

Online Learning Centre

FUNCTIONALITY

LEARNER FUNCTIONALITY

- Change own password
- Edit own personal details
- Upload a personal profile
- View own activity statistics
- View noticeboard
- Bookmark sites
- Maintain personal calendar
- Access learning resources
- Upload/download assessment items
- Access assessment for enrolled units
- Access discussion board
- View own assessment record
- Maintain an online learning journal
- Access nominated external websites
- Email facilitator or assessor
- Message other learners
- Complete unit feedback

ADMINISTRATOR FUNCTIONALITY

- Create/manage employer groups
- Assign enrolments to employer groups
- Manage catalogue entries
- Manage enrolment applications
- Assign usernames and passwords
- Allocate and manage user access
- Batch upload users and batch enrol
- Manage user details
- Assign permission levels
- Enter training provider details
- Create and edit unit details
- Set up qualification details
- Assign tutors and managers
- Enrol and unenrol learners
- Process learner completions
- Message and email all users
- Add events to calendar
- Create anecdotal notes
- View all user statistics
- Manage assessment results
- Create anecdotal notes
- View change log

The administrator can also generate reports associated with these headings, print them and export as HTML or CSV:

- Enrolments
- Withdrawals
- Results
- Facilitator
- Completions
- Overdue
- Inactive
- In progress

SUPER ADMINISTRATOR FUNCTIONALITY

This access level is able to create the master settings for the whole Online Learning Centre, including:

- Templates
- Catalogue
- Certifications
- Application form
- Automatic notifications
- Skeleton key
- System wide variables

FACILITATOR/ASSESSOR FUNCTIONALITY

- See the learner view
- Access assessment of their learning group
- Access the records of their learning group
- Contact their learners by message/email
- Access their learning group's online journals
- Record results of offline assessments
- Make anecdotal notes on a learner
- Add comments to an assessment result
- View learner's statistics
- Authorise issuing of completion paperwork
- Manage debate on discussion board
- Add notices to noticeboard
- Add events to calendar

UNIT MANAGER FUNCTIONALITY

The manager of a unit has the functionality of facilitator/assessor listed above and can also:

- Access records of all groups for the unit
- Choose functionality available to learners

The manager of a unit manages the learning and assessment for that unit, which means they can :

- Create and edit online learning material
- Create page templates
- Upload Word/Excel documents
- Upload audio/video/PowerPoint/Flash
- Use templates
- Insert images and tables
- Create links to external websites
- Create bibliography
- Create glossary
- Set selective release of content

Learning interactions that can be created:

- Countdown
- Crossword
- Drag 'n drop
- Likert scale
- List
- Check your answer
- Missing word
- Questionnaire
- Sequence
- Scenario
- Tic tac toe

Assessment types that can be created:

- Work project
- Multiple choice
- List of choices
- Matching pairs
- Journal entry
- Short report
- Evidence
- Verification