

# Totara Key Terms

<b><u>Activity Completion Conditions</u></b>	<p>Completion conditions can be set on activities in a course, you can then use these activities as part of your overall course completion conditions.</p> <p>If a learner has completed the activity, completion options are "locked". This is because changing the completion options on courses which have already been completed or partially completed may cause existing completion data to be invalid. It is possible to unlock completion conditions, but you need to be careful as this may cause unexpected behaviour. A backup of the course should be made as a precaution.</p>
<b><u>Activities</u></b>	<p>A feature where learners interact with each other or their trainer. They might for instance contribute in a forum, upload an assignment, answer questions in a quiz or collaborate together in a wiki. Activities can be graded.</p>
<b><u>Activity Group</u></b>	<p>Provides a way to group together similar activities for the purpose of site-wide reporting.</p>
<b><u>Advanced grading method</u></b>	<p>Grading methods have been added to the assignment module and others are also able to use this. One of the advanced methods is a rubric where marking outcomes can be defined and used to mark assignments.</p>
<b><u>Alerts</u></b>	<p>A list of all system alerts related to you can be displayed on your Dashboard. Your Dashboard is visible under the my learning tab.</p>
<b><u>Assign Competencies</u></b>	<p>You can assign competencies to any position from the Hierarchies &gt; Positions &gt; 'Manage Position' page.</p> <p>When the learning plan template is set to 'automatically assign competencies from position' competencies assigned to the learners position automatically appear on their learning plan.</p> <p>You can assign competencies to positions and organisations. When the learning plan template is set to 'automatically assign competencies from position' competencies assigned to a user position or organisation automatically appear when a new learning plan is created.</p>
<b><u>Blocks</u></b>	<p>A Block in Totara is an item that a trainer can add to the left or right of a course page. They provide extra information or links to aid learning. Blocks are a bit like "widgets" and can contain items such as RSS news feeds, quiz results, a calendar, links to blogs, glossary terms or private files.</p> <p>There is also a simple HTML block which can be customised as the trainer wishes.</p>
<b><u>Competency</u></b>	<p>Describes the outcomes which must be met to pass – the competencies can be grouped together into multi-level qualifications with courses and programmes.</p> <p>Competencies can be used in learning plans, a competency can be linked with many courses and more than one competency can be associated with any course.</p>
<b><u>Competency Scales</u></b>	<p>Competency scales enable you to define the criteria by which a competency can be measured.</p>
<b><u>Completion Conditions</u></b>	<p>Completion conditions can be set on activities in a course, you can then use these activities as part of your overall course completion conditions.</p> <p>If a learner has completed the activity, completion options are 'locked'. This is because changing the completion options on courses that have already been completed or are partially completed may cause existing completion data to be invalid.</p> <p>It is possible to unlock completion conditions, but you need to be careful as this may cause unexpected behaviour. A backup of the course should be made before attempting this.</p>

<b><u>Course icon</u></b>	Each course can have an icon associated with it. The icon helps to identify the course subject or type. There are a number of pre-installed icons available within Totara, there are also icons which can be associated with each Activity type.
<b><u>Course Feedback Reminders</u></b>	Customised messages for Feedback activities can be sent to course participants based on conditions. Types of messages available are invitation, reminder and escalation. The message content can be customised with fields such as [firstname] and [lastname] [course name].
<b><u>Embedded reports</u></b>	Embedded reports are those which are pre-installed on Totara.  Embedded reports provide their own default settings, which can be modified by an administrator
<b><u>Evidence Item</u></b>	Evidence items are generally comprised of courses and can only be assigned to competencies, only courses with completion conditions set can be assigned as evidence items.
<b><u>External Tool</u></b>	The external tool enables users to interact with LTI-compliant learning resources and activities on other web sites.
<b><u>File picker</u></b>	A tool that allows you to select files from the file repository using a graphical interface with drag and drop support.
<b><u>Filters</u></b>	Allows specified file formats and content to be displayed.
<b><u>Find Course</u></b>	A menu item which lets you search for a course using extended criteria such as course content type, category and start date.
<b><u>Hierarchies</u></b>	An integral feature of Totara which allows the creating of data structures reflecting the real structure of your organisation in terms of management, job position and division/location. It is also possible to set up a 'Flat' or non-hierarchical structure for these items.
<b><u>Learning Plan Objectives</u></b>	Objectives can be defined by users and can have a Due date, Priority, Status and Course assigned to them, a detailed description can also be added to an Objective.
<b><u>Learning Plans</u></b>	Gives learners quick and targeted access to relevant learning; including face to face events and e-learning. The learning plan enables staff to see at a glance their progress against specific learning events and the whole plan.
<b><u>Manual Self completion</u></b>	Allows the learner to mark a course as complete - via the self-completion block.
<b><u>Messaging output plugins</u></b>	Allows messages generated by Totara to be output in formats suitable for email, Jabber and popups.
<b><u>My Home Page</u></b>	Users can customise their home page. Default options can be set by the site administrator.

<b><u>My private files block</u></b>	Allows user access to their private files. Quota management is available.
<b><u>Navigation block</u></b>	Shows appropriate menus and submenus to assist in navigation around course resources and settings. —
<b><u>Plugin</u></b>	An optional component which adds functionality to your Totara. Some standard Totara plugins need to be turned on by Site Administrator.
<b><u>Priority scales</u></b>	Can be allocated to a learning plan item such as a course, objective or competency. You are able to setup multiple priority scales and select a different scale for each item type.
<b><u>Program Management</u></b>	Allows you to create learning paths for learners where you can define dependencies and control the order and flow of the competencies and courses your learners complete
<b><u>Record of learning</u></b>	Lists all the courses an individual has completed. This can be exported in a variety of formats and for selected individuals.
<b><u>Recurring Course</u></b>	A single course which is set to recur on a cycle using Program Management.
<b><u>Report Builder</u></b>	An interface which allows you to build customised reports.
<b><u>Repository</u></b>	Used to store and manage files in Totara with options to include files from external file repositories and for users to control access to their files.
<b><u>Resources</u></b>	A Resource is an item that a trainer can add to a course such as a file,video or link.
<b><u>Tokens</u></b>	Codes which are used to help anonymise and verify data. They can be used in Single Sign-on and resources such as RSS feeds to generate per user RSS URLs.
<b><u>Unsupported role assignments</u></b>	Identifies role assignments in contexts not marked as suitable for the role, such as a course creator in an activity or course, or trainer in the user context.  An administrator can check for any unsupported role assignments across the site in Settings > Site administration > Users > Permissions > Unsupported role assignments.
<b><u>Web services</u></b>	Web applications which can be run from within Totara and for the external system to use Totara functions.