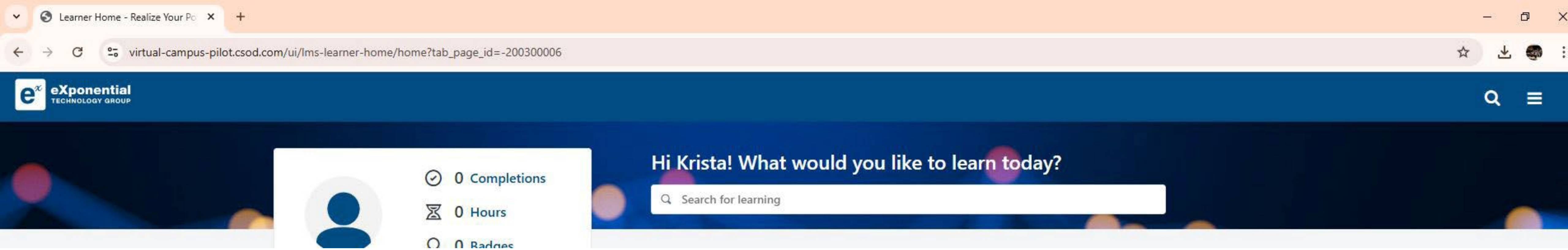
Configuring
The Learner Home Page

11-18-24

Header

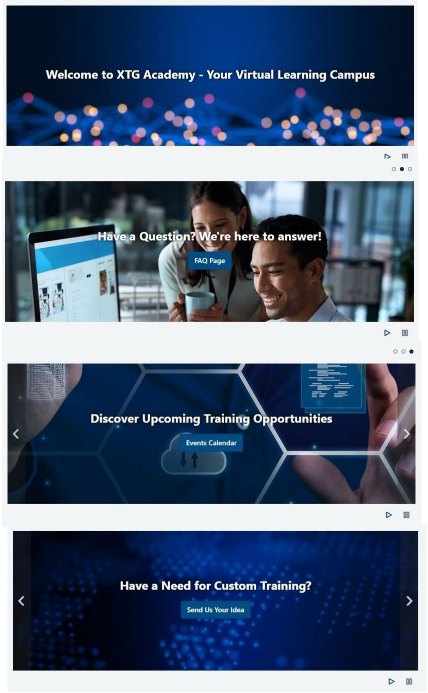
- Name: XTG Academy – Official Choice (?)
- Background Image – Taken from XTG Marketing Sharepoint Folder
- White Logo
- XTG #004C83 Color



Banner and Learner Home Carousels

Custom Banner Carousel:

- The custom banner carousel on the Learner Home page cycles through different banners configured by the administrator.
- Depending on the preferences configured for the Learner Home page, the banner carousel may display before, amongst, or below the training category sections.
- Different banners may also be configured to display with text over the image, or with a button built into the banner which navigates the user to a different system page or external site when clicked.



We need to decide on messaging first.
Then graphics.
Would like to see TTI's FAQ and Events Calendar.

Learner Home Carousels:

The following carousels display on the Learner Home page in the order configured by the administrator:

- Banner Carousel
- Continue Learning
- Saved for Later
- Top Picks for User
- Trending for User
- Inspired by Your Subjects
- Playlists for User
- Most Popular
- Featured
- Suggested
- Required
- Based on Skills You Want to Develop
- Based on Your Critical Skills
- We need to agree upon enabled carousels. Let's see what TTI has enabled.

Featured & Required Carousel Content

I want to see where Katelyn designates as Featured and Required within the Course Catalog Content.

- **Featured:**
  This section displays training items which have been designated as Featured on the Availability page of the Course Catalog by an administrator. If no training available to the user has been designated as Featured, this carousel does not display to the user. A maximum of 20 items at a time can display in the section, and items are displayed in last modified order (i.e. the most recently modified item will display first). This means the most recently modified 20 items designated as "Featured" from the Availability tab of the Course Catalog will display in the carousel on Learner Home .***Note:*** *If a playlist is designated as featured via the Course Catalog, it does NOT display in the Featured Training widget on the Welcome page. The featured playlist does, however, display in the Featured carousel on the Learner Home page.*
  See Course Catalog - Availability.

- **Required:**
  This section displays training items which have been designated as Required on the Availability page of the Course Catalog by an administrator. If no training available to the user has been designated as Required, this carousel does not display to the user. A maximum of 20 items at a time can display in the section, and items are displayed in last modified order (i.e. the most recently modified item will display first). This means the most recently modified 20 items designated as "Required" from the Availability tab of the Course Catalog will display in the carousel on Learner Home.
  See Course Catalog - Availability.

Required Training Tagging Overview

Required Training Tagging allows organizations to monitor required training assignments better. **Administrators can tag training as needed while assigning it to learners and tie it to a requirement to ensure better visibility and tracking.** The purpose is to recommend a learner to take a training deemed "required." The requirements descriptions are client-specific and give learners and managers a better understanding of why the training is assigned.

