Add learning

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Add Learning –introduction

There are a number of different types of Learning Assets in the CLS. Each type needs to be linked to a Catalogue Item in order for learner Users to enrol or be enrolled in it.

A Learning Asset is essentially a *vessel of information*: an intellectual property contained in the CLS that helps Users learn or that tests their understanding. Learning Assets can take many forms including Courses, Modules, documents, videos, Learning Events, Tests and much more, see Types of Learning Asset.

A Learning Asset can be integrated with the Janison CLS in a number of ways:

1. It can be created within the CLS using the functionality available through the **Design** section (i.e. creating Janison Courses, Modules, Pages, Tests, Questions, etc.).
2. It can be created outside the CLS and imported into the CLS (e.g. a SCORM course)
3. It can take place outside the system and be monitored inside the system (e.g. face to face events, called Sessions and Learning Events)
4. It can run outside the CLS but be linked into the CLS (e.g. Other Learning)

These types of learning can be added to the CLS system using various methods:

- Semi-automatic: the **Manage Learning > Add Learning** wizard works with categories 2-4 of the list above. This wizard creates a new Learning Asset and puts it into a new Catalogue Item
- Manual: use **Manage Learning > Manage Learning Asset > Add Learning Asset** to add all types of Learning Asset, see **Manage Learning > Manage Learning Assets**
- Manual: use **Design > Courses > Add Course** to add a new (Janison) Course, see Courses
- Manual: use **Manage Learning > Manage Sessions >Add Learning Event** to add a new Learning Event, see Manage Sessions

Note that:

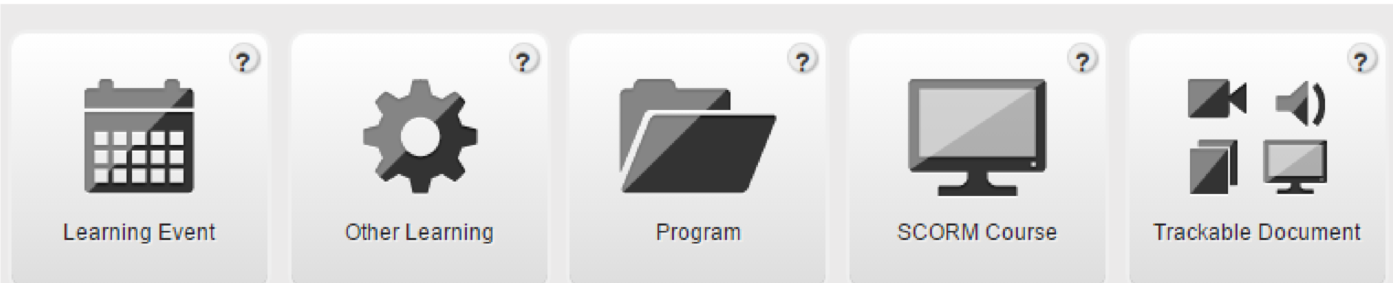
- Users cannot actually enrol in a Learning Asset until it is linked to a Catalogue Item, see Manage Catalogues.
- When a Catalogue item contains more than one Learning Asset it is known as a Program but it has the same functionality as a Catalogue item, see Manage Catalogues.

Add Learning

Add Learning is a wizard, i.e. a setup assistant that offers you a series of dialog boxes to complete the steps required to create a Learning Asset in the CLS. This wizard creates the Learning Asset and also puts it into a new Catalogue Item with the same name, so that it is possible for Users to enrol in it.

Note that as an alternative to using the wizard, there are manual methods to create Learning Assets through **Manage Learning > Manage Learning Assets > Add Learning Asset**, see Manage Learning Assets. The manual methods do not link to a Catalogue Item with the same name, as happens using the wizard

There are a many types of learning in the CLS, see Types of Learning Asset



A number of these types of learning can be added to the CLS system via the wizard. They are:

- **Learning Event**: Learning Events are made up of one or more Sessions where a User must attend an actual venue. Learning Events can be:
  - Face to Face

- Conference
- Informal Session
- Lecture
- Mentoring,
- Webinar
- Workshop

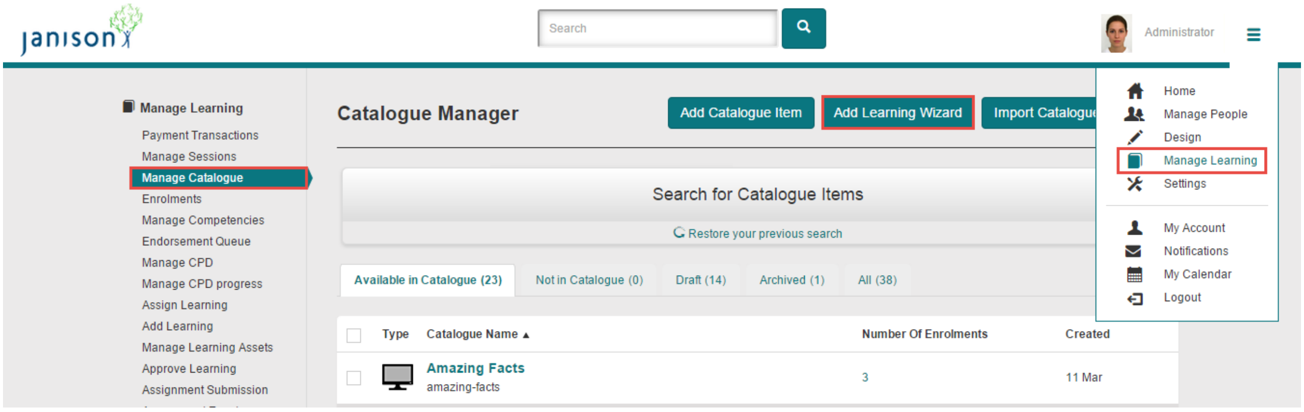
- **Other Learning**: External learning already completed by the User but acknowledged by the CLS system
- **Program**: a Catalogue Item containing more than one Learning Asset
- **SCORM Course**: A course created in a 3rd party application (such as Lectora and Captivate) that runs and is monitored by the CLS
- **Trackable Document** - A document used to deliver learning material (in PDF, Audio, or Video formats) that is monitored within the CLS

Depending on what has been configured with the plug-ins by Janison, there may also be:

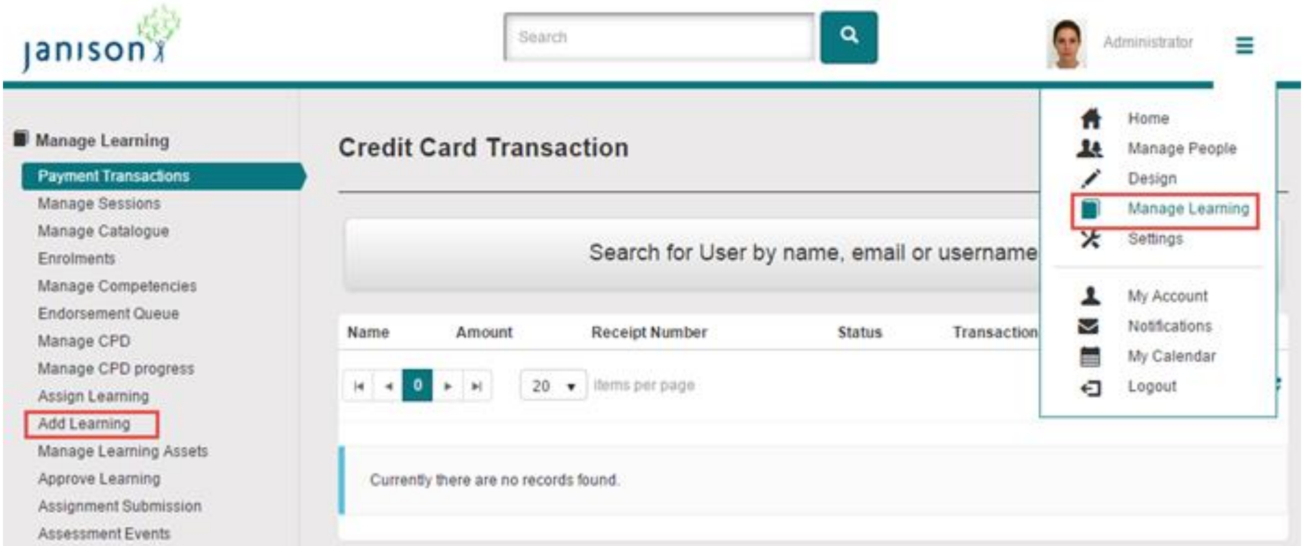
- **Assessment Events**: a Test run at a specific time and place
- **Lti Events**: learning at a completely separate website that the CLS links to

The Add Learning wizard can be accessed from two locations.

