Functionality overview Totara Learn V19

Your LMS. Your way.

Totara's fully customisable LMS boosts compliance rates, optimises training efficiency and maximises staff retention – *at unrivalled scale.*

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This document maps out the features available in Totara. You can also discover **'What's new in v19'**.

Limitless customisation

With endless integrations that connect your ecosystem, Totara can be tailored to meet your exact requirements - no matter how complex your organisation or learning needs are.

Learning & compliance at scale

From recurring assessments to streamlined onboarding, Totara's platform handles all your learning and compliance requirements - no matter your industry, complexity or scale.

Workflows that maximise L&D's efficiency

L&D teams love how, with a little configuration upfront, new starters have all the learning they need, in one place, automated by HRIS data.

Scalable solutions that evolve with you

Totara's LMS can grow and scale, so you can adapt your solution to rapidly changing business needs.

Personalised learner journeys

From the correct branding to serving up role-specific scenarios, Totara's powerful audience features lets you tailor the learning experience to each individual.

Build collaborative learning into your everyday learner journeys

Don't just push mandatory training 'at' your learners. Totara's LMS includes a range of collaborative learning and (optional) performance management features for a complete learner experience.

Support from our Totara Community

With over 5000 Totara users and Partners active in our network, you'll find all the support and inspiration you need to get the most out of your LMS.

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Learning and delivery

Course management

- **Course formats**
  - Pathway
  - Topic-based
  - Week-based
  - Single activity
- **Custom course fields**
- **Create activities and resources**
- **Add blocks/widgets**
- **Activity access restrictions**
- **Completion bulk upload**
- **Recycle bin**
- **Group-based activities**

- **Activity completion**
  - Manual self-completion
    - Automated & criteria-based
- **Course completion**
  - Completion editor
  - Manual completion by role
  - Grade-based
  - Self-completion
  - Activity completion
- **Record of prior learning**
- **Bulk course creation**
- **Course notifications**
- **Activity notifications**
- **Backup and restore**

Content management

- **Create interactive H5P activity**
- **Upload SCORM, IMS**
- **LTI v2**
- **Add page**
- **Create book**
- **Attach or embed file**
- **Insert URL**
- **Add onscreen text**
- **Create interactive lesson**
- **Build database**
- **Create glossary**
- **External repository APIs**
- **Content marketplace**
- **LinkedIn Learning integration**

Assessment and achievements

- **Grading**
  - Scores
  - Scales
  - Grade to pass
- **Build quiz**
- **Create custom certificates**
- **Create assignments**
- **Open Badges 2.0**
  - Course completion
  - Activity completion
  - Profile information
  - Program completion
  - Audience membership
  - Manual issue
  - Versioning
  - Multiple languages

Gamification

- **Course access keys**
- **Open Badges 2.0**
- **Topic access restrictions**
- **Activity access restrictions**
- **Quiz access password**
- **Activity results leaderboard**
- **Hidden activities**

Survey and evaluation

- **Create feedback forms**
  - Multiple question types
  - Conditional questions
  - Completion reminders
  - Results analysis
- **Build choice/poll**
  - Anonymous or named
  - Results display options
- **Share survey**
  - Single answer
  - Multiple answers

Mobile app

- **iOS and Android**
- **Branded login**
- **Access current and past learning**
- **Search learning catalogue**
- **Course self-enrolment**
- **Offline SCORM player**
- **Push notifications**

Learning plans

- **Courses**
- **Competencies**
- **Learning objectives**
- **Programs**
- **Comments**
- **Customisable workflows**
- **Assigned by organisation**
- **Assigned by position**
- **Assigned by audience**

Offline and virtual learning

- **Equipment**
- **Services**
- **Rooms**
  - Location
  - Capacity
  - In-built equipment

- **Facilitators**
- **Manual grading**
- **Waiting lists**
- **Declare interest**
- **Manager reservations**
- **Manager and two-stage approval**

- **Personalised notifications**
- **Attendance tracking**
- **Generate sign-up sheet**
- **Attendance bulk upload**
- **MS Teams and Zoom integration**

Organisation and compliance management

Compliance management

- **Programs**
  - Learning pathways
  - Course-based
  - Conditional progress
  - Clone program
- **Notifications**
  - Customised content
  - Personalised
  - Pre-scheduled
  - Multi-language
- **Certifications**
  - Recertification management
  - Recertification reminders
  - Compliance reporting
  - Clone certification
- **Assigned by organisation**
- **Assigned by position**
- **Assigned by audience**

Reporting

- **Report builder**
  - Customisable reports
  - Editable embedded reports
  - Report templates
  - Graphical reports
  - Scheduled reports
  - Searchable and filterable
  - User-specific content
  - Exportable
- **In-built reports**
  - Site logs
  - Statistics
  - Course completion
  - Activity completion
  - Course participation
- **IntelliBoard integration**

Hierarchies

- **Multiple organisational structures**
- **Multiple positional structures**
- **Automated learning plan content**
- **Multiple job assignments**
- **Multiple managers**
- **Bulk creation and update**
- **Update via HRM system**