The Required Training Tagging feature offers the following functionalities:

- Ability to create and manage a client-specific “requirements” catalog.
- Ability to create learning assignments and tie them to the new requirements.
- Ability to edit existing learning assignments and tie requirements to them.
- Enhanced visibility of required training on the Learner Home and Transcript.
- Ability to integrate a dedicated widget on the welcome page.
- Fields in reporting and reporting logic for required training.

The starting point is to build your “Requirements” catalog. Your business case will dictate requirements. Create categories that makes it easier to organize, manage, and report on requirements. A category could represent a location or a business area; it is up to you to determine their best use. The objective is constantly identifying and monitoring.

It is recommended to have the categories in place before creating large numbers of requirements. An admin can always move a requirement from one category to another if needed. There is only 1 level of categories; sub-categories are not supported.

Does TTI and Mouser use this feature? If so, can they show us an example?

Course Catalog Overview

The Course Catalog allows administrators to manage and modify the metadata of learning objects (LOs) that have been added to the system. Each training type is originally created in its own administration area (for example, new curricula are created from the Curricula Administration page, and Online Courses are created via Course Publisher).

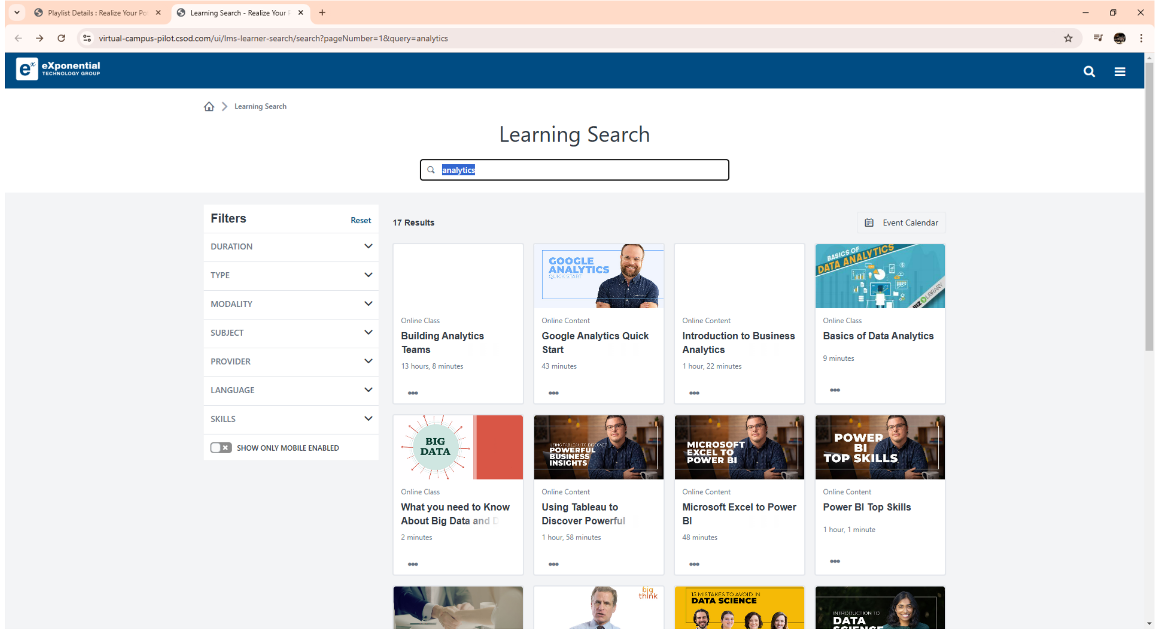
Via Course Catalog, administrators can configure training information such as title, keywords, subjects, recurrence, recommendations, emails, and much more.

- For help configuring general data for an LO via Course Catalog, *See Course Catalog - General.*
- For help modifying various Course Catalog information in bulk for numerous LOs, *See Batch Edit Course Catalog Items.*

Course Catalog General

The General tab of the Course Catalog is where administrators can set basic metadata for training items, including metadata like title, description, keywords, thumbnail images, default languages, and more.

To access the Course Catalog, go to Admin > Tools > Learning > Catalog Management > Course Catalog. Then, search for the LO you want to modify and click the Options drop-down menu next to it. Click the Edit link.



