

# SOCIAL AND COLLABORATIVE LEARNING

*Communicate and coordinate.*

Whether you want to facilitate communication between different teams or geographically dispersed groups, Totara Learn forums can help you capture important decisions and collate key discussions.

A range of forum types allows course managers to create read only forums for posting important announcements or build interactive discussion areas for learners. The Q&A forum type allows course managers to create scenario based discussions with learners only seeing the responses of their peers after posting their own update.

With per post or condensed digest subscription emails, course participants can keep up to date with forum conversations and jump back in to add replies or create new discussion threads.

## **WORK TOGETHER TO CREATE CONTENT AND SHARE KNOWLEDGE**

Totara Learn features a number of collaborative activities to help you tap into the invaluable experience and expertise available within your organisation.

The glossary and database activities provides administrators, course managers and learners the tools build searchable, dynamic knowledge stores. Automatic linking of defined terms helps your staff to navigate through the company and sector specