workshop	No Approval	0	5	24 April 2020, 9:00 AM	Booking open	Upcoming

Seminar Name	Approval Type	Number of attendees	Event Maximum Bookings
Face-to-face: Workshop	No Approval	0	5
Face-to-face: Workshop	No Approval	0	5
Face-to-face: Workshop	No Approval	0	5

Schedule the right resources at the right time

The inbuilt room management functionality equips administrators with the ability to create predefined rooms or venues with address, capacity and equipment information as well as preventing double booking of training spaces.

Resources such as laptops or projectors can also be created within Totara Learn and linked to training events, alongside trainers and services with scheduling conflicts identified swiftly and efficiently.

Manage learning events and keep everyone in the loop

Trainers and administrators can mark attendance at training events individually, in bulk or via a customisable signup sheet. With both small and large events easily managed within Totara Learn, attendance can be tracked and counted towards the professional development of your learners.

Sessions which are fully booked can employ a waitlisting system, so any cancelled bookings can be offered to the next learner in line or by random lottery.

Automated, customisable, personalised and multi-language notifications alert learners and managers alike of booking confirmations, updates and reminders of upcoming events.

Food Safety workshop

Event date/time
29 June 2018, 11:30 AM - 5:30 PM

Duration
6 hours

Maximum bookings
8

Approval required by:
Manager Approval

ATTENDEES WAIT-LIST CANCELLATIONS TAKE ATTENDANCE MESSAGE USER

Take attendance

Select users who attended the event:

Mark all selected as: Bulk actions

Select	Name	Time Signed Up
<input type="checkbox"/>	Anthony Gardner	2 May 2019, 4:57 PM
<input type="checkbox"/>	Charlotte Griffin	2 May 2019, 4:57 PM



Assessment and Achievement

Assessing the progress and understanding of your learners is critical in ensuring your training material and events are not only informative but effective.

Totara Learn has a range of assessment options from a powerful inbuilt quiz engine to more formal assignment submissions. You can also load assessments developed with popular third-party authoring tools and send scores and completion information to a central course gradebook.

Key Benefits

- ✔ Boost learner engagement with a range of question types
- ✔ Increase efficiencies with sharable question banks
- ✔ Automate the assessment and evaluation process with response-tailored feedback
- ✔ Assess learner tasks in greater depth with a customisable assignment tool
- ✔ Recognise achievement with digital badges and customisable certificates

Manage formal assignments with custom marking workflows

For submission-based assessments, online and offline assignments can be managed and graded through Totara Learn.

With customisable submission requirements including word or file limits, deadlines and number of attempts alongside workflows and guidelines around marking and final grades, the assignment tool provides course managers with an automated and distributed grading system.

The screenshot displays the 'Submission' interface in Totara Learn. It includes a 'Submission' section with status 'No attempt', 'Not graded', and a red warning 'Assignment is overdue by: 6 days 12 hours'. Below this is a 'Grade' section with a 'Grade out of 100' field and a 'Current grade in gradebook' field. A 'Feedback comments' window is open, showing a rich text editor with the following text: 'Some really good work here, Colleen. You've clearly understood the assignment brief and linked some of the best practises that you've identified to your own experiences in the kitchen. To improve you might want to expand on best practise for storing cooked food - you've mentioned this briefly but I think there is more to add here. Relate this again to your own experiences. You might want to consult the resource about this in the course content'. At the bottom, there is a 'Feedback files' section with a file upload area and the text 'You can drag and drop files here to add them.'.



Assessment and Achievement

Started on: Tuesday, 24 September 2019, 11:52 AM
State: Finished
Completed on: Monday, 17 February 2020, 12:47 PM
Time taken: 146 days 1 hour
Overdue: 146 days 1 hour
Grade: 3.00 out of 10.00 (30.00%)
Feedback: You haven't passed this time. Try again!

At least 63% of chickens so

True or false: Burgers can be served rare (pink in the middle)?

Select one:
 True
 False

Correct!

In a restaurant setting, burgers can be served rare or medium rare, as long as proper guidance has been followed. However, in a home environment it is recommended to cook burgers thoroughly, until there is no pink meat and the juices run clear.

To learn more visit here: [Less than thoroughly cooked beef burgers: advice for caterers and supply chain establishments](#)

Match the food items below to their correct shelf in the fridge...

Raw meat, poultry and fish
Fruit and vegetables

Quiz navigation

1 2 3 4 5 6 7 8 9 10

Show one page at a time
Finish review

Start a new preview

Build course quizzes

Totara Learn features a sophisticated quiz builder where course managers can create predefined or randomly generated quizzes pulled from question banks, with automated grading.

