

# 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.

## 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 virtual event booking

Powerful scheduling tool for classroom and virtual 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.

### ✓ Multi-tenancy

Create separate, individually branded set of users for extended enterprise or company departments.

### ✓ 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.

### ✓ Mobile learning

Fully responsive for use on any device with offline learning capabilities via a dedicated mobile app.



# 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.

### 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.



# 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
- ✓ Enable complete flexibility with custom workflows
- ✓ Encourage employee and manager collaboration
- ✓ 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.

### 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.

\*Requires Totara Perform





# Team Management

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 and course bookings.

Team dashboards provide high-level, at a glance data on courses started, in-progress and completed by each team member alongside search and filtering functionality.

## Key Benefits

- ✓ Keep managers up-to-date with customisable team dashboards
- ✓ Reduce the pressure on L&D by giving managers control over their employee's learning and development
- ✓ Deliver actionable tasks and alerts to managers with automated notifications

### View team progress and activity from a dedicated dashboard

Flexible, customisable Manager dashboards enable managers to quickly review graphical data about their team's performance with one-click access to detail reports and filtering.

### 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.

### 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.



# 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
- ✓ Extend your offering with ready-made content from the content marketplace
- ✓ Prove learning transfer with interactive quizzes, question banks and automated feedback
- ✓ 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 the course editor for 'Food Hygiene Awareness'. At the top, there's a progress bar at 57%. Below the title, there's a 'Course outline' section with an 'Edit' link. The outline text reads: 'Here at ABC, we take safety seriously. All staff working with food must have an understanding of food hygiene to ensure they are able to work safely. This includes areas covered in this training course, such as:'. Below this, there are three bullet points: 'Maintaining good personal hygiene.', 'Keeping the workplace clean and tidy.', and 'How to reduce any potential contamination of food.'.

Below the outline, there are two activity/resource blocks. The first is 'Glossary: Food Safety Terms' with an 'Edit' link. The second is 'Weekly Q&A' with an 'Edit' link and a '+ Add an activity or resource' button.

Below these, there's another section for 'Food Safety and You' with an 'Edit' link. The text reads: 'You've learned the essentials to hygiene in the kitchen, great. Now we will look at how you can apply the essential Food Safety & Hygiene principles to your role at ABC.'.

Below this, there are two activity/resource blocks. The first is 'eBook: Quick guide to Campylobacter' with an 'Edit' link. The second is 'Face-to-face: Workshop' with an 'Edit' link.

At the bottom, there's a table with columns: Date, Time, Room, Capacity, Status, and Options. The table has one row: '24 February 2020', '9:00 AM - 10:00 AM', 'Primary training room, Innovation Centre, TF2 9FT (Room details)', '0 / 5', 'Booking open', and 'Attendees Sign-up'.

Below the table, there's a 'View all events' link.





# Content Management

First name / Surname	eBook: Quick guide to ...	Face-to-face: Workshop	Assignment: Food Safety ...	eBook: Good Hygiene is good...	Presentations: Good Hygiene...	Online: Safe working...	Virtual classroom: Culture...	Forum: Food Safety Discussion	Food Safety Worksheet	eBook: Follow your start	Case: Which is ready your hands	Video: Hand washing	Quiz: Food Hygiene Assessment	Feedback: Course Evaluation
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"/>
Marcus Arnold	<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"/>
Pete Austin	<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"/>
Sarah Cohen	<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"/>
Uli Duen	<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 Duncan	<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"/>
Colleen Ellis	<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"/>
Liam Ford	<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"/>
Janine Gale	<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"/>
Freddie Jones	<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"/>
John Lamb	<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"/>
Ian Macdonald	<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"/>
Lillian McKenzie	<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"/>
Helen Waring	<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 Hygiene Assessment

must be marked complete

Add restriction...