- Select **Manage Learning > Manage Catalogue > Add Learning Wizard**, or



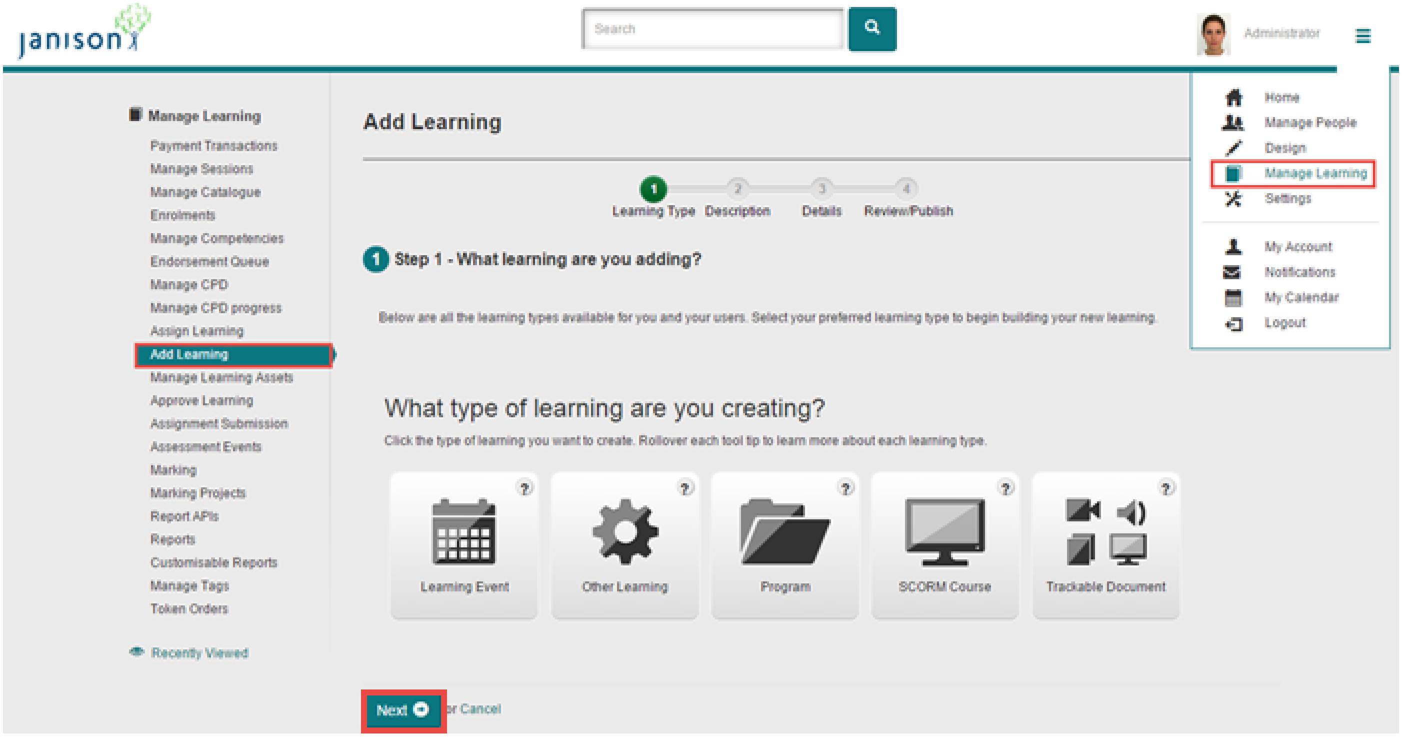
- Select **Manage Learning > Add Learning**



Note that if you discontinue the wizard before you complete all the steps, a Catalogue Item and Learning Event are both created. You can locate them through **Manage Learning > Manage Catalogue** where you will find the Catalogue Item listed amongst the items with Draft status. After clicking it you can edit both the item and the event.

Step 1 Learning Type

The first step in the Add Learning wizard is to select the type of learning you want to create and then click **Next**.

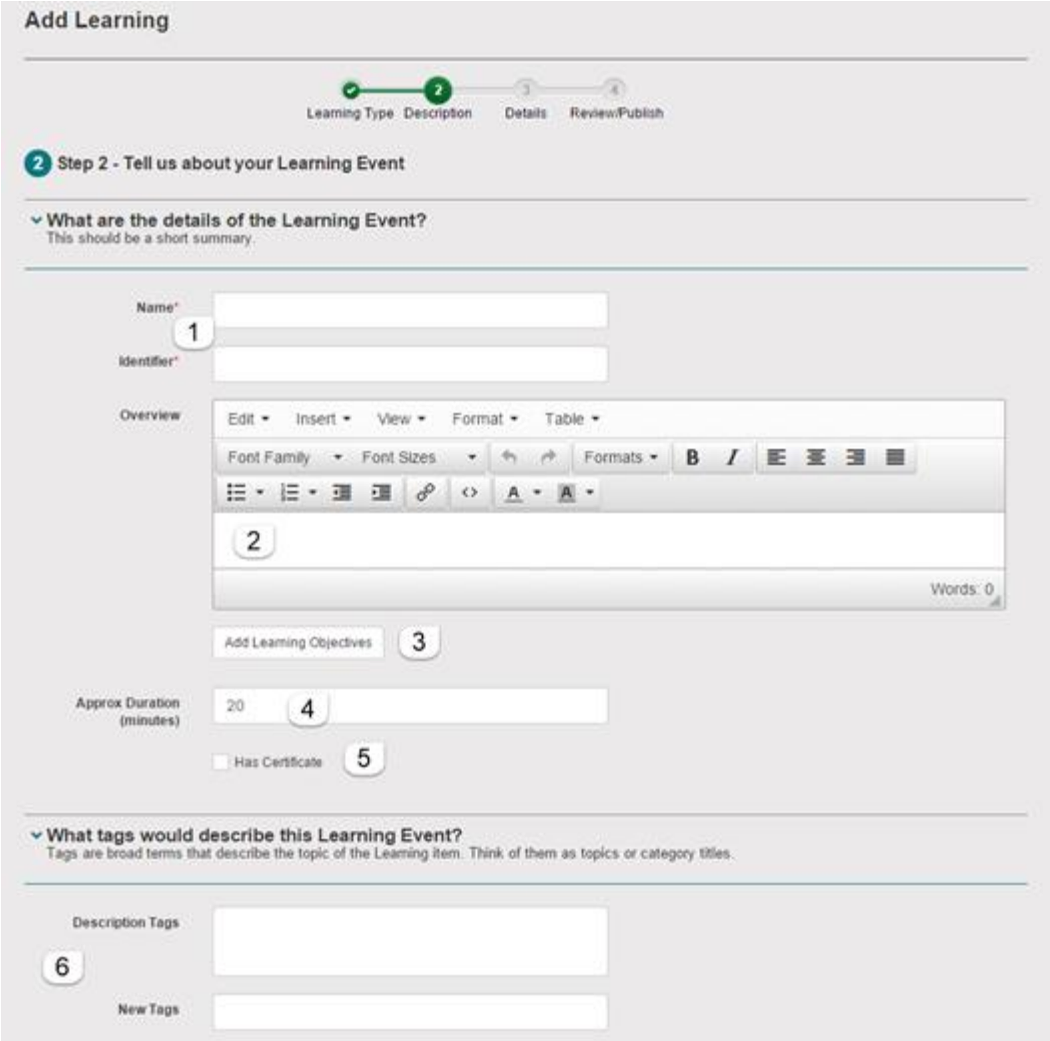


Step 2 Description

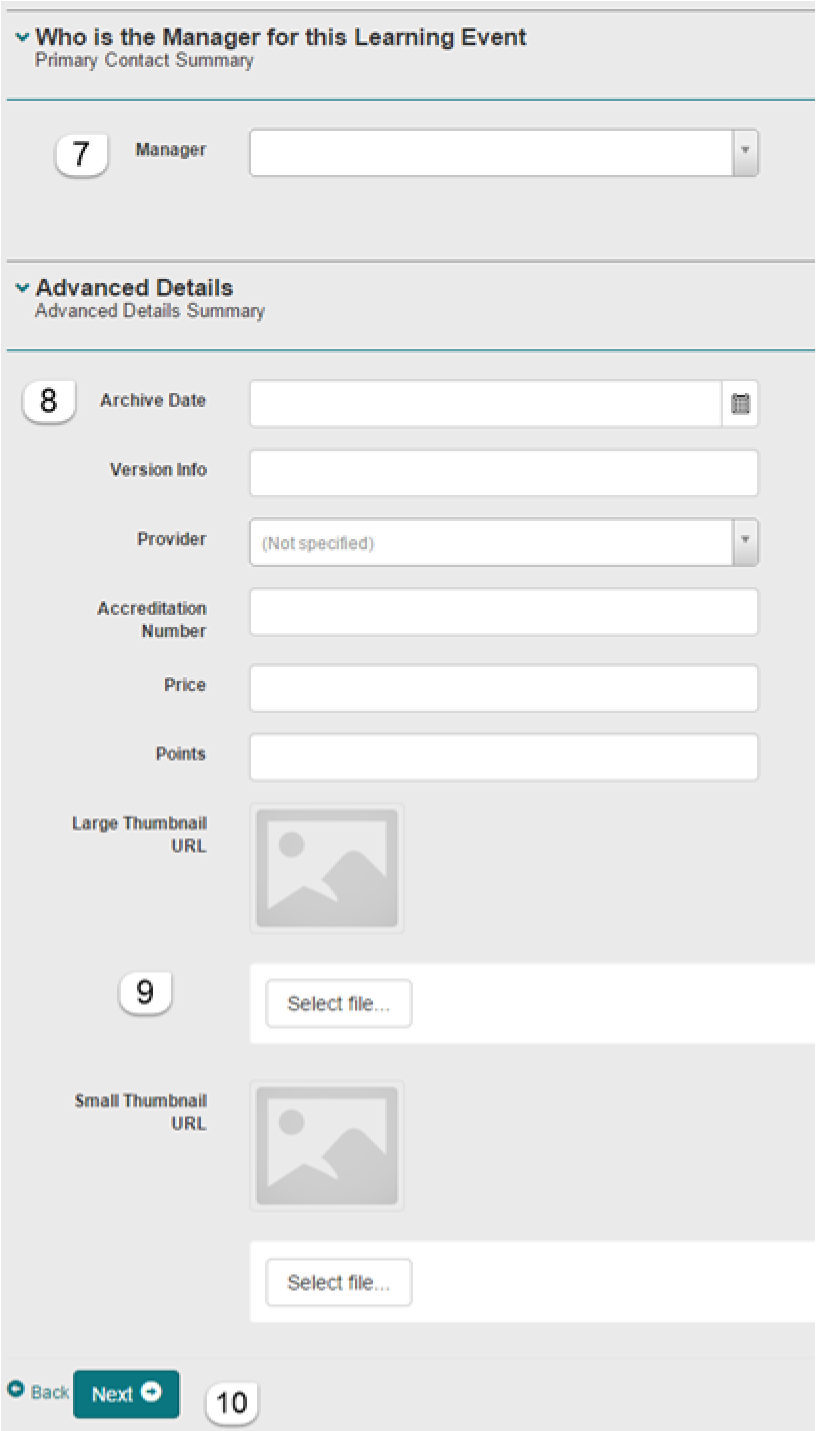
In the Description screen click the arrow next to **What are the details….?** This name will be different depending on the Learning Asset you are adding, e.g

What are the details of the Other Learning?

1. Enter a **Name** and **Identifier**
2. Add a short summary in **Overview**
3. Click **Add Learning Objectives** to open a window where you can add the Learning Objectives
4. Enter the **Duration** in minutes
5. If you check **Has Certificate** extra fields pop up. The certificate template already specified in Settings (see Certificates) is displayed; alternatively you can select another template for this Learning Asset via **Select files**. You can modify the certificate numbers by entering text in **Certificate Code**, see Certificate Numbers for details.
6. Click the arrow next to **What tags would describe this Learning Event?** and enter Tags if desired. Tags are broad terms that describe the topic of a Learning item (see Manage Tags). In **Description Tags** you can select pre-existing tags and in **New Tags** you can enter new tags.



7. Click the arrow next to **Who is the …?** and select the manager's name from the options presented
   Note that this be labelled differently depending on the type of Learning Asset, e.g.
   Who is the Primary Contact for this SCORM course?
8. If desired, click the arrow next to **Advanced Details** and fill in
   - Archive Date
   - Version Info
   - Provider: select a Provider name from the drop-down list (these were created in Settings>Providers)
   - Accreditation Number that is recognised by your institution
   - Price
   - Points: these are used for Continuing Professional Development (CPD), see Manage Learning > Continuing Professional Development
9. Upload Large and Small Thumbnails if desired. The size of small thumbnails should be 47 x 22 pixels; the size of large thumbnails should be 292 x 70pixels
10. Click **Next**



Go to Step 3 for the Learning Asset you are adding. You will see different screens depending on the type of learning you have chosen. They are described separately below.

Step 3 Details for Learning Event

Learning Events are made up of one or more Sessions where a user must actually attend a venue. Creating a Learning Event through the wizard involves creating and scheduling the event through creating Sessions. See Manage Learning > Manage Sessions for details about the way that Learning Events and Sessions are managed in the CLS

11 Click the arrow next to **Learning Event Settings**.

12 Select the **Event Type** from the drop-down box:

Face to face
Conference
Informal Session
Lecture
Mentoring
Webinar
Workshop

13 If you click the box next to **Allow users to register interest** two checkboxes appear and you must select one of them. The second option allows you to gauge User interest but it does not enrol them

- **Add interested users to the event waitlist:**

  This will enrol users into the learning event and put them on the event wait list. They can then be added to a session by an admin when an appropriate session becomes available.

- **Add interested users to the list without enrolling them:**

  This will not enrol users into the learning event. It will simply keep record of the interested users for reporting and notification purposes. Users will be allowed to unregister themselves.

  Warning: Choose this option if you only want to gauge User interest in the event. It could potentially frustrate Users who do want to enrol.

If you click the box next to **Allow users to withdraw themselves from a session they are attending** three checkboxes appear and you must select one of them:

- **When user withdraws keep them on the event waitlist for future sessions:**

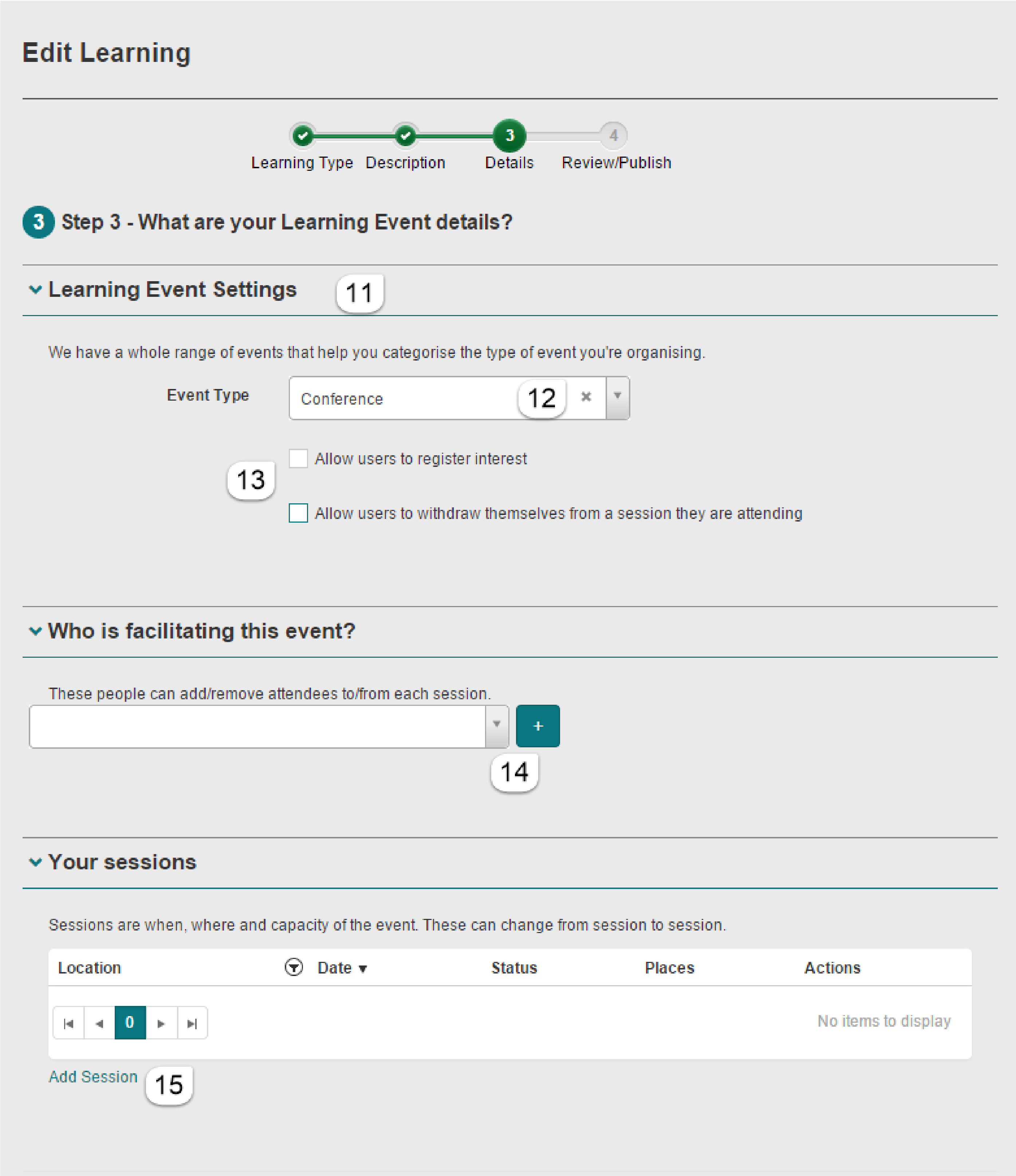
  This allows the user to withdraw from the currently attending session but still be available on the event waitlist so they can be considered for other sessions