The quiz tool offers a range of question types including multiple-choice, free-text answer, true/false and drag-and-drop as well as different question behaviours such as deferred or instant feedback and certainty-based marking.

Quizzes also feature a variety of automated workflows including customisable feedback based on responses, time and attempt limits and pass/fail tracking.

Alongside the quiz builder, detailed reporting offers course and training managers an insight into learner scores and answers, allowing trend analysis across individuals, groups or entire quizzes.

Issue branded certificates and Open Badges

With Open Badges integration, Totara Learn enables you to issue and display your own custom digital credentials. Whether you want to reward a user for completing an activity, a course or a program, the automated issuing system makes it simple to engage and motivate your learners with visible, shareable badges.

The certificate generator allows you to upload your organisation's own logos, authorising signatures and watermarks to create on-brand certificates. Learners can download or print their fully personalised certificates and share with peers and managers alike.

Colleen Ellis

User details

Edit profile

Country: United Kingdom

City/town: Oxford

Timezone: Europe/London

multi

Badges

Badges from Hubken Demo:

Hygiene Awareness

Customer Champion

Fire Safety

Unnamed job assignment (ID: 1)
Add job assignment

Learning

Record of Learning
Learning Plans



Reporting

Reporting is a key feature of Totara Learn with a powerful, flexible, custom report builder. Totara Learn ensures you have a complete picture of usage, progress and achievement across your organisation.

Totara Learn includes the ability to customise dashboards to give selected users quick access to key information.

Key Benefits

- ✔ Ensure you have the complete picture with timely and targeted reports
- ✔ Drive visual impact with powerful graphical reporting options
- ✔ Reduce administration with pre-filtered reports to show relevant data
- ✔ Spot trends and take swift action with high-level reporting dashboards

Create and share custom-made reports

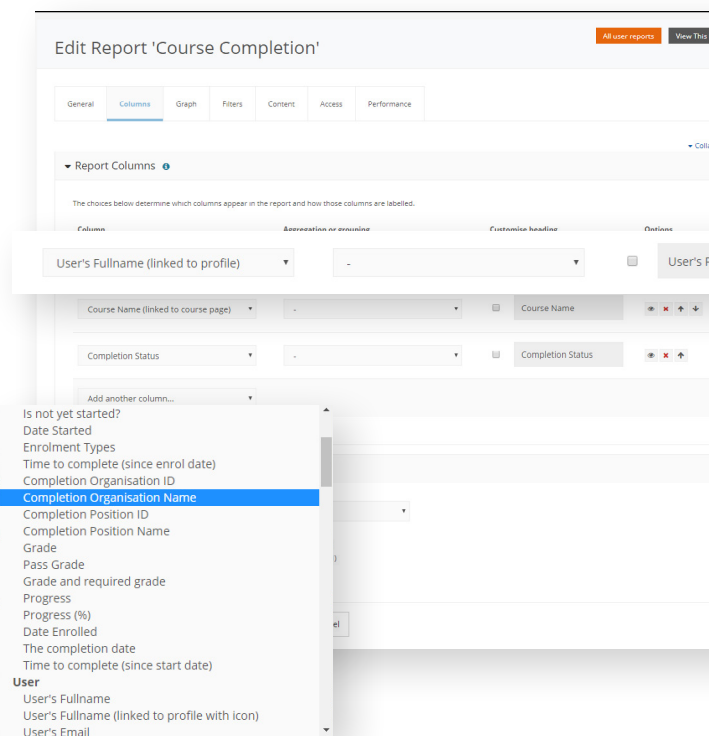
Using the report builder tool, administrators can quickly and easily build custom reports from scratch or modify a set of pre-built reports to their specific reporting requirements.

With a range of graphical reporting options including column, pie, area, scatter, line and horizontal bar displays, reports can be made accessible and appealing to a range of audiences.

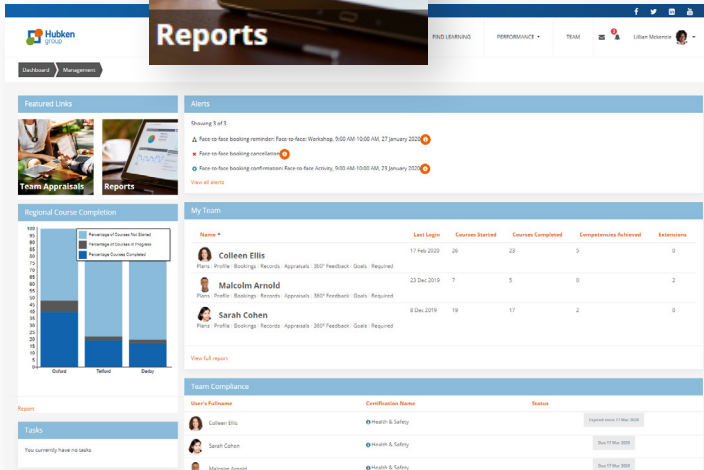
Data displayed within a report can be automatically filtered by the viewer's position and/or organisation, by reporting lines or by audience membership, so a single report can show just the relevant information for each individual.