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# 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 and virtual 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 and virtual classroom 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:

#### 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

<b>Room name</b>	Primary training room
<b>Building</b>	eInnovation Centre
<b>Location</b>	TF2 9FT
<b>Capacity</b>	10
<b>Allow room booking conflicts</b>	No
<b>Created</b>	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
<input type="checkbox"/>		



# 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 Totara Learn assignment submission interface. At the top, the 'Submission' section shows 'No attempt', 'Not graded', and 'Assignment is overdue by 6 days 12 hours'. Below this, the 'Grade' section shows 'Grade out of 100' and 'Current grade in gradebook'. The 'Feedback comments' section contains a text area 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, the 'Feedback files' section shows a file upload area with a dashed border and a blue arrow pointing down, with 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 65% of chickens sold

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

Fridge door

Fruit and vegetables

Salad drawers

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.

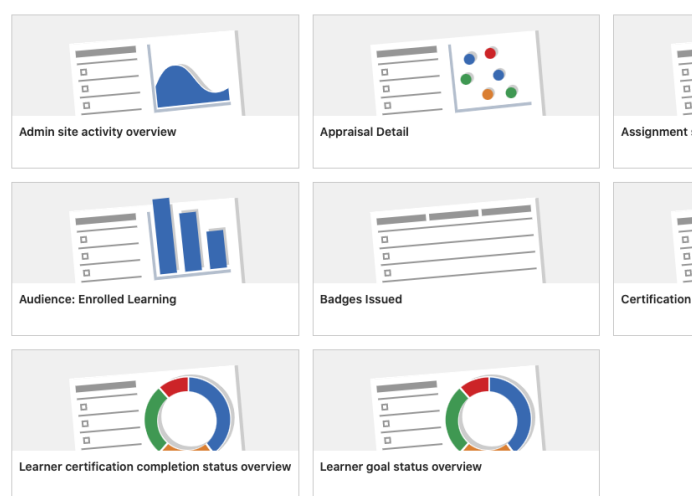
The report builder also provides customised search filters to let users drill down into data and enables viewers to export reports to a variety of formats including .csv, .xls and .pdf.

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.

 Home Learn Collaborate Develop **Reports**

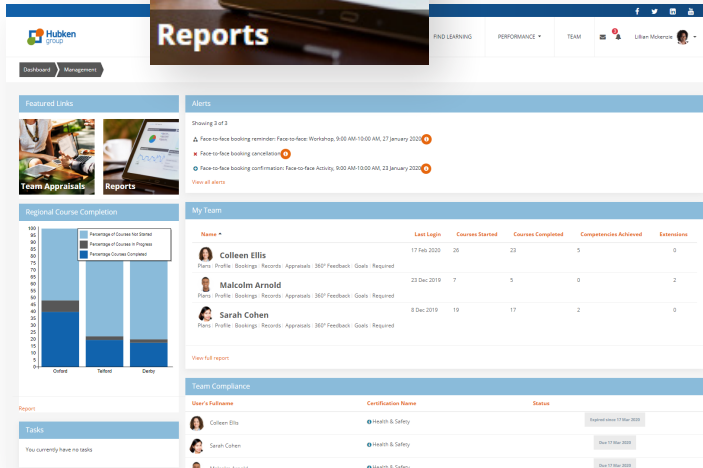
Home / Reports

## Reports





# 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.



Home Learn Collaborate Develop **Reports**

Home / Site administration / Reports / Manage user reports

## Create report

FILTERS (3) [Clear all](#)

18 records shown

### SEARCH

[Q](#)

### TEMPLATES

Administrator [x](#)  
Learner  
Manager [x](#)

### REPORT SOURCES

Certification  
Course [x](#)  
Inappropriate content  
Learning  
Performance  
Program  
Reports  
Seminar  
Site and server  
Topic usage  
Topics  
User  
User data

Administrator

Admin site activity overview

Template

Manager

Manager certification completion status overview

Template

Manager

Manager goal status overview

Template

Course

Assignment submissions summary

Report source

Manager

Manager program completion status overview

Template

Course

Completion import: Course status

Report source

Course

Manager certification completion status overview

Template

Course

Assignment submissions summary

Report source



# 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.

### 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.

### Assign access to specific development tools

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





# 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	<button>Launch course</button>
 Fire Safety and Evacuation at Work	<button>Launch course</button>
 Safe Manual Handling	<button>Launch course</button>
 Food Hygiene Essentials	<button>Launch course</button>

### 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	<button>Launch course</button>

Return to course

## 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.

\*Requires Totara Perform

## 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.

## Record of Learning : All Programs

Courses

Competencies

Programs

Other Evidence

Certifications

3 records shown

▼ Search by




Program Name ⓘ

contains

SearchClear

Show more...