- **When user withdraws don't add them to the event waitlist for future sessions:**

  When the user withdraws they will not be added to the event waitlist and their enrolment will be cancelled. If the event is included within a program then the enrolment will not be cancelled since it is only one of multiple components

- **When user withdraws present them with the above options:**

  This allows the user to decide if they are added to the event waitlist or not



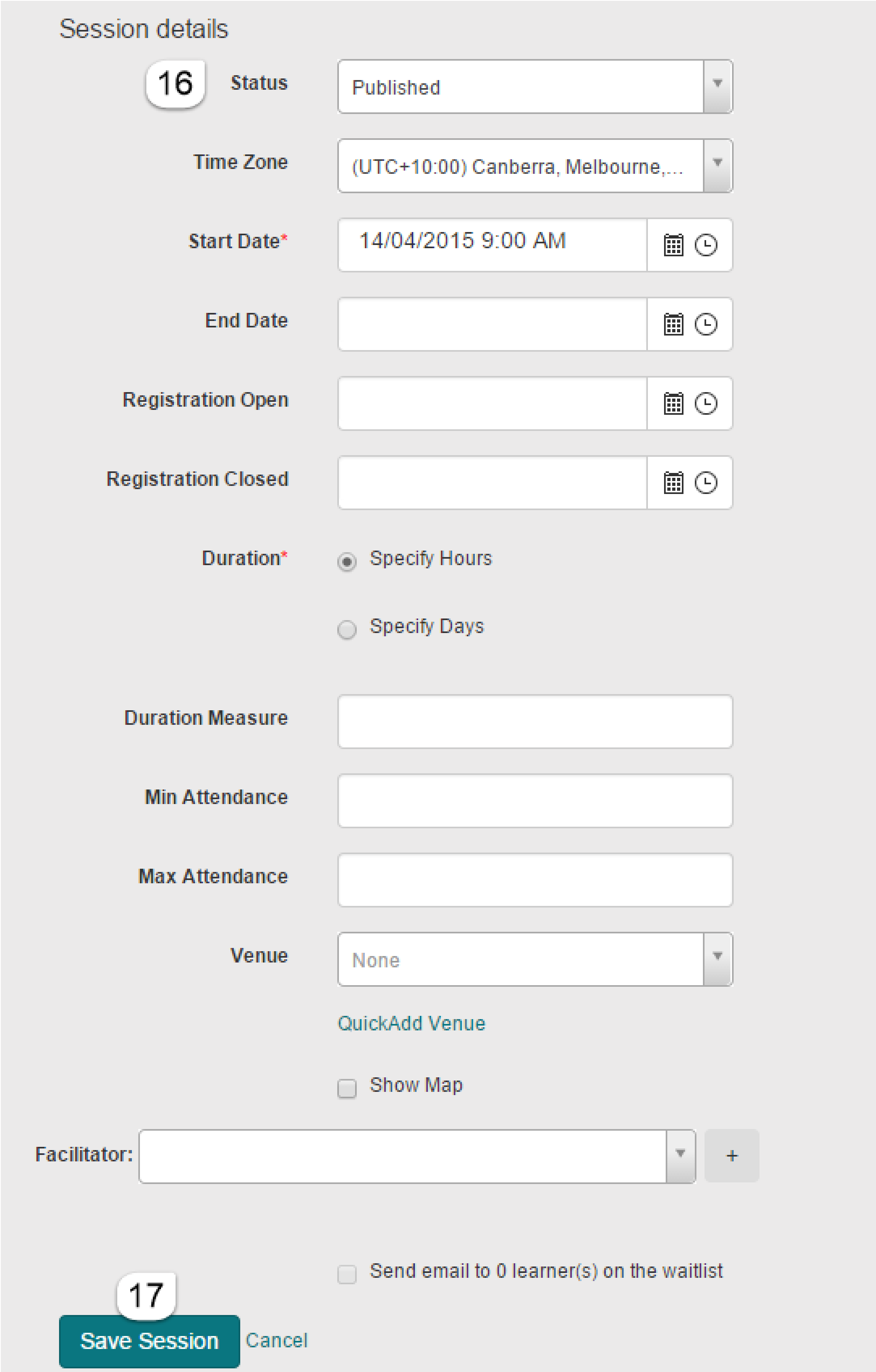
14 Click the arrow next to **Who is facilitating this event?** Click and select a name from the drop-down box and click the plus icon. You can do this multiple times. You remove a name from the list by clicking the red minus icon that is at its right. Note that facilitating an event is different to facilitating a Session as this person can add/remove attendees to/from each Session.

15 Click the arrow next to **Your sessions** then click **Add Session** to enter the Session(s)

16 For each Session:

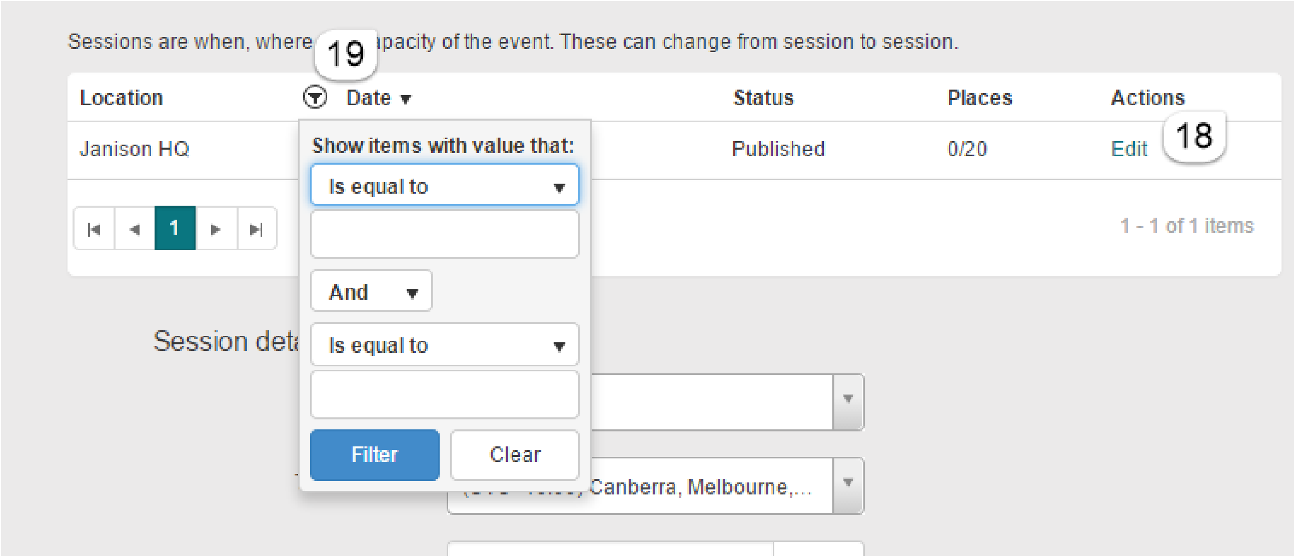
- Select its **Status** from the drop-down list:
  - Setup - not published to the Catalogue

