

Adding certification content

The **Content** tab defines the courses that Learners will be required to complete to gain and maintain the certification.

Certification content can include any set of courses within a Totara Learn site.

Once multiple sets have been added, set dividers are employed to create of sequences or dependencies between each set.

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| OVERVIEW | DETAILS | CONTENT | ASSIGNMENTS | MESSAGES | CERTIFICATION | COMPLETION |
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Original certification path

Define the content required for the original certification path.

Program content

Define the program content by adding sets of courses

Program does not contain any content

Add a new to program 

Recertification path

Define the recertification path

Use the existing certification content

Program content

Define the program content by adding sets of courses

Program does not contain any content

Add a new to program 

Original certification path

When adding **Original certification** content to a certification, open the **Content** tab in the relevant certification and follow the below steps:

1. Select **Set of courses** from the **Add a new** dropdown menu and click **Add**.
2. **Browse** through the course categories or **Search** for a specific course.



Note that if completion tracking is not enabled for a course, that course will not be available to add to a certification.

3. Click on the name of each course to be added.
4. Selected course(s) appear in the **Items to add** area.
5. Click **Ok** to complete the course selection or **Cancel** to exit.
6. Complete the [course set settings](#) as described below.
7. Repeat steps 1-7 to add another **Set of courses**.
8. Select **Save changes**.



Select courses in the order they should appear in the set.

A delete icon to remove a course from the certification selection will appear on hover over.

Course set settings

| Setting | Description | Notes |
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| Set name | To provide a title or short description for the set, enter a Set name . | Set names are designed to aid the Learner's understanding of the learning path. For example the first set of courses could be called 'Phase One - Induction' and the second set of courses 'Phase Two - Health & Safety'. |
| Learner must complete | Choose from: <ul style="list-style-type: none"> • One course: Only one course in the set needs to be completed • All courses: Every course in the set must be completed • Some courses: Choose a number of courses that must be completed (but not all courses) • All courses are optional: The user does not have to complete any courses as all are optional | If Some courses is selected, additional fields to set the completion criteria will become editable. These fields are the Minimum courses completed , Course score field and the Minimum score . These fields are all locked when selecting All courses or One course as the completion of the selected courses will be the completion criteria. |
| Minimum courses completed | The minimum number of courses within this course set the assignees must complete for this course set to be considered complete. | - |
| Course score field | Specify a course custom field which is used to allocate a score to each course in the set. This is used in conjunction with Minimum score to determine the course set's completion criteria. The selected field must have a numeric value. | To create a custom course field, go to <i>Courses and categories > Custom fields</i> under the Site administration menu. |
| Minimum score | A minimum score that must be reached for the course set to be marked as complete. The score is calculated by summing the values from the Course score field for all the courses a user has completed. | The value within the Course score field must be a whole number (e.g. 1, 10, 15, etc). For example, a 'Credits' custom field could be added to all courses so that a course set will be marked as complete once a certain number of credits have been achieved. |
| Minimum time required | This value indicates a minimum amount of time that a user might realistically need to be able to complete the course set. It is used to determine if the completion period set on the assignments tab is realistic for a particular group of users. If the assignment is not realistic, a time allowance exception will be generated and the user will not be assigned to the certification until the exception has been resolved. For example, consider a certification consisting of a single course set with a minimum time required of 10 days. If a user was assigned with completion criteria that required them to complete it in less than 10 days, then it would raise an exception report for that user. When using completion criteria relative to a user, it is possible for some users to generate exceptions but not others. For example, when using the days since first login criteria, each user would have their own deadline that may or may not be realistic. When multiple course sets exist in a certification the overall minimum time required for the certification is calculated based on the worst-case scenario taking into account the course set logic. For example if a certification consists of: Course set1 [10 days] THEN Course set2 [5 days] OR Course set3 [7 days] then the overall time allowance would be 17 days. This minimum time value is also used to determine when the 'Course set due message' and 'Course set overdue message' should be sent. | Setting this does not mean the user only has a certain amount of time to complete a course set, nor does it set or affect the certification due date. This does not determine the maximum time allowed to complete the course set and setting this does not set a due date. It is used to generate exceptions when a completion date set in the Assignments tab is insufficient and is used to automatically set a sufficiently generous due date when resolving time allowance exceptions using the Set realistic time allowance action. |
| Courses | The courses included within a course set are displayed. Additional courses can be added via the Add courses button and courses removed using the corresponding delete icon (). | - |

Set dividers

When adding multiple sets of courses or more than one competency to a certification, conditional dividers or access rules can be added between sets.

Choose from:

- **Or:** Learners can either complete the learning in the first course/competency set or the second course/competency set, the learning of both course/competency sets is available at the same time
- **Then:** Learners must complete the first course/competency set before being given access to the second course/competency set
- **And:** If both course/competency sets need to be completed

Recertification path

When adding **Recertification certification** content to a certification, open the **Content** tab in the relevant certification.

To use the same content as the **Original certification path**, select the **Use the existing certification content** checkbox. This will copy everything from the **Original certification path** into the **Recertification path**.



Note that this copying only happens once; afterwards, if a change is made to one path, the same change will need to be made manually to the other path in order to keep them the same.

To use different content to the **Original certification path**, follow the below steps:

1. Select **Set of courses** from the **Add a new** dropdown menu and click **Add**.
2. **Browse** through the course categories or **Search** for a specific course.
3. Click on the name of each course to be added.
4. Selected course(s) appear in the **Items to add** area.
5. Click **Ok** to complete the course selection or **Cancel** to exit.
6. Complete the [course set settings](#).
7. Repeat steps 1-6 to add another **Set of courses**.
8. Select **Save changes**.
9. A warning message containing the number of Learners who are currently assigned to the certification that would be affected by changes is displayed. Click **Save all changes**.

Totara Academy



The Totara Academy has a whole course dedicated to using [Programs and certifications](#) in Totara Learn. Here you can learn more on how to use programs and certifications, see best practice, and give it a go yourself.