Extended enterprise

- **Multitenancy management**
- **Tenant administrators**
- **Tenant-specific content**
- **Tenant dashboards**
- **Tenant-specific reporting**
- **Customisable main menu**
- **Tenant bulk upload**
- **Tenant themes and images**
- **Tenant login pages**
- **Report content filters**
- **Multiple authentication methods**

User engagement

Content creation and curation

- **Create resources**
  - Rich-formatted text
  - External and internal links
  - Attachments and embedded media
  - Multi-column layouts
  - Sharing and access control
  - Hashtags and topic tags
  - Time to read indicator
  - Likes and comments
  - Report inappropriate content
- **Build playlists**
  - Courses and resources
  - Ratings and comments
  - Sharing and access control
  - Drag-and-drop reordering
- **Content library**
  - Resources
  - Playlists
  - Saved and shared resources

Integrated Engagement tools

- **Open AI Integration**
  - Generative prompts
  - Course tag suggestions
- **Microsoft Teams integration**
  - Custom Totara app extension
  - Single sign-on
  - Create, view and share content
  - Access course and catalogue
  - Notifications and messaging

Recommendations and content discovery

- **Personalised learning and workspace recommendations**
  - Machine Learning-based
  - Configurable engine and algorithms
  - Content subject recognition
  - Natural language processing
  - User profile information
  - Trending items
  - Microlearning
  - Resources, courses and workspaces
  - Related items
- **'Explore' Catalogue**
  - Find learning and resources
  - Discover collaboration groups
  - Configurable display
  - Featured learning and topics
  - Unified content search and filtering
  - Topics and tags search
  - Custom catalogue block

Collaboration and engagement

- **Create workshop activity**
- **Host live chat**
  - Scheduled
  - Unscheduled
  - Chat log
- **Internal messaging system**
- **Build wiki**
- **Group assignments**
- **Add and run forums**
- **Create collaborative workspaces**
  - Private, public or hidden
  - Discussion threads
  - Course and resource library
  - Notifications
  - Crowdsourced content moderation
  - Audience-based membership
- **Engagement reporting**
  - Content engagement
  - User engagement
  - Workspace engagement

Customisation

Adaptive learning

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

Globalisation

- **Language packs**
  - Multiple translations
  - Customisation
  - Localisation
  - UTF-8 character sets
- **Multiple timezones**
- **Multiple date formats**
- **Right-to-left display**
- **Customisable calendars**

Learner personalisation

- **Current learning**
- **Last course accessed**
- **Recently viewed learning**
- **Personalised recommendations**
- **Alerts and tasks**
- **Learning plans**
- **Record of learning**
- **Seminar bookings**
- **User theme**
- **Account preferences**
- **Preferred language**
- **Activity completion progress bars**
- **Notification preferences**

Design and navigation

- **Branding/theme**
  - Device responsive
  - Bespoke or customised
  - Site level
  - Category level
  - Course level
  - User level
  - Tenant level
- **Dashboards**
- **Customisable main menu**
- **Configurable user menu**
- **User tours**
- **Featured links**
- **Header and footer areas**
- **Configurable block display**
- **Customisable administration menu**

User management

Access management

- **Authentication**
  - Guest access
  - Custom login page
  - Self-registration/with approval
  - OAuth 2.0
  - SSO and shared authentication
  - SAML 2.0
  - LDAP
  - Multi-factor authentication
  - Password reset
  - Password policy
- **Audience-based course / program / certification visibility**
- **Enrolment options/plugins**
- **Configurable access rights**
  - Capabilities
  - Permissions
  - Contexts
  - Overrides
  - Tenant association
- **Diagnostic tool**

User account management

- **Profile information**
  - Custom fields
  - Language select
  - Timezone select
  - Position and organisation
  - Job assignments
  - Manager assignments
- **User accounts**
  - Manual creation
  - HR system import
  - Bulk upload/update
  - Diagnostic tool
  - Account suspension
  - Tenant association
  - Configurable user profile page

Audience management

- **Set audiences**
- **Dynamic audiences**
  - Auto-updating
  - Rule based membership
- **Course / program / certification visibility**
- **Course / program / certification enrolment**
- **Learning plan assignment**
- **Dashboard access**
- **Assign access rights**
- **Main menu item visibility**

GDPR

- **Site policy**
  - Versioning
  - Multi-language
  - Consent reports
  - HTML content
- **User data management**
  - Data export
  - Data purging
- **Scheduled user deletion**

Enrolment management

- **Manual enrolment**
- **Self-enrolment**
- **Audience-based**
- **Program/certification**
- **Learning plan**
- **Guest access**
- **Meta/parent courses**
- **Seminar attendance**
- **Customisable welcome message**

Team management

- **Team overview dashboard**
- **Team statistics**
- **Learning plans**
- **Alerts and tasks**
- **Team reporting**
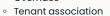- **Seminar attendance approval**

Learn

This overview highlights the key components with in Totara Learn V19 and shows how its features and functionality work together to help you achieve your training and development needs.