- Published - published into the Catalogue
    - Archived
    - Completed – all attendees have been marked and the Session is completed
    - Cancelled
- Click and select the appropriate time zone
- Use the date and time pickers to set **Start** and **End** dates and times
- Use the date and time pickers to set **Registration Open** and **Close** dates and times
- Select Hours or Days as the duration unit
- Enter the duration in this units
- Set the minimum and maximum attendance
- Click and select a venue, or
- Click **QuickAdd Venue** to add new venue that you can select in 9.
- Click the checkbox to show map
- Click and add the Session facilitator
- Click check box if you want to Email Users on the Event waitlist and let them know about this new Session
- Click **Save Session** when the session has been completed



17 You will see Sessions that you have just added and can edit them by clicking **Edit**

18 To filter the list of Sessions by location, click on the black triangle and enter location value(s)



19 When the sessions have been added click **Next** at the bottom of the page

Go to Step 4 Review/Publish

Step 3 Details for Other Learning

Other Learning is designed to manage external learning already undertaken by a user. For example a staff member may have completed their first aid certificate or completed a machinery licence run by an external provider and the staff member must show proof of completion i.e. a licence or certificate.

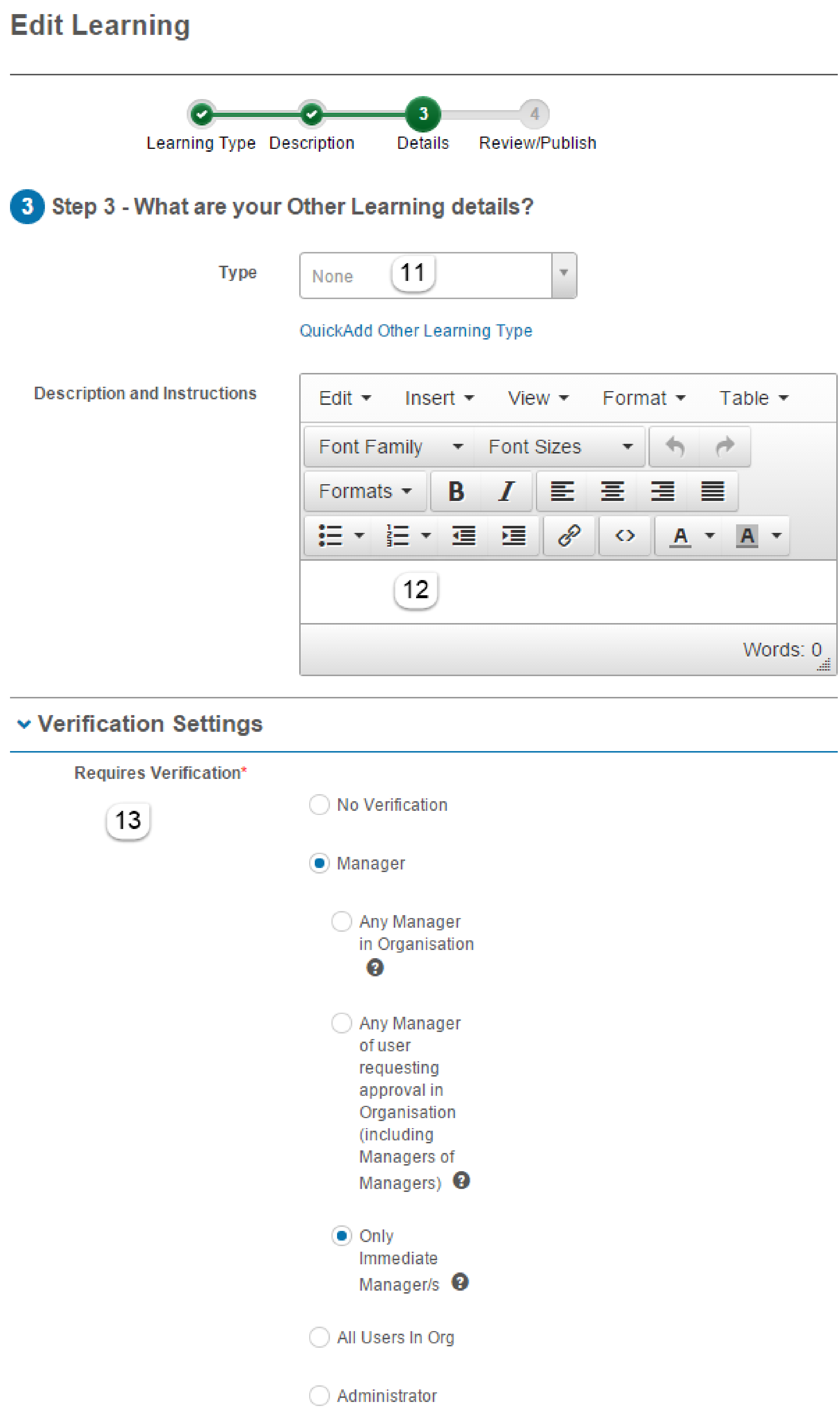
When a learner User enrols in an Other Learning they are required to provide information (including notes) and, depending on how it was set up, possibly a document and/or a person to provide verification. Note that when a learner uploads a file for verification and nominates a manager or authorised staff member to verify the credentials that person will be sent an email which contains a link. Following this link is the only way for the nominated person to verify the learning.

11. Click in the **Type** box to select a Learning Type
12. Enter **Description and Instructions** that the learner User will see
13. If Verification is required, activate it by clicking the triangle to the left of **Verification**. The learner User must now select the person who can do their verification. The options offered to them depend on what is set here. There are three options to choose from:
    - **Manager**: choose one of
        - Any Manager in Organisation

          Any manager in the organisation is defined as any active user who has one or more users (regardless of their active state) reporting to them. For example, an active user who is a manager, but all their team members are currently inactive would still appear as an option to request approval from.
        - Any Manager of user requesting approval in Organisation (including Managers of Managers)

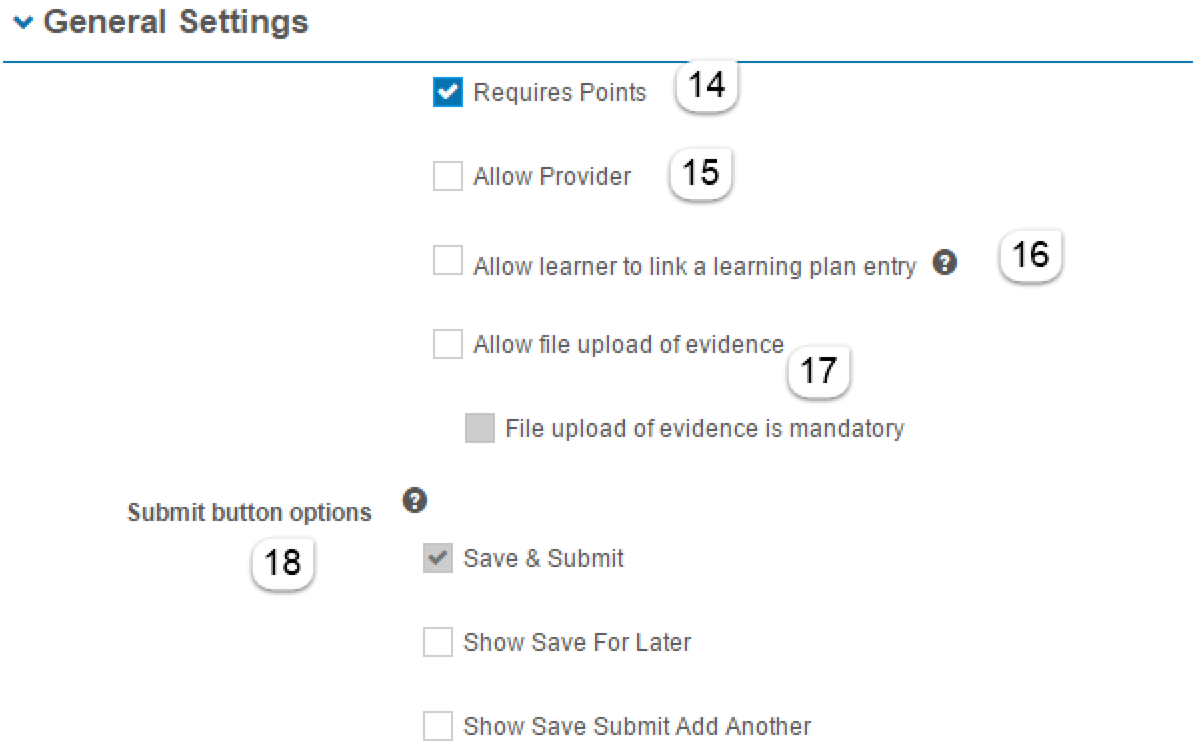
          This option would show active users who are direct managers or indirect managers for this user (note that this would include the CEO!).
        - Only Immediate Manager/s

