

TRACORP LMS ADMIN GUIDES

Learning Tracks

Learning Tracks User Guide

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Learning Tracks User Guide

Overview

Learning Tracks are groups of content that can be assigned to users via User Groups or directly to the user.

- i. **Adding** – Show how to create a Learning Track.
- ii. **Edit/Delete** – Show how to edit and delete Learning Tracks.

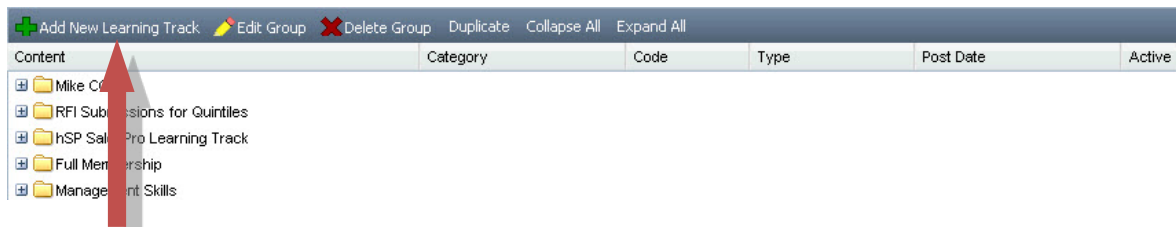
Note: The most recent version of this user guide can be found at <http://helpdesk.tracorp.com>.

Adding Learning Tracks

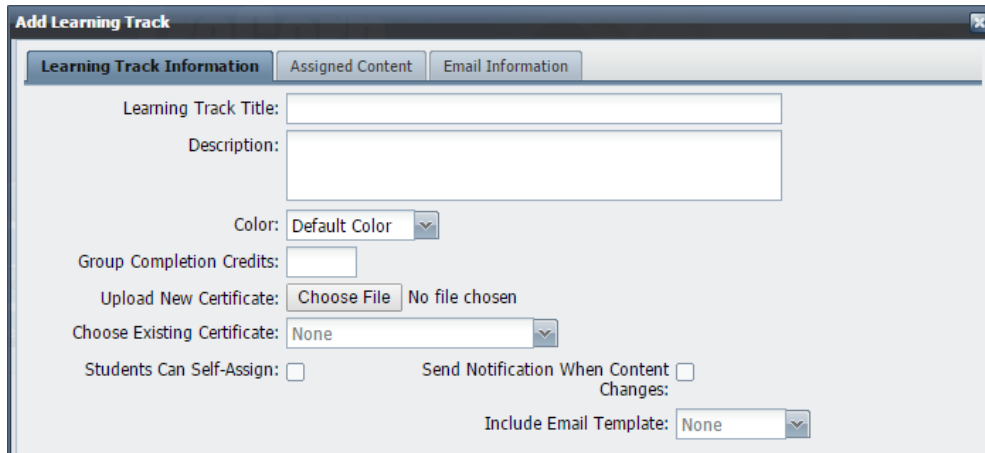
1. On the **Admin Navigation** bar, click **Learning Tracks**.



2. Click **Add New Learning Track** to bring up the **Add Learning Track** window.



3. Enter a title in the required field **Learning Track Title**.

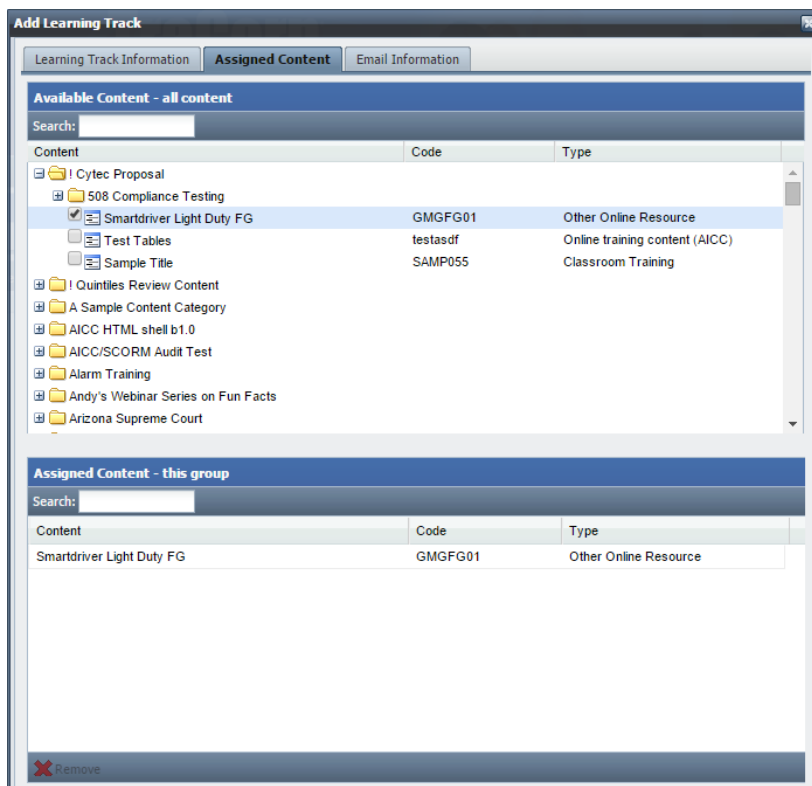
A screenshot of the 'Add Learning Track' window. The window has a title bar 'Add Learning Track' and a close button. It contains three tabs: 'Learning Track Information' (selected), 'Assigned Content', and 'Email Information'. The 'Learning Track Information' tab has the following fields:

- Learning Track Title: [Text input field]
- Description: [Text input field]
- Color: [Dropdown menu with 'Default Color' selected]
- Group Completion Credits: [Text input field]
- Upload New Certificate: [Choose File] No file chosen
- Choose Existing Certificate: [Dropdown menu with 'None' selected]
- Students Can Self-Assign:
- Send Notification When Content Changes:
- Include Email Template: [Dropdown menu with 'None' selected]

Additional fields that can be filled out or selected include:

- i. **Description** – Provide a brief description of the Learning Track.
- ii. **Color** – The color that the track will be highlighted on the student side.

- iii. **Group Completion Credits** – Credits awarded to students after they complete all content in the **Learning Track**.
 - iv. **Certificates** – Certificates are awarded to students after they complete all content in the **Learning Track**.
 - a. **Upload New Certificate** – New certificates can be added to the LMS and assigned to the Learning Track at the same time.
 - b. **Choose Existing Certificate** – If there is already a certificate in the LMS, it will display in this list and can be selected.
 - v. **Students Can Self-Assign** – Allows users to search for the **Learning Track** and assign it to themselves.
 - vi. **Send Notifications When Content Changes** – Sends an email to users that are assigned when content is added or removed from the **Learning Track**.
 - a. **Include Email Template** – An optional field which allows users to choose a template from the list. (**Note:** Templates can be created under **Send Email** located on your admin toolbar.)
4. Click the **Assigned Content** tab
 5. Check the content that you would like to assign to the **Learning Track**.
Note: To remove content, highlight it in the assigned box and click **Remove**.



6. Click the **Email Information** tab.
7. Click **Notify Student** and/or **Notify Admins** to send an email to the student and/or admin when the student completes the track. If you select **Notify Admin** you must add the admin to the **Send Email To:** list. To courtesy copy others on the email, add them to the **Copy Email To:** list. (**Note:** Templates can be created under **Send Email** located on your admin toolbar.)

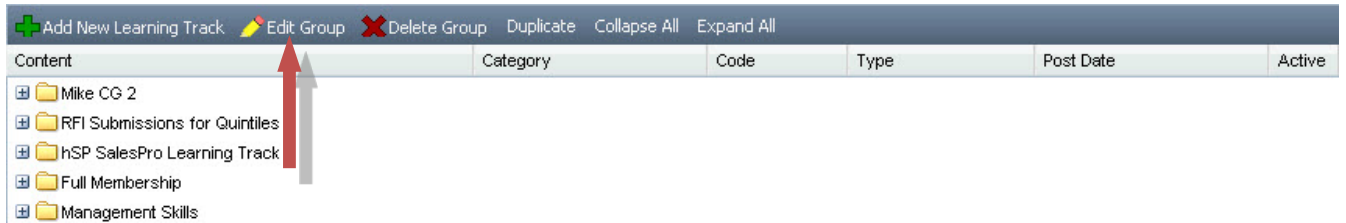
The screenshot shows the 'Add Learning Track' dialog box with the 'Email Information' tab selected. The dialog has three tabs: 'Learning Track Information', 'Assigned Content', and 'Email Information'. Below the tabs, there is instructional text: 'To send emails when users complete a learning track - Check Notify Students to send to the student. Check Notify Admins to send to the administrators you select below. Use the Email Users (To) and Email Users (Cc) to add admins. If you want emails for individual content in this group, Save the group, then edit the learning track to select content.' Below this text are two checkboxes: 'Notify Student: ' and 'Notify Admins: '. To the right of these are two dropdown menus: 'Include Template(Users): None' and 'Include Template(Admin): None'. Below these are two sections: 'Send Email To:' and 'Copy Email To:'. Each section has a header with a green plus icon and the text 'Double-click on a user below to remove them'. Below each header is a table with columns for 'Username', 'First', and 'Last'. The 'Send Email To:' table is currently empty. The 'Copy Email To:' table is also empty.

8. Click **Save** when finished.



Edit/Delete Learning Tracks

- The **Add Learning Tracks** steps can be followed when editing a **Learning Track**. Highlight the track you would like to edit and select **Edit Group**.



- To delete a group, highlight the group you would like to delete, and click **Delete Group**. Deleting a learning track will un-assign it from the user.

