

Totara Learn Functionality Overview - Version 20



Trusted for mission-critical learning

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**
- **Connect 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**

Gamification

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

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**
- **Optional self-attendance marking**
- **Generate sign-up sheet**
- **Attendance bulk upload**
- **MS Teams and Zoom integration**

Learning plans

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

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

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 and filter learning catalogue**
- **Course self-enrolment**
- **Offline SCORM player**
- **Push notifications**
- **Choose offline sync preference**
- **Download course for offline access**



AI functionality

- **LLM (OpenAI) integration**
- **Content summarisation and text generation**
- **Informal quiz generator**
- **On-demand image creation**
- **Intelligent course tagging**
- **Personalised learning and workspace recommendations**
 - Configurable engine and algorithms
 - Content subject recognition
 - Natural language processing
 - User profile information
 - Trending items
 - Microlearning
 - Courses, programs and certifications
 - Resources and workspaces
 - Related items

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
 - Tailored recertification pathways
 - Flexible reinstatement paths
 - Compliance reporting
 - Drill-down reports
 - Clone certification
 - Assigned by organisation
 - Assigned by position
 - Assigned by audience

Hierarchies

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

Reporting

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

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

Content discovery

- **'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
 - Exclude courses from catalogue

Collaboration and engagement

- **Create workshop activity**
- **Host live chat**
 - Scheduled
 - Unscheduled
 - Chat log
- **Internal messaging system**
- **Build wiki**
- **Group assignments**
- **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
- **Microsoft Teams integration**
 - Custom Totara app extension
 - Single sign-on
 - Create, view and share content
 - Access course and catalogue
 - Notifications and messaging

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**

Team management

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

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
 - Account suspension
 - Tenant association
 - Configurable user profile page

Enrolment management

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

Audience management

- **Set audiences**
- **Dynamic audiences**
 - Auto-updating
 - Rule based membership
 - Update preview
- **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**