

# Functionality Overview

## Talent Experience Platform V18

### Learning and delivery



#### Social and collaborative

- Learning
- Workshop
- Live chat
  - Scheduled
  - Unscheduled
- Chat log
- Messaging
- Wiki
- Group assignments
- Forums

#### Offline and virtual learning

- Assets
  - Equipment
  - Services
- Rooms
  - Location
  - Capacity
- In-built equipment
- Facilitators
  - Calendar management
- Manual grading
- Waiting lists
- Declare interest
- Manager reservations
- Manager and two-stage approval
- Centralised notifications
- Attendance tracking
- Sign-up sheet
- Attendance upload
- Multiple attendance management
- MS Teams and Zoom integration

#### Course management

- Course formats
  - Pathway
  - Topics
  - Week based
  - Single activity
- Activities and resources
- Blocks
- Activity access restrictions
- Completion editor
- Completion upload
- Recycle bin
- Groups
  - Group-based activities
  - Separate or visible
- Activity completion
  - No tracking
  - Manual self completion
  - Automated, criteria-based
- Course completion
  - Manual completion by others
  - Grade-based
  - Self completion
- Activity completion
- Record of prior learning
- Bulk course creation
- Course notifications
- Activity notifications

#### Gamification

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

#### Assessment and achievement

- Grading
- Scores
- Scales
- Grade to pass
- Quiz
- Custom certificates
- Assignments
- Open Badges 2.0
- Course completion
  - Activity completion
  - Profile information
- Program completion
  - Audience membership
  - Manual issue
  - Versioning
- Multiple languages

#### Catalogue management

- Configurable display
- Default images and icons
- Custom course fields
- Featured learning
- Search and filtering
- Categories and subcategories
- Backup/restore
- Tags
- Catalogue homepage
- Resources and playlist search

#### Mobile app

- iOS and Android
- Branded login
- Course, program and certification access
- Search catalogue
- Course self-enrolment
- Guest course access
- Offline SCORM player
- Push notifications
- Find and view resources
- Like and rate
- Add comments

#### Content management

- SCORM, IMS
- H5P activity
- Page
- Book
- File
- URL
- Label
- Lesson
- Database
- Glossary
- External repository APIs
- LTI v2
- Content marketplace
- LinkedIn Learning integration

#### Survey and evaluation

- Feedback
  - Multiple question types
  - Conditional questions
  - Reminders
- Results analysis
- Choice
  - Anonymous or named
  - Results display options
- User-to-user surveys

### Organisation and compliance management



#### Compliance management

- Programs
  - Learning pathways
  - Course-based
  - Competency-based
  - Conditional progress
  - Improved program content UI
  - Duplicate a program
  - Assigned by audience
  - Assigned by organisation
  - Assigned by position
- Certifications
  - Recertification path
  - Recertification reminder
  - Expiry tracking
- Notifications
  - Customised content
  - Personalised
  - Pre-scheduled
  - Multi-language

#### Hierarchies organisational structures

- Positional structures
- Competency frameworks
- Report content filtering
- Automated learning plan content
- Multiple job assignments
- Bulk creation and update
- Goal frameworks

#### Reporting

- Report builder
  - Custom 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
  - Participation reporting
  - Performance activity reporting
- IntelliBoard integration

#### Extended enterprise

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

# Functionality overview

## Talent Experience Platform V18

### User management



#### Team management

- Team overview dashboard
- Team statistics
- Learning plans
- Alerts and tasks
- Reporting
- Seminar attendance approval
- Performance management

#### GDPR

- Site policy
- Versioning
- Multilingual
- Consent records
- HTML content
- User data management
- Export types
- Data export
- Purge types
- Data purging
- Schedule user deletion

#### User accounts management

- Profile information
- Custom fields
- Language select
- Timezone select
- Position
- Organisation
- Job assignments
- Manager assignment
- Manual creation
- HR import
- Bulk upload/update
- 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 items
- Goal assignment
- Competency assignment
- Add to workspace

#### Access management

- Authentication
  - Guest access
  - Multi-factor authentication
  - Custom login page
  - Self registration/with approval
  - OAuth 2.0
  - SAML SSO
  - Single sign-on
  - Shared authentication
  - Password reset
  - Password policy
- Audience-based course/program/certification visibility
- Enrolment plugins
- Access rights
  - Capabilities
  - Permissions
  - Contexts
  - Overrides
- Tenant association

#### Enrolment management

- Manual
- Self enrolment
- Audience-based
- Program/certification
- Learning plan
- Guest access
- Meta courses
- Seminar attendance
- Welcome message

### Customisation



#### Adaptive learning

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

#### Learner personalisation

- Current learning
- Last course accessed
- 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

- Themes
- Responsive
- Bespoke or customised
- Site level
- Category level
- Course level
- User level
- Dashboards
- Improved login screen
- Custom main menu
- Configurable user menu
- User tours
- Featured links
- Header and footer areas
- Configurable block display
- Customisable administration menu

#### Globalisation

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

# Functionality overview

## Talent Experience Platform V18

### User engagement



#### Collaboration and engagement

- Workspaces
  - Private or public spaces
  - Discussion threads
  - Resource library
  - Notifications
  - Crowdsourced content moderation
  - Audience membership
- Engagement reporting
  - Content engagement
  - User engagement
  - Microsoft Teams integration
  - Custom Totara app extension
  - Single sign-on
  - Create and share content
  - Course and catalogue access
  - Notifications and messaging

#### Recommendations and content discovery

- Recommendations
  - Machine learning-based
  - Configurable engine and algorithms
  - Content subject recognition
  - User profile information
  - Trending items
  - Microlearning
  - Resources
  - Courses
  - Workspaces
  - Related items
- Catalogue
  - Resources
  - Playlists
  - Featured topics
  - Topics filter
  - Time to read filter

#### Content creation and curation

- Resources
  - Rich-formatted text
  - External and internal links
  - Attachments and embedded media
  - Multi-column layouts
  - Image resizing
  - Sharing and access control
  - Hashtags and user tags
  - Topic linking
  - Time to read indicator
  - Likes
  - Comments
  - Report inappropriate content
- User-to-user surveys
  - Single answer
  - Multiple answer
  - Sharing and access control
  - Topic linking
- Playlists
  - Comments
  - Saved playlists
  - Sharing and access control
  - Ratings
  - Drag-and-drop reordering
- Library
  - Resources
  - Playlists
  - Saved resources
  - Resources and playlists shared with me

### Development and review



#### Learning plans

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

#### Competency management

- Competency assignment
  - By position or organisation
  - By audience
  - Individually
  - Set proficiency by assignment
  - Continuous
  - Progress tracking
- Competency profile
  - Identify gaps
  - Track progress
  - Review achievement paths
- Completion scales
  - Custom scales
  - Proficiency levels
- Completion criteria
- Competency types

#### Performance management

- Performance activities
  - Custom workflows
  - Automated scheduling
  - Multiple sections
  - Multiple question types
  - Appraisals
  - Feedback
  - Check-ins
  - Aggregated questions
  - Review goals, learning, evidence and competencies
  - Dynamic roles/participation
  - Suspended user management
  - Non-respondent management
  - Centralised notifications
- Goals
  - Integrated with performance activities
  - Progress bar
  - Set time periods
  - Goal reporting

This overview highlights the key components within Totara Talent Experience Platform V18 and shows how its features and functionality work together to help you achieve your training and development needs.