



Want to get more from your Totara Learning products? Need to prove your expertise? Looking to improve your skills? If the answer to any of these questions is yes, you could benefit from the Totara Academy.

The Totara Academy offers Totara Partners and subscribers a range of training materials, courses and certification programs to become certified in their knowledge of Totara Learning products. As well as this, the Academy offers self-paced courses with resources that allow new Totara users to get up to speed on Totara site administration and training.

## WHY ENROLL IN THE TOTARA ACADEMY?

The Totara Academy has been designed with LMS administrators, content creators and instructors in mind, comprising a comprehensive program of activities to upskill you, your team and the overall Totara innovation network, which benefits everyone under our open source model. This helps you prove your skills when it comes to Totara Learning products, and gives you a better

understanding of the products you use in your role. This helps you get more out of your Totara products, meaning you can create and administer better learning, which ultimately results in better results for your organisation. And because it's certified, you can take your certificate with you throughout your career, making it a valuable addition to your roster of skills.



# TYPES OF TOTARA ACADEMY



There are currently two certification programs available to those enrolled in the Totara Academy:

## TOTARA COURSE CREATOR

The Totara Course Creator certificate is aimed at certifying developers of learning resources or courses who seek to demonstrate their knowledge and skills in developing Totara online courses and learning activities.

### What does this certificate prove?

The Totara Course Creator certificate demonstrates that you can:

- Create course content and learning activities
- Create collaborative activities using communication tools
- Create assessments and use reporting options
- Use open badges for learning
- Identify the benefits of functionality available in Totara products
- Advise on the design of course pages and associated learning activities to address organisational requirements

## TOTARA ADMINISTRATOR

The Totara Administrator certificate is aimed at certifying administration and Information Communication Technology (ICT) professionals who seek to demonstrate their knowledge and skills in the administration of Totara products within their work role.

### What does this certificate prove?

The Totara Administrator certificate demonstrates that you can:

- Set up a Totara system front page and apply a theme
- Set up users of a Totara site
- Apply security backup processes to ensure the smooth running of Totara products
- Map an organisational structure to Totara (using hierarchies)
- Manage course setup and delivery at a site level
- Create and schedule reports for specific audiences
- Manage open badges at a site level
- Identify the benefits of using Totara as an LMS
- Advise in the configuration of Totara to match any organisational requirements





# TOTARA ACADEMY: QUICK Q&A CERTIFICATION

## WHEN CAN I ENROLL?

Academy enrollments typically begin at the start of each quarter.

## HOW MUCH DOES IT COST?

Staff of Totara Partners can enroll for free. Subscribers can contact their Totara Partner to discuss the cost of enrolling for their chosen program.

## HOW DOES IT WORK?

Totara Learning conducts a series of webinars at the start of each quarter covering two tracks: Site Administration and Course

Creation. Totara Learning will run a series of eight webinars for each track at the start of each quarter. These are voluntary and not required for certification. They will help you get up to speed on Totara LMS administration and course creation, give existing staff a chance to brush up on their knowledge and provide a forum for certification applications to familiarise themselves with the areas included in their assessments.

We also offer self-paced courses to help new users hit the ground running as and when they need help.



## READY TO GET STARTED?

### TOTARA PARTNERS AND DIRECT SUBSCRIBERS

Email [academy@totalms.com](mailto:academy@totalms.com) with the name and email address of the person you want to enroll, and the certification that you wish to enroll them in.

### SUBSCRIBERS

Contact your Totara Partner, who will send the enrollment information to the Academy. Totara Learning will invoice your Partner for certification fees, who will in turn invoice the subscriber organisation.

<https://academy.totalms.com/>