          Only immediate managers shows active users who are direct managers of the user.
    - **All Users in Org**
    - **Administrator**

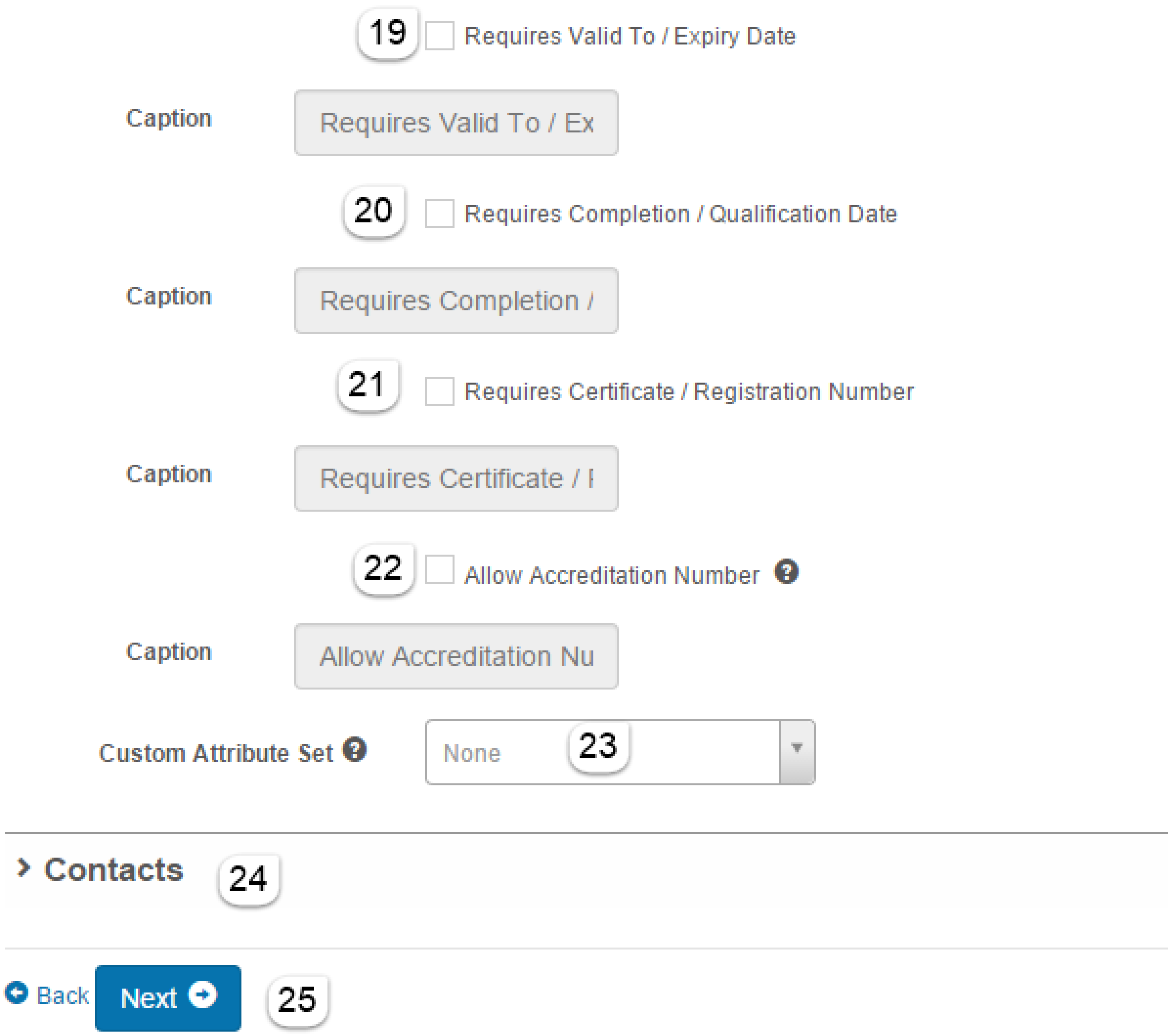


Click the triangle to the left of **General Settings**. Select options as desired:

14. Click the checkbox next to **Requires Points** if the learner User must provide points
15. Click the checkbox next to **Allow Provider** if the learner User can enter a Provider
16. Click the checkbox if this forms part of a learning plan, see Manage Learning > Learning Plans
17. Click the checkbox next to **Allow File Upload of evidence** if the learner User can upload a file as evidence. Click the additional checkbox if this is mandatory
18. Click the checkboxes next to **Submit button options** as desired. These determine the options offered to the learner User:
    - 'Save and Submit' cannot be changed and is always offered to the learner User
    - 'Show Save for Later' also offers them this additional option
    - 'Show Save Submit Add Another' allows a learner to submit their current work and auto enrol in the same Other Learning asset again so that they can enter another immediately. This option is only available when manager verification is disabled



19. Click the checkbox if the learner must enter an Expiry date. If desired, click in the Caption box below it to change the caption that the learner sees.
20. Click the checkbox if the learner must enter a Qualification Date. If desired, click in the Caption box below it to change the caption that the learner sees.
21. Click the checkbox if the learner must enter a Certificate Number. If desired, click in the Caption box below it to change the caption that the learner sees
22. Click the checkbox if the learner must enter an Accreditation Number. If desired, click in the Caption box below it to change the caption that the learner sees
23. You can add Custom Attributes (extra data entry fields) to the form that the learner User fills out when they enrol in the Other Learning. The data entered will also appear on details and edit screens for this Learning Asset. To do this use a Custom Attribute Set where the members of the set were linked to 'Other Learning data' when they were set up. Click the box to select a set that was made previously, see Custom Attributes for instructions on how to make them
24. Click the triangle to the left of **Contacts** to optionally select a Contact person. Click to select their role in the process. Click **Add** to add that person's name. Optionally click **Add External Contact** to enter a Contact name that is not in the CLS database. It will now appear as an option in the Contact box and can be selected as above
25. Click **Next**

