

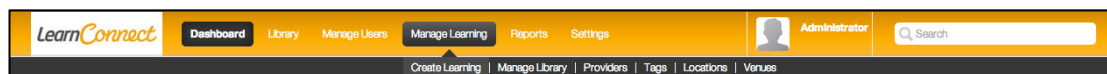
LearnConnect

HOW TO CREATE OTHER LEARNING

Hello and welcome to LearnConnect Help. This user guide will explain how to create Other Learning.

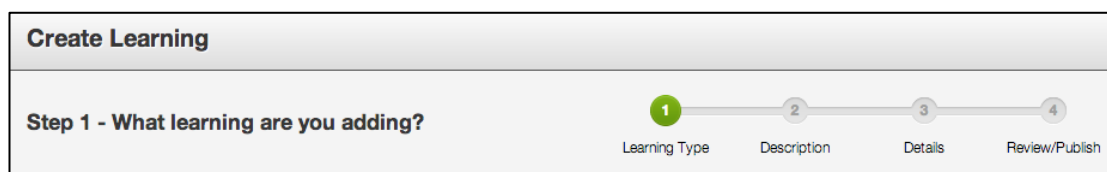
This learning type allows you to track and capture evidence based information about a user (e.g. licences, or certificates).

Let's begin by selecting the "Create Learning" tab under "Manage Learning" in the top menu.



You'll notice that "Create Learning" is a wizard split into four steps:

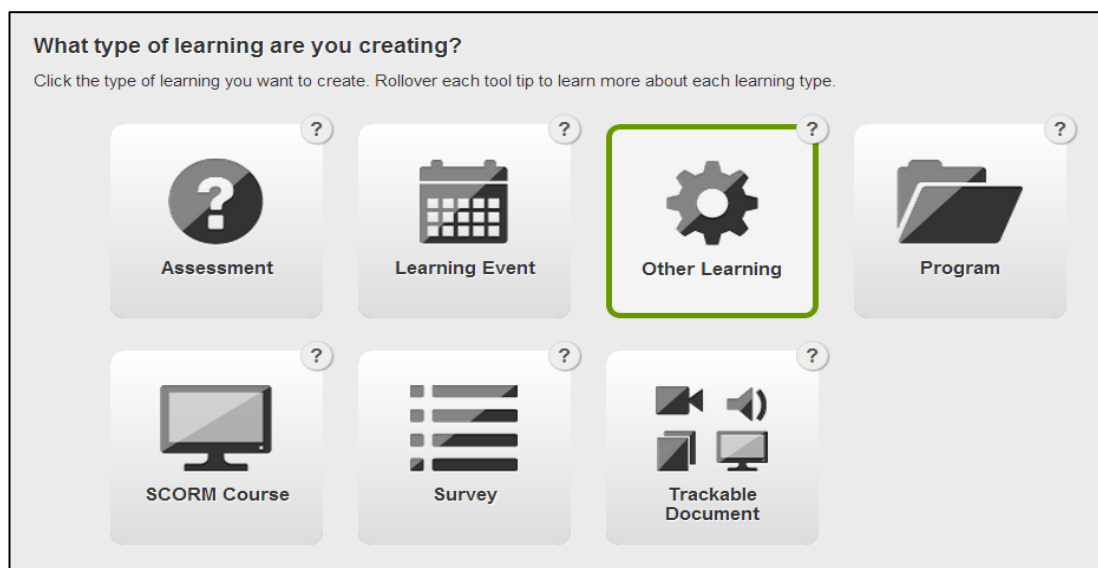
1. "Learning Type", where you define what type of learning you're adding
2. "Description", where you describe your learning
3. "Details", where you add or define the learning
4. "Review/Publish", where you get to see your learning in action before it's added to your library.



Let's start with Step 1: "What type of learning are you creating?"

This wizard allows you to create different types of learning within the LMS. This demonstration will show you how to create an Other Learning.

Select a "Learning Type", which in this case will be "Other Learning" and select "Next", which takes you Step 2: "Tell us about your other learning?"