The report builder also provides customised search filters to let users drill down into data and enables viewers to export reports to a variety of formats including .csv, .xls and .pdf.

Access to reports can be assigned to specific user roles within the system and reports automatically sent to nominated individuals or groups on a predefined schedule, ensuring the right people see the right information, at the right time.



Reporting



Get quick access to your reports

Users within the system who have been granted access to any custom reports will see a dedicated reports area in the main navigation menu. This provides streamlined access to all reports from a central location.

Users can save their own search queries within reports for quick, easy access to the relevant information every time and schedule their reports to be sent to them via email at specified times.

Report on course and learner activity

Totara Learn features a range of in-course reports to help trainers proactively track learner activity and progress.

Course and activity completion reports show which learners have completed the various activities and resources within the course, as well as the course itself, allowing course managers and facilitators to identify and support learners where needed.

Activity and course participation reports reveal how learners are interacting with the course material and provides valuable information around user navigation and activity trends.

Food Hygiene Awareness

Computed from logs since Monday, 18 February 2019, 4:14 AM.

Activity	Views	Last
Glossary: Food Safety Terms	26 by 3 users	Tuesday
Weekly Q&A	10 by 2 users	Thursday
Food Safety and You		
eBook: Quick guide to Campylobacter	9 by 3 users	Tuesday
Face-to-face: Workshop	36 by 6 users	Monday
Assignment: Food Safety Best Practice	11 by 1 user	Monday
SCORM: Hazard Analysis	24 by 3 users	Tuesday
Introduction to Food Hygiene		
eBook: Good hygiene is good for business	37 by 3 users	Thursday
Presentation: Good hygiene is good for business	9 by 2 users	Tuesday
Exercise: Before working with food	54 by 4 users	Tuesday
Virtual classroom: Online Workshop	46 by 2 users	Friday
Forum: Food Safety Discussion	23 by 3 users	Thursday
Food Safety Wordsearch	7 by 2 users	Tuesday
Hygiene Essentials		
eBook: Before you start	17 by 2 users	Tuesday
Cards: When to wash your hands	4 by 1 user	Thursday
Video: Hand-washing	13 by 2 users	Thursday
Quiz: Food Hygiene Assessment	137 by 5 users	Wednesday



Performance Management

Investing in your staff's ongoing development will not only foster a stronger, more engaged workforce, but will help your organisation remain a responsive and evolving force within your sector.

Totara Learn provides the means to measure, monitor and encourage personal and professional development, and offer staff, managers and your HR team a comprehensive performance management tool.

Key Benefits

- ✔ Combine HR and L&D with a single system for learning and performance
- ✔ Automate your performance appraisals with integrated review of learning items
- ✔ Improve completion rates with due dates and customisable, automated reminders
- ✔ Widen your view of performance with custom 360 feedback forms
- ✔ Drive team performance with personal development and company goal management

Digitise and automate your performance review process

Totara Learn provides a sophisticated appraisal system to capture, evaluate and facilitate discussion on professional and personal development of staff.

Courses, programs, certifications, competencies and learning objectives from an individual's learning plan can be automatically pulled into an appraisal form to evaluate formal and informal learning undertaken both internally and externally to the system.

Featuring a variety of configurable and customisable question types including multiple-choice, custom scales, set text and images alongside workflows for learners, managers, manager's managers and an appointed appraiser, the appraisals system offers a streamlined and automated alternative to paper-based forms.

The screenshot displays the 'Current stage' of a performance appraisal. It includes a 'Year End Review' section with a 'Requirements' box and a 'Please comment on your progress' section. The 'Please comment on your progress' section is expanded to show a 'Food hygiene (Colleen's Plan)' competency. The 'Current competency status' is 'Proficient' and the 'Your answer' field contains the text: 'I'm happy with my achievement of proficient in Food Hygiene'. A 'Save changes' button is visible at the bottom right of the form.