Learning Search

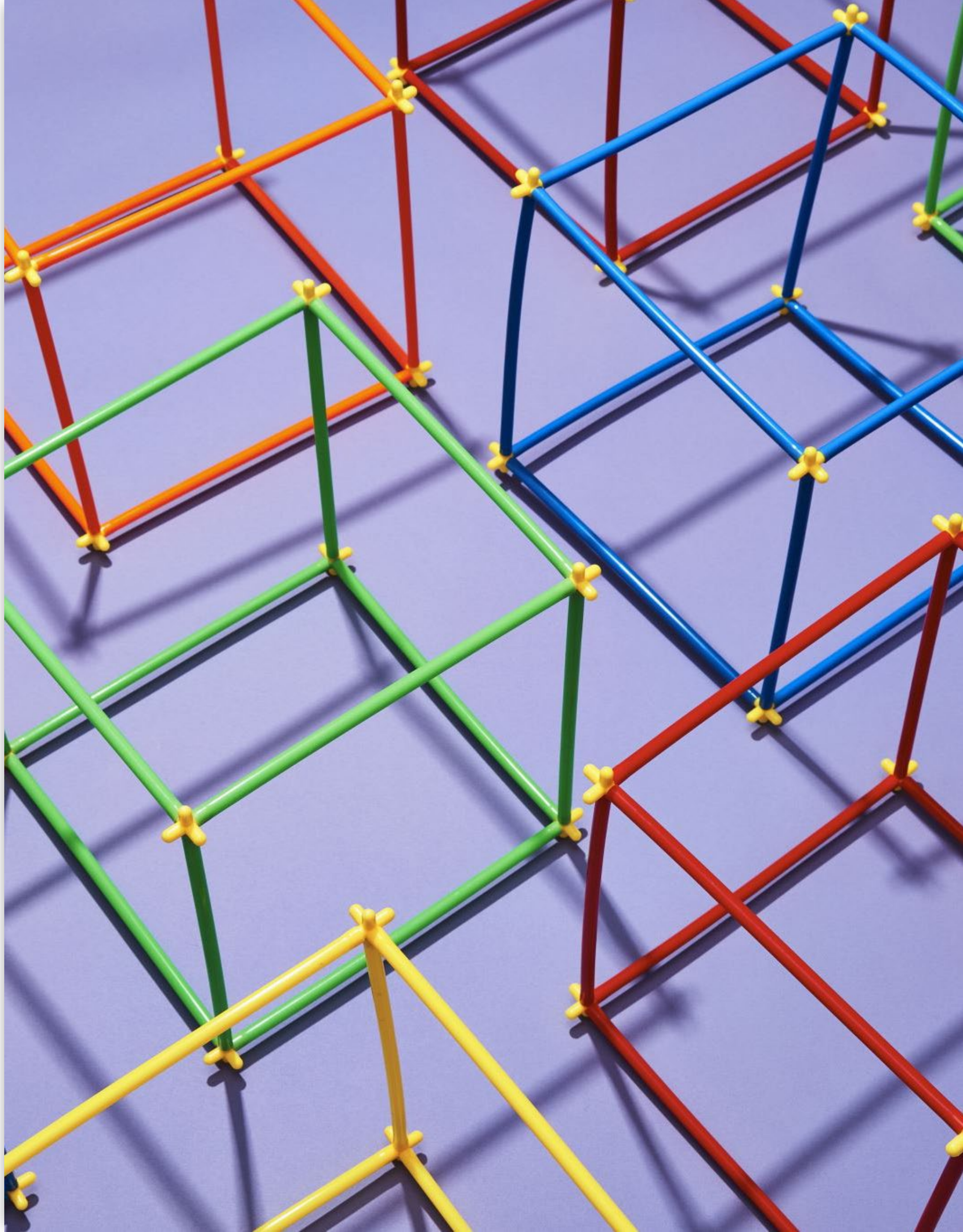
The Learning Search page allows users to search for and filter training in the system. The robust filter options make it easy for users to find training. Learning Search is accessed via the Learner Home page and is fully optimized for both desktop and mobile browsers. *See Learner Home - End User View Overview.*

To access Learning Search, go to LEARNING > LEARNER HOME and either enter search criteria into the search bar at the top of the page and press Enter, or press Enter without entering any criteria into the search bar to return all results.

Creating Playlists

Playlists are collections of learning content curated by users with permission to create playlists. Playlists allow curators to easily share their knowledge with learners in a path-like structure.

- Users with permission to create playlists can curate collections of training which can then be made accessible by other users in the system via the Learner Home page and Learning Search.
- Learners can follow playlists created by users they admire and use the suggested training in playlists to develop their own careers.
- To create a new playlist, go to: Learning > Playlists and click the Create New button. To only edit a playlist, click a playlist's title.
- Important: Learner Home must be enabled in the portal in order for playlists and external content functionality to be available.
- Playlists are saved automatically upon creation, so it is not necessary to save manually. When a new playlist is created, an LO ID is automatically generated for the playlist, and the playlist is added to the Course Catalog as a learning object. Administrators can access the Course Console page for the playlist and view the playlist as a learner.
- How does TTI use Playlists?



Learner Home – User Profile

The User Profile section of the Learner Home page displays information about the user, including their profile photo, badges, number of completions and hours, subjects they are interested in, and training on their transcript. Using the User Profile panel, users can get an overview of their transcript stats and quickly access more specific information about the data displayed in the panel.

My Profile - Change/Remove Photo

Applicants can upload or remove a photo to their My Profile page by using the **Change Photo** option in the Options drop-down.

To view the My Profile page, click the **My Profile** link in the upper-right corner of any page in the Career Site. If an applicant has not yet created a profile, they can click the **Create a Profile** link in the upper-right corner of any page in the career site.

I found out where to change the photo, it was not user-friendly.