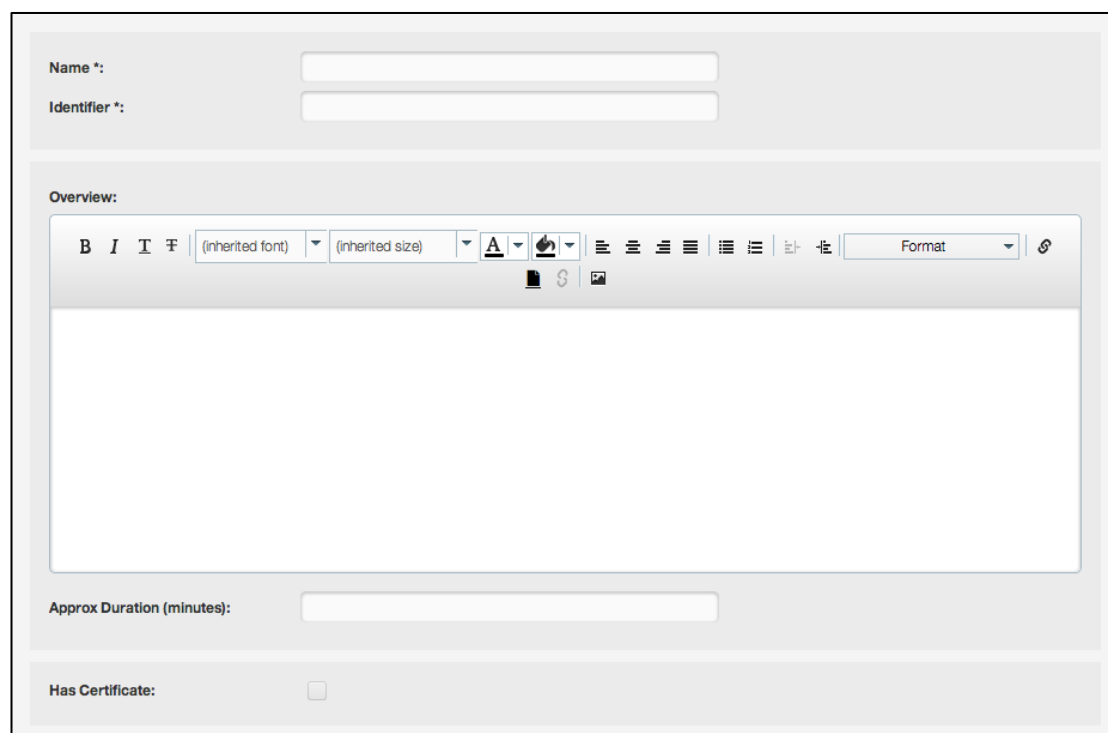
Step 2 asks you to describe the learning that you want to create. Here you'll provide the information that will be shown in the library. It informs users what they can expect to achieve once they have completed their learning.

Begin this step by adding the name or title of the learning, which should be short and succinct.

LearnConnect will automatically populate the identifier, or you can enter your own. An identifier is a term that you can use to help locate your learning behind the scenes. For example, an identifier might be the learning title with a date, a year or perhaps even an accreditation code or any other unique terms that can help you to track the learning.

Next, you can use the overview to provide a detailed description of the learning. It's recommended to use descriptions that include an overview of the learning, what the expected learning outcomes will be and a list of the learning objectives. This is the description learners will see if they view the course in the Library.

Once you've typed this information into the editor field provided, you can then use the text editor options to adjust the formatting. When you're happy with your description, add the expected duration of the learning in the field provided.



The screenshot shows a web form for creating a learning entry. At the top, there are two input fields: 'Name *:' and 'Identifier *:'. Below these is a section titled 'Overview:'. Inside this section is a rich text editor with a toolbar containing options for bold (B), italic (I), text color (T), font color (F), font family (dropdown), font size (dropdown), text background color (A), text background color (dropdown), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a 'Format' dropdown. Below the toolbar is a large text area for the description. At the bottom of the form, there is an 'Approx Duration (minutes):' input field and a 'Has Certificate:' checkbox.

There are a number of other descriptors that you can add using the “**Description**” wizard. For example, if you would like learners to receive a certificate on successful completion of the learning check the “**Has Certificate**” box.

Another feature of this wizard is the ability to add **“Tags”**. Tags are words or phrases that describe the learning and are used to categorise the learning in the LMS. This can help learners locate the course easily in the Library. Tags can describe topics like **“Compliance”**, or the even the type of learning itself such as **“Video”**, **“Licence”**, or **“Policy”**. The tags area allows you to select existing tags, or quickly add your own.

What tags would describe this Learning Event?
Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles.

Description Tags:

New Tags:

You might also want to add a primary contact for this Other Learning by using the dropdown menu. Simply start typing the user’s name into the field for an auto complete or, alternatively, you can scroll down to select someone from the list. The primary contact is typically used as the “owner” of the course. It’s not visible to the end user, only by other administrators.

Who is the Primary Contact for this Other Learning

Primary Contact Summary

Primary Contact

Karen Wilson

Once you’ve had some practice and become an advanced user, the **“Description”** tool will also allow you to add archive dates, version names and lots of other information.