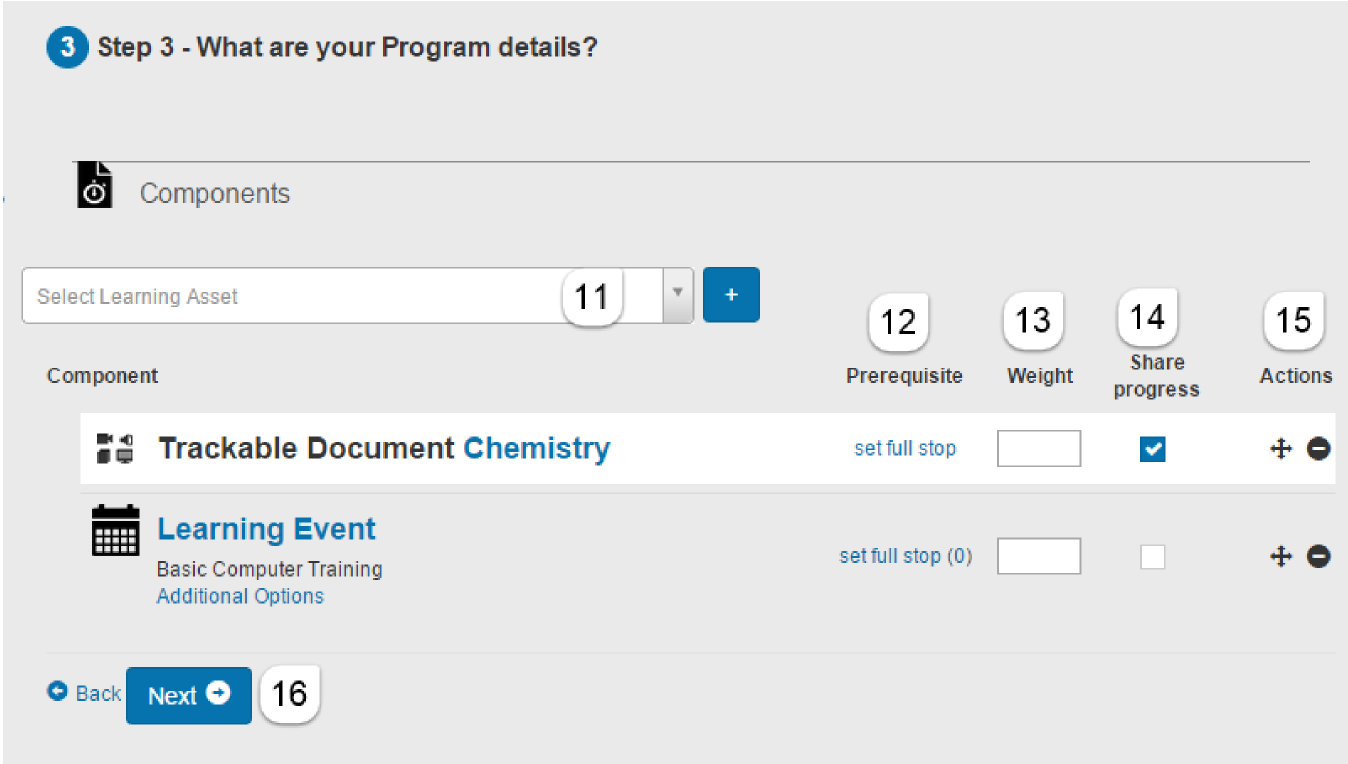


Go to [Step 4 Review/Publish]

Step 3 Details for Program

A learning Program is a collection of Learning Assets that can be delivered to Users. It is very similar to a Catalogue Item. The difference is that it contains more than one Learning Asset.

11. Click in the **Components** box to select Learning Asset(s). Select each one and click the plus icon to add it. You will then see it listed below under **Component**
12. Under **Prerequisite** click **set full stop** to set this component as a prerequisite for every subsequent component in the list. You can also click the number in brackets to pick prerequisites for this component.
    Setting Prerequisites can be a little confusing. See More information about setting prerequisites.
13. Set the percentage weight of each component
14. Click **Share progress** if desired
15. Under **Actions** you can delete components or reshuffle their order in the list
16. Click **Next**



Go to [Step 4 Review/Publish]

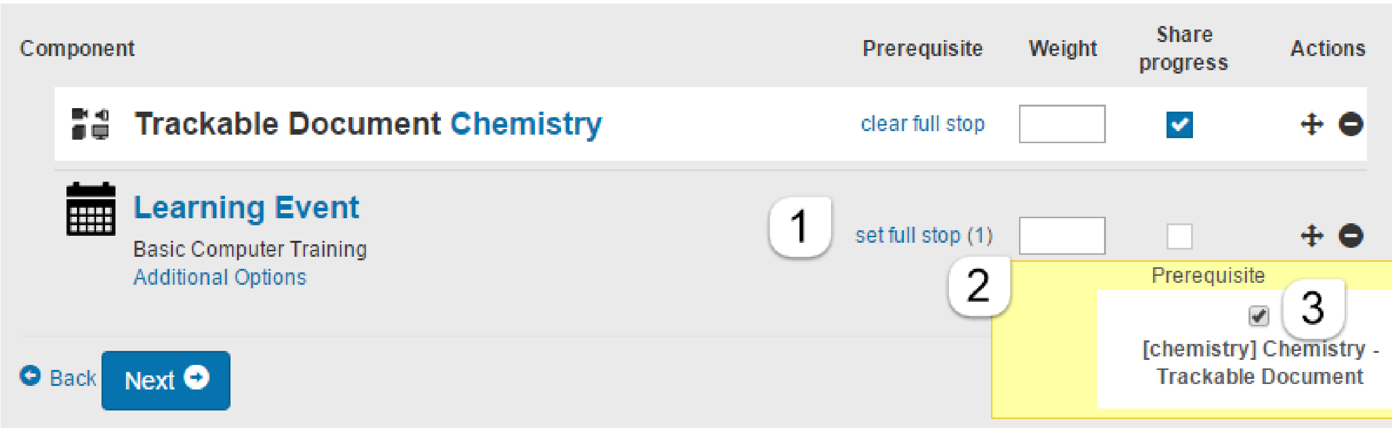
More information about setting prerequisites

Prerequisites are components that must be completed before a particular Learning Asset can be started. Prerequisites must first be enabled in **Settings> Tenant Settings> Catalogue Item Settings**.

Pre-requisites within a Program make it possible to create a *sequence* in which the Learning Assets contained within it must be completed. Users cannot start a particular Learning Asset until they have completed all its prerequisite assets.

You set Prerequisites in the list of **Components** (Learning Assets). There are two things shown under **Prerequisite**:

1. **set full stop/clear full stop**– clicking this creates/clears a break point. A break point controls a User's progress by effectively saying "you can't start any of the subsequent components until this one is completed".
2. a **number** in brackets



The order of a component in the list is important: you can only set a component as a prerequisite to another component if it comes before that component in this list. Thus, the first component (the Chemistry Trackable Document) has no number in brackets because it can't have a prerequisite
Set/clear full stop is a binary switch for setting break points. It functions as shown in the table below.

See	Clicking it
set full stop	• makes this component a break point and adds it to the lists of prerequisites for all subsequent components • changes the switch to read “clear full stop”
clear full stop	• makes this component no longer a break point and deletes it from the lists of prerequisites for subsequent components • changes the switch to read “set full stop “

3 The number in brackets next to the switch is the number of prerequisites for that particular component. The number is also a link to this set of prerequisites. Click the number to create and edit the prerequisite(s) for this component (3) using the checkbox(es). Note that your choices here can override what you set using **set/clear full stop**.

Note also

- When you edit a Program and view its previously created prerequisites, all the binary switches will be reset to “set full stop” however the list of prerequisites that you set for each component remains the same as before.

Step 3 Details for SCORM Course

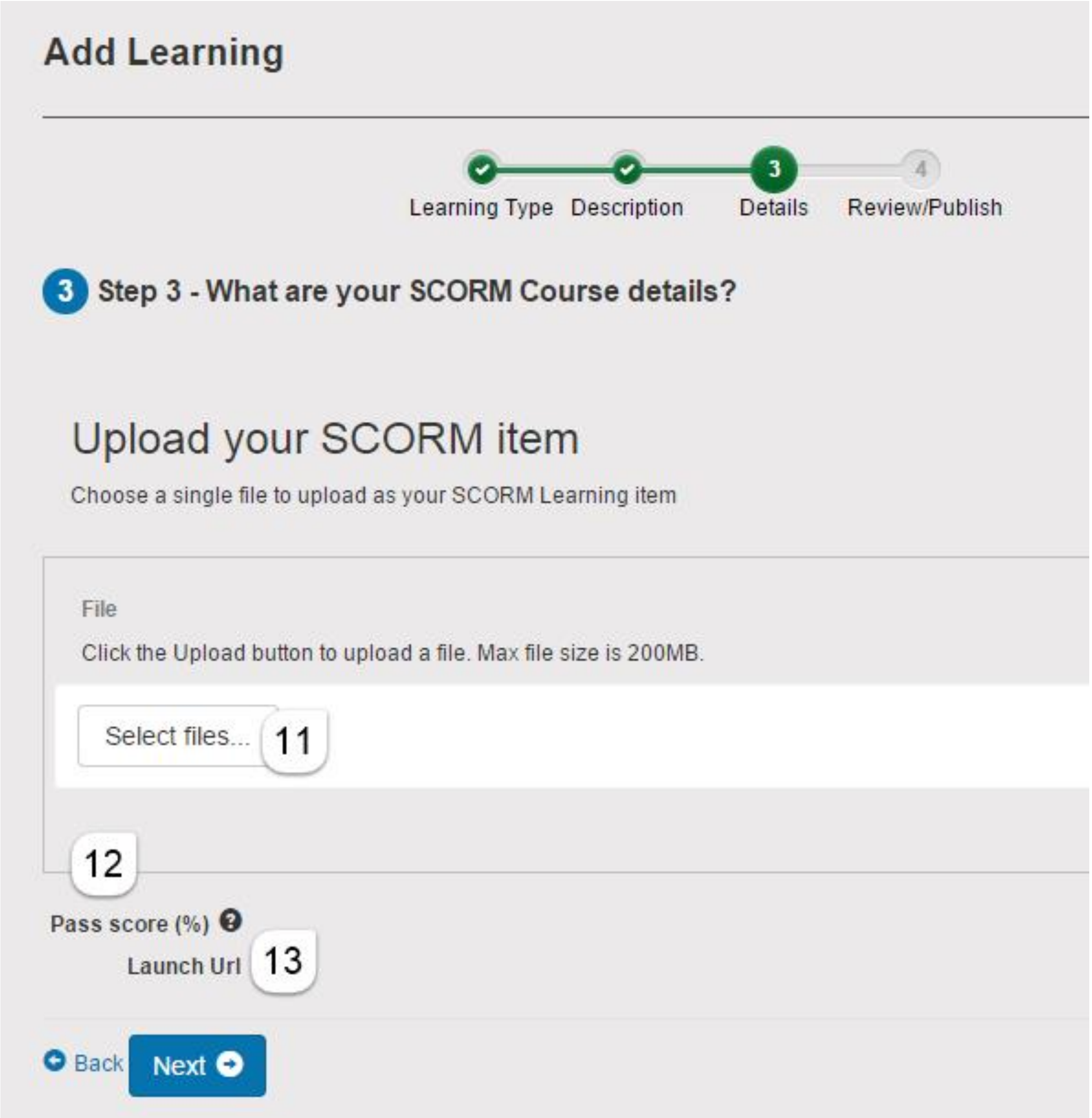
SCORM stands for Shareable Content Object Reference Model. SCORM courses are courses that have been created in 3rd party applications such as Lectora and Captivate. They can be exported to disk (as SCORM compliant zip files) and imported into the CLS.

