

PERFORMANCE MANAGEMENT

- Appraisals
 - Templates/Workflow
 - Multi Stage
 - Multi Section
 - Question types
 - Goals
 - Learning Plan items
- Goals
 - Personal Goals
 - Company Goals
 - Goal Scales
- 360 Feedback
 - Question types
 - Anonymous responses
 - External responses

TALENT MANAGEMENT AND SUCCESSION PLANNING

- Competencies
 - Linked to Positions
 - Linked to Organisations
 - Completion Scales
 - Auto-added to Learning Plans
- External Evidence
 - Appraisals
 - Goals
 - Reporting
 - User Competencies

USER ACCOUNT MANAGEMENT

- Profile Information:
 - Custom field
 - Language select
 - Timezone select
 - Position
 - Organisation
 - Job Assignment
- User Accounts
 - Manual creation
 - HR Import
- Bulk upload/update
- Account suspension

AUDIENCE MANAGEMENT

- Set Audiences and Dynamic Audiences
- Course/Program/Certification visibility
- Course/Program/Certification enrolment
- Learning Plans templates
- Goals assignment
- Dashboards
- Access rights
- Main Menu Navigation
- Dynamic Audiences
 - Auto-updating
 - Rule based membership

DEVELOPMENT & REVIEW

ACCESS MANAGEMENT

- Authentication
 - Guest access
 - Login page
 - Self registration
 - Password reset
 - Password policy
 - Single Sign On
- Access Rights
 - Capabilities
 - Permissions
 - Contexts
 - Overrides
- Audience based course visibility
- Enrolment plugins

LEARNING PLANS

- Assigned by Position
- Assigned by Organisation
- Templates
 - Courses
 - Competencies
 - Objectives
 - Programs
- Evidence
- Comments
- Workflows

TEAM MANAGEMENT

- My Team Dashboard
- Learning Plans
- Tasks
- Alerts
- Reporting
- Performance Management
- Seminar attendance approval

USER MANAGEMENT

ENROLMENT MANAGEMENT

- Manual
- Self enrolment
- Audience Sync
- Program/Certification
- Learning Plan
- Guest access
- Meta courses
- Seminar direct
- Competency link
- Position and/or Organisation

TRAINING & ORGANISATIONAL COMPLIANCE

HIERARCHIES

- Organisation
- Position
- Goals
- Competencies
- Reporting
- Learning Plan
- Audiences

COMPLIANCE MANAGEMENT

- Programs and Certifications
 - Learning pathways
 - Courses
 - Competencies
- Conditional progress
- Content sequencing
- Recurring courses
- Assigned by Audience
- Learning and Manager Notifications
 - Assigned by Organisation
 - Assigned by Position
- Certification
 - Re-Certification Path
 - Re-Certification Reminder
 - Expiry tracking

REPORTING

- In-built reports
 - Logging
 - Statistics
 - Course Completion
 - Activity Completion
 - Participation
- Report Builder
 - Customisable reports
 - Graphical reports
 - Scheduled email
 - Filterable
 - User contextual
 - Exportable

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

EVALUATION AND MEASURING ENGAGEMENT

- Feedback
 - Multiple question types
 - Conditional Questions
 - Reporting
 - Reminders and Escalation
- Choice
 - Polling
 - Voting
 - Anonymous or named
 - Results display options

ASSESSMENT AND ACHIEVEMENT

- Grading
 - Gradebook
 - Scores
 - Scales
- Open Badges
- Quiz
- Custom Certificates
- Assignments

CATALOGUE MANAGEMENT

- Tagging
- Custom icons
- Custom fields
- Search
- Filters
- Bulk creation
- Custom display
- Record of Prior Learning
- Sub/Categories
 - Archiving
- Backup/Restore
 - Templates

SOCIAL AND COLLABORATIVE LEARNING

- Live Chat
 - Scheduled
 - Unscheduled
 - Logged
- Forums
 - Subscription
 - Q&A
 - News Forum
 - Rating
- Totara Connect to Totara Social
- Workshop - Peer review
- Messaging Wiki

GAMIFICATION

- Open Badges
 - Course Completion
 - Activity Completion
 - Profile Information
- Activity access restriction
- Quiz access password
- Activity Results leaderboard
- Topic restriction access
- Course access keys

LEARNING & DELIVERY

OFFLINE AND BLENDED LEARNING

- Seminar Overview Dashboard
 - Seminar Events
 - Seminar Sessions
- Assets
 - Trainers
 - Equipment
 - Services
- Rooms/Venues
 - Location
 - Capacity
 - In-built equipment
- Bookings
 - Waiting lists
 - Custom Notifications
 - Attendance tracking
 - Sign-up sheet
 - Manager Reservations
 - Manager Approval
 - 2-step Approval
 - Declare Interest
- Pre/post training activities
- Pre/post training evaluation

COURSE MANAGEMENT

- Course Formats
 - Topics
 - SCORM
 - Weekly
 - Single Activity
- Activities & Resources
- Blocks
- Groups
 - Group based activities
 - Separate or Visible
- Activity completion
 - No completion
 - Manual Self Completion
 - Automated, criteria based
- Activity access restrictions
 - Grade
 - Activity completion
 - Profile Information
 - Date
 - Completion Set
- Course Completion
 - Prerequisite
 - Completion by others
 - Grade
 - Manual Self Completion
 - Activity Completion
- Record of Prior Learning
- Bulk creation
- Completion Upload

CONTENT MANAGEMENT

- SCORM, IMS
- Page
- Book
- File
- URL
- Label
- Lesson
- Database
- Glossary
- External Repository APIs

GLOBALISATION

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

CUSTOMISATION

ADAPTIVE LEARNING

- Completion Tracking
 - Activity Completion requirements
 - Course Completion requirements
 - Audience criteria
- Programs
 - Course Sets
 - And/Or/Then conditions
- Activity access restriction
 - Date
 - Grade
 - Activity Completion
 - User Profile
 - Group

DESIGN AND NAVIGATION

- Dashboard
- Main Menu
- User Menu
- Blocks
 - Block Docking
 - Hide/Show
- Themes
 - Responsive
 - Bespoke or customised
 - Site level
 - Category level
 - Course level
 - User level

LEARNER PERSONALISATION

- Learner Personalisation
- My Learning Dashboard
 - Current Learning block
 - Alerts and Tasks
 - Record of Learning
 - Seminar Bookings
- User Theme
- Learning Plans
- Personal Goals
- Account Preferences
- Preferred language