Advanced Details

Advanced Details Summary

Archive Date

Version Info

Provider

(Not specified)

Accreditation Number

Internal Cost

Points

Now let's move on to Step 3: **"What are your other learning details?"**

To do this, start by selecting what **“Type”** of Other Learning you want to add. The **“Type”** is simply for reporting purposes only – it won’t affect how the learning item is presented to the learner.

Type

If you have not created this type before, select the **“QuickAdd”** link to create a **“Type”** of Other Learning (e.g. Licences or Certificates).

Next, you need to enter a “**Description and Instructions**” for users. This process is similar to entering the course overview, except this is what users will read once they have launched the course. You can edit the text (including font, colour, size) by using the text editor options.

Description and Instructions

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Words: 0

Verification Settings

Now you need to decide if the learner's submission needs to be verified by another person before the course is marked as complete. This is handy if you just need the learner to show their physical licence to their manager, rather than upload a scanned copy of the document.

If you choose **"No Verification"**, the learning item will be marked as completed as soon as the learner submits their information. It doesn't need to go through any verification process.

If the learning item does require verification, you have the option to nominate who can verify it.

▼ Verification Settings

Requires Verification*

- ☒ No Verification
- ☐ Manager
- ☐ All Users In Org ?
- ☐ Administrator

If you choose “**Manager**”, you are able to refine this option further by nominating which managers can verify learning items.

Requires Verification*

- ☐ No Verification
- ☒ Manager
 - ☐ Any Manager in Organisation ?
 - ☐ Any Manager of user requesting approval in Organisation (including Managers of Managers) ?
 - ☒ Only Immediate Manager/s ?
 - ☐ All Users In Org ?
 - ☐ Administrator

- “**Any Manager in Organisation**” – allows the learner to select a manager from a drop down list. The list will display all managers within LearnConnect (e.g. any learner has at least one person reporting to them).
- “**Any Manager of user requesting approval in Organisation (including Managers of Managers)**” – also allows the learner to the select a manager from a drop down list, however they can only choose from their direct (or indirect) managers.
- “**Only Immediate Managers**” – will automatically send the Other Learning item to the learner’s direct manager. The learner cannot select another person. If the learner does not have a direct manager within the LMS, then the learner will be able to choose from a list of all managers within the system (similar to the “**Any Manager in Organisation**” option).

If you select “**All Users in Org**”, this will allow the learner to select the relevant person from a drop down list, however the only people who will appear in this list are those who have the permission to “**Approve Other Learning**”. If you would like to utilise this permission functionality, please contact your Account Manager to discuss further. To enable this functionality will require site customization, and a fee may be applicable for any changes made.

Finally, you can also choose “**Administrator**”. This will allow the learner to select the relevant person from a drop down list, however only people who are assigned the role of Tenant Administrator will be visible.

When creating an Other Learning, you also have the option of allowing users to save their current work and submit it at a later date. If you would like to enable this option, check the **“Show Save For Later”** tick box. This allows the learner to upload a document or enter information and then click **“Save”**. The course will remain as **“Incomplete”** until they return to the learning item and select **“Submit”**.

▼ Submit Button Options

'Save & Submit' is always on. 'Save For Later' allows a learner to save their current work and submit at a later date. 'Save, Submit, & Add Another' allows a learner to submit their current work and auto enrol in the same other learning item again so they can enter another immediately, this option is only available when manager verification is disabled.

- ☒ Save & Submit
- ☒ Show Save For Later
- ☐ Show Save Submit Add Another

If you would like to allow users to enrol in this course multiple times, so they can enter details for multiple licences, enable the **“Show Save Submit Add Another”** tick box. This will allow the user to submit the learning item, and auto reenrol them in the course again (to submit the learning item again, but for a different licence).

Please note: the learner would need to check the option **“Add Another”** to be auto enrolled in the course again.

General Settings

This section allows you to specify what fields the user is required to complete before they can successfully complete the course.

▼ General Settings

- ☐ Requires Points
- ☐ Allow Provider
- ☐ Allow file upload of evidence
- ☒ File upload of evidence is mandatory

- **“Require Points”** allows the user to enter any CPD points associated with the course.
- **“Allow Provider”** allows the user to enter the name of the provider of the learning.
- **“Allow file upload of evidence”** will enable the user to upload a file or document. If you would like this to be a mandatory field, check the tick box **“File upload of evidence is mandatory”**.

Now you can nominate what fields the learner must populate, for example their licence or certificate number, qualification or expiry date.

There are four customisable fields available – two date fields and two free text fields. Each field has a default caption populated, but you can change this text to display whatever text you would like.

☐ Requires Valid To / Expiry Date


Caption

☐ Requires Completion / Qualification Date

Caption

☐ Requires Certificate / Registration Number

Caption

☐ Allow Accreditation Number 

Caption

The **"Requires Valid To / Expiry Date"** and **"Requires Completion/Qualification Date"** are date fields and the user can only select a date (no free text).