Learner Users enrol in a Catalogue Item that contains the SCORM course Learning Asset. This launches the SCORM course player in a separate browser window. User progress through the course is tracked by the CLS and classified as Not Attempted, Incomplete or Complete as appropriate.

Before adding this type of learning make sure that your file is a SCORM compliant zip file. Note that the default upload limit is 200MB. If you require a larger limit please contact the Janison Development team with a request to increase the size.

11. Select **Select files** to browse to the SCORM zip file on your computer and click **Upload**
12. The Pass score, if it exists, is set within the SCORM package during its development
13. A status message says that the file has been uploaded and the **Launch Url** field will update automatically

11 Select the **Next** button



Go to Step 4 Review/Publish

Step 3 Details for Trackable Document

Trackable documents are used to deliver material in the following formats:

- Document e.g. PDF
- Audio
- Video

Learner Users enrol in a Catalogue Item that contains the Trackable Document Learning Asset. Users are offered the choice of viewing or downloading the document. Their progress is monitored by the CLS and classified as Not Attempted, Incomplete or Complete as appropriate.

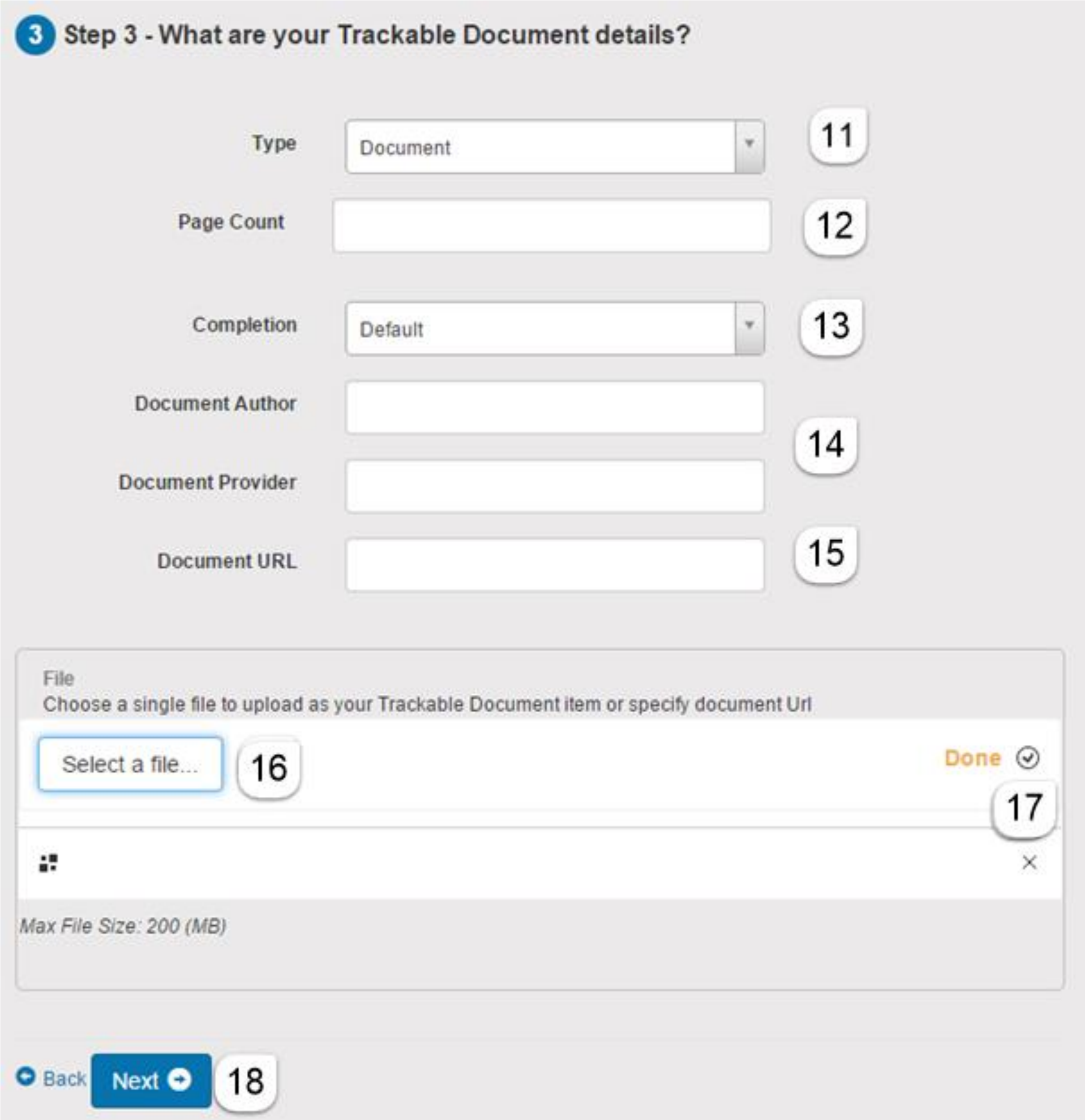
Note: Prior to adding this type of learning please ensure that you have a file to upload.

Complete the Trackable Document details:

11 Select the document **Type**

- Document
- Video
- Audio

12 Enter **Page Count** if appropriate
13 You can add a verification step where the learner must access the document then click a checkbox declaring that they have read and understood it. To do so, click and select **Verification Checkbox**
14 Enter the **Document Author** and **Provider**
15 The **Document URL** field will be filled in by the CLS
16 Browse and select the document to upload by clicking **Select a file**
17 The tick icon indicates that your file has been selected. You can unselect it by clicking the cross icon
18 Click **Next**



Go to Step 4 Review/Publish

Step 4 Review/Publish

You may recall that Users cannot actually enrol in a Learning Asset until it is linked to a Catalogue Item. Thus, after Steps 2-3 the **Add Learning** wizard has created a new Learning Asset and also a new, linked Catalogue Item with the same name as the Learning Asset.

The last screen, the Review/Publish screen, offers you the option to publish this Catalogue Item as private or public. Alternatively, you can edit any details by selecting the **Go Back** button.

- Selecting **Publish as private** will create the Learning Asset and Catalogue Item but it will be hidden from Users. Authorised Users can still enrol them in the Catalogue Item.
- Selecting **Publish as public** will make the Learning Asset and Catalogue Item visible to Users.

After you publish, you will be taken to the **Manage Catalogue** section and will see the Catalogue Item listed along with details including links to enrolment. You can also select **Edit Catalogue Item** from the **Actions** drop-down menu to edit various values, including Tags, Thumbnails, Enrolment Settings and Competencies. See Manage Catalogue

Note that if you discontinue the wizard before you complete the last step, a Catalogue Item and Learning Event are both created. You can locate them through **Manage Learning > Manage Catalogue** where you will find the Catalogue Item listed amongst the items with Draft status. After clicking it you can edit both the item and the event.