Performance Management

Goals

Company Goals

Add company goal

Show details

[View Goal Frameworks](#)

Name	Status	Assigned via
Increase profitability of all services	Goal Assigned	Individually by: Lillian Mckenzie ✕
Improve efficiency of services	Goal Assigned	Individually by: Lillian Mckenzie ✕
Increase customer satisfaction	Goal Assigned	Individually by: Lillian Mckenzie ✕
Improve sustainability of operations	Goal Assigned	Individually by: Lillian Mckenzie ✕

Set and track individual or team-based goals

Learners can set their own personal development goals, with or without target dates, and use a custom scale for tracking completion. Managers can add new goals directly to an individual's dedicated goal tracking area or via an appraisal form.

Predefined company or team goals can also be assigned to individual learners or to specific groups of learners. Company goals can include organisational missions, values or targets and can apply to all users or select audiences.



Create 360° feedback for a fully rounded view of performance

With the ability to build anonymous or named 360° feedback forms, you can collect and collate feedback from individuals, managers, team members and peers, to develop a comprehensive view of your staff's personal and professional development requirements.

Offering a range of question types including multiple-choice, custom scales, long and short text, feedback forms can be standardised across the organisation or for specific audiences.

Learners can request feedback from specific users within Totara Learn or even from individuals outside of the system as well as send completion reminders directly from the system.

Feedback about you

Name	Responses	Due Date	Anonymous	Options
Peer-to-peer feedback 2016	0 out of 2		Yes	Closed
360 Feedback 2020	0 out of 4	10 February 2020	Yes	   Evaluate yo

Give feedback about your colleagues

Name	Due Date
You have not been requested to give any feedback yet	



Audience Management

Effective learner management and administration can be a significant time and resource investment for an organisation committed to staff development.

Audience management in Totara Learn enables you to balance quick and efficient administration of learners with personalisation of an individual's learning and development requirements.

Audiences empower administrators to create groups of users via individual selection or by dynamic creation and update, based on users matching certain criteria such as profile information, job role, organisation, previously completed learning or last access date.

Key Benefits

- ✔ Reduce administration tasks with audience-controlled learning assignment
- ✔ Personalise the learning experience with audience-based visibility of learning
- ✔ Improve efficiencies with rule-based allocation of audience membership
- ✔ Adapt the user experience with custom dashboards for each audience

Enrol users into relevant courses and programs

An individual's training needs are dependent on not only a learner's current job assignment and organisation, but also their past experience, current knowledge and future aspirations.

Audience management ensures learners are automatically enrolled into the courses, programs and certifications that match their current learning and development requirements.

Mandatory training can be automatically assigned to the relevant individuals as they join the organisation or change role.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	11	↓	✕ 👁 ⚙
Guest access	0	↑ ↓	✕ 👁 ⚙
Self enrolment (Learner)	0	↑ ↓	✕
Learning Plan	0	↑ ↓	👁
Program	0	↑ ↓	👁
Seminar direct enrolment (Learner)	1	↑ ↓	👁 ⚙
Audience sync (Restaurant - Telford services - Learner)	4	↑ ↓	✕ 👁 ⚙
Audience sync (Restaurant - Oxford Main Street - Learner)	4	↑ ↓	✕ 👁 ⚙
Audience sync (Restaurant - Derby City Retail Park - Learner)	4	↑	✕ 👁 ⚙

Add method

Choose... ▾



Audience Management

ABC Staff Managers

Overview Edit details Rule sets Members Enrolled learning Visible learning **Learning Plan** Goals Assign Roles

Create learning plans for users in this audience

This page allows you to automatically create learning plans for all users currently assigned to this audience.

Plan template: ABC Restaurants

Exclude users who

- have an existing, manually created plan based on this template
- have an existing, automatically created plan based on this template
- have a completed plan based on this template

Create new plans as: Draft

Dynamic creation

- Automatically create a new learning plan for every new user who becomes a member of this audience

Save and create plans

History

Nothing to display

Assign access to specific development tools

Using audiences, you can assign user groups specific learning plan templates or company goals and customise a learner's development workflows and objectives based on their job assignment and area of the organisation.

Create a custom portal for each audience

Dashboards and core navigation items can be targeted to specific audiences to provide a personalised and professional development environment for each learner.

The audiences functionality enables you to permit access to learning items to certain groups of users or highlight certain courses, programs and certifications to others. This means that, for example, courses designed only for internal staff or external customers can be available to members of the relevant audience only, providing a custom learning catalogue for every user.

Manage dashboards

Create dashboard

Name	Availability	Options
Management	Assigned to 1 audiences	
My Learning	Assigned to 1 audiences	
Site Administrator	Assigned to 1 audiences	
My Learning	Available to all logged in users	
Reports	Assigned to 1 audiences	



Compliance Management

Many organisations operate in highly regulated or safety-critical environments where compliance is a legal and regulatory requirement. The ability to determine compliance criteria and maintain a clear and accurate audit trail is a critical requirement.

Totara Learn offers a range of tools to assign the correct learning programs to the right people, automate recertification reminders and generate comprehensive reports on completions and non-compliance.

Key Benefits

- ✔ Deliver role-specific, custom learning pathways with multi-course programs
- ✔ Increase compliance rates with automated, renewable certifications
- ✔ Reduce administration with customisable, automated notifications
- ✔ Keep informed with red-amber-green compliance status reports

Generate compliance and completion reports

Totara Learn offers in-depth reporting on which staff have passed and completed assessments and compliance training. Learning and development teams can generate reports on individuals that haven't yet completed their compliance and mandatory learning and engage with their managers to ensure their training is prioritised.

With the ability to schedule daily, weekly, monthly or yearly reports on compulsory and compliance training completions and gaps, compliance managers can have relevant and up-to-date reports sent straight to their inbox.

Add scheduled report

▼ Scheduled report settings

Report: Certification Overview

Data: All data

Export: CSV

Schedule: Daily 00:00 Sunday 1st

1 1

▼ Email Settings

Recipients of this report will be sent the report as YOU see it. If you have access to different data, ensure you are happy for recipients to see what you see.

Send to self:

Audiences: Add audiences

System users: Add system user(s)

External users email: Add email

Save changes Cancel



Compliance Management

Edit certification details





Health & Safety

All staff must undertake this safety training annually.

Original certification path

Basic Health & Safety


All courses in this set must be completed (unless this is an optional set).
Allow at least 2 week(s) to complete this set.

Course name	Actions
 An overview of Health & Safety at Work	Launch course
 Fire Safety and Evacuation at Work	Launch course
 Safe Manual Handling	Launch course
 Food Hygiene Essentials	Launch course

Recertification path

Annual Safety Training

All courses in this set must be completed (unless this is an optional set).
Allow at least 1 day(s) to complete this set.

Course name	Actions
 Health and Safety 101	Launch course

[Return to course](#)

Build multi-course programs and certifications

Totara Learn programs provide a mechanism to enrol learners into both mandatory and optional learning such as onboarding, health and safety courses and management training.

You can create single or multi-course custom learning pathways from an online, offline and blended course catalogue with a range of options around completion order, mandatory versus optional courses and prerequisites.

With the ability to personalise, preconfigure and automate messages for both learners and managers you can proactively manage completion reminders and notifications.

Totara Learn certifications allows the creation of customised certification paths and differentiated recertification pathways to ensure ongoing compliance.

Automatic tracking of certification expirations alert learners and managers to upcoming training needs and ensure budgets and development time are efficiently allocated.

Administrators can assign programs and certifications automatically by job assignment, position, organisation, audience, management hierarchy or to specific individuals.

Review your record of learning

All learners have a personalised list of all past and future offline learning events and all completed and active online courses, competencies, programs and learning objectives.

This provides learners with a central repository of information about their development progress as well as their upcoming mandatory and compliance-based training requirements.


Managers can access a staff member's learning record for a quick overview of their learning progress to further support them in their ongoing development.

Record of Learning : All Programs

Courses Competencies **Programs** Other Evidence Certifications

3 records shown




Search by

Program Name  contains

[Search](#) [Clear](#)

[Show more...](#)

Show/Hide Columns

Program Name	Mandatory	Recurring	Due/Status	Previous completions	Progress	Date started	Date completed
 Welcome to ABC Fast Foods	<input checked="" type="checkbox"/>	No	06 October 2016, 3:19 PM	0	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	5 Sep 2016	7 Mar 2017
 Talent Development Programme	<input checked="" type="checkbox"/>	No	15 January 2020, 10:00 AM Overdue!	0	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	23 Feb 2017	
 Time Management	<input checked="" type="checkbox"/>	No	24 April 2019, 12:00 AM	0	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	6 Sep 2016	25 Feb 2017

Export as [Export](#)





Ready to start your project?

Contact our team today to kick-start your project, or if you're not quite sure where to start and need some advice, we can help with that too!

 **0330 660 1111**

 [hubkengroup.com](https://www.hubkengroup.com)

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Registered office: e-Innovation Centre, Priorslee, Telford, TF2 9FT
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