The remaining two fields **"Requires Certificate / Registration Number"** and **"Allow Accreditation Number"**, are free text fields and the learner can enter any combination of numbers or characters.

In this example, the user needs to enter their driver's licence number and the expiry date. To do so, you need to enable one of the date fields and one of the free text fields. You also have the option to update captions (to make it more meaningful to the user).

☒ Requires Valid To / Expiry Date


Caption

☐ Requires Completion / Qualification Date

Caption

☒ Requires Certificate / Registration Number

Caption

☐ Allow Accreditation Number 

Caption

Next you may wish to nominate a contact person that a user should contact if they have any queries (please note, this is different to the **"Primary Contact"** field mentioned earlier in the guide). This nominated person is someone the learner could contact if they require further information. The **"Contact"** can be an existing user within the LMS, or you can add an external third party person. You can create an external contact by selecting **"Add External Contact"**.

▼ Contacts

Optionally, specify contacts for this Learning; you can choose System Users, Existing Contacts, or create new ones.

Name	Role	Actions
<input type="text" value="Type Existing User or Contact name"/>	<input type="text" value="Select Roles"/>	<input type="button" value="Add"/>

[Add External Contact](#)

When you're happy with your learning selections, select the **"Next"** button to continue.

It's now time for the fourth and final step in the **"Create Other Learning"** process – **"Success"**.

By completing the previous steps, you'll now have a draft version of your learning.

Edit Learning

Step 4 - Success

Learning Type

Description

Details

Review/Publish

Your Other Learning has been created successfully

Test other learning123 is currently in Draft status.

If you would like to change the status please use the following button:

Details

This enrolment will take approximately 15 minutes to complete.

Overview

This is a test other learning for test purposes.

You have two options; save the Other Learning as a draft or publish it. **"Draft"** learning is the state where a learning item exists in the library but can't be viewed or assigned to any users. To make this learning available within the system (and course assignable) it will first need to be published.

If you would like to keep your other learning in draft status, select the **“Finish”** button. Your Other Learning is saved as a draft. When you are ready to publish your draft Other Learning, select the **“Publish”** button.

Library Item: Test other learning123

Enrolled Users (0): Not Attempted (0), Incomplete (0), Completed (0)

Your Other Learning Test other learning123 is currently in Draft status.

Publish

Name: Test other learning123
Identifier: test-other-learning123
Approx Duration (minutes): 15
Status: ● Draft **Change**
Overview: This is a test other learning for test purposes.
Price: AU \$4.00
Other Learning Event Test other learning123

If you are ready to publish your Other Learning, look over all the details and make sure everything is appearing correctly. If not, you can go back and edit the details by selecting the **“Back”** button, or choosing the related step in the green progress bar at the top.

When you’re happy with everything you see, publish your Other Learning by selecting the **“Change status”** drop down arrow and then select whether you want your Other Learning to be published privately, or publicly.

Edit Learning

Step 4 - Success

Learning Type Description Details Review/Publish

Your Other Learning has been created successfully
Test other learning123 is currently in Draft status.
If you would like to change the status please use the following button:

Change status
Publish as public
Publish as private

Details

This enrolment will take approximately 15 minutes to complete.

Overview
This is a test other learning for test purposes.

Back **Finish**

- **“Publish as Public”** means that your Other Learning can be seen in the Library by anyone.
- **“Publish as Private”** allows administrators to view the Other Learning only via the Manage Learning menu. Users will not be able to see the course in the Library menu.

And that’s how to create Other Learning.

Learner View

Now you know how to create an Other Learning, it is also important to be familiar with how this learning item is viewed by the learner.

In this User Guide, we used the example of creating an Other Learning that asked users to upload a copy of their driver's licence. They needed to enter their expiry date and licence number and it had to be verified by their manager.

In the example below, this is what the learning item looks like for the user (once they have selected "launch").

Other Learning: Driver Licence (Licenses)

Status

● Not Started

Instruction

You are required to populate all of the following fields. When scanning your drivers license, please ensure you take a copy of the front AND back of the license and ensure it is a clear image.

To attach the document, click on the "Select Files" button. Locate the file you wish to attach, and click 'Open'.

Once you have uploaded the file and populated all fields, click on 'Save & Submit'. This will trigger an automated email to be sent to your Manager, requesting they verify (check) your submission.

This learning item will not show as complete until your manager has verified the submission.

Expiry Date*



Licence Number*

Learner Submission
Notes

Upload File

Select files...

Save For Later

or

Save & Submit

or

Cancel