Show/Hide Columns

Program Name	Mandatory	Recurring	Due/Status	Previous completions	Progress	Date started	Date completed
 Welcome to ABC Fast Foods	✓	No	06 October 2016, 3:19 PM	0	<div>100%</div>	5 Sep 2016	7 Mar 2017
 Talent Development Programme	✓	No	15 January 2020, 10:00 AM Overdue!	0	<div>30%</div>	23 Feb 2017	
 Time Management	✓	No	24 April 2019, 12:00 AM	0	<div>100%</div>	6 Sep 2016	25 Feb 2017

Export as 

CSV

Export





# Multitenancy

Enable multitenancy in Totara Learn to open up even more possibilities to offer a differentiated learning experience to different parts of your organisation, extended enterprise partners or customers.

Extending training and development beyond internal staff, to include partners and customers can improve customer service and engagement by increasing the awareness and knowledge of your products and services.

Using Totara's multitenancy functionality to manage your learners, you can accommodate any number of organisations, tenants or learner types across your Totara Learn site. Audiences enable extended enterprise platform administrators to automate learner membership to groups via any number of predefined rules, including positional and organisational hierarchies.

A multitenanted site can be configured as a shared or separate learning environment for your groups, and provides individual tenants with a custom look and feel as well as autonomy over their learners and training content with advanced user and course administration permissions.

## Key Benefits

- ✓ Separated learning environments for departments, partners or customers
- ✓ Delegated tenant permissions for course and user management
- ✓ Full tenant branding capabilities
- ✓ Tenant specific course, certifications and programs



# Mobile Learning

In today's demanding and fast-paced world, individuals are often hard pressed to regularly schedule dedicated learning time. Instead, many individuals engage in 'just-in-time' or 'I have the time' learning activities. The native Totara Mobile app provides your learners quick and simple access to a personalised learning portal, so they can connect with their learning and development whenever, wherever they like.

Totara Learn offers a fully responsive default design providing users access to their learning via PC, laptop, tablet or mobile. When viewed across different devices, Totara Learn adapts the page layout and navigation options to provide a tailored user experience across each technology.

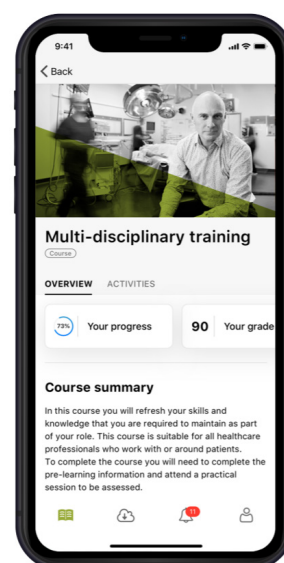
The Totara Mobile app takes this one step further with a dedicated interface for mobile devices. Learners can quickly and securely access their courses, programs and certifications, complete activities and track their progress. To ensure only learning content and activities that suit the needs of your mobile learners are delivered through the app, courses created on your Totara Learn site may be marked as being mobile compatible.

## Access on the go learning

Whether you have learners based on the shop floor or on busy hospital wards, staff working in low or no-connectivity locations or team members traveling between work appointments, the Totara Mobile app offers access to learning on or offline.

The app includes a custom-built offline player for SCORM activities, allowing learners to download e-learning while they're connected, complete while they're offline and easily submit their responses and results once they're online again.

Users can also opt to receive personalised notifications directly to their mobile devices to learning momentum, to re-engage learners and to alert managers of actions and tasks requiring their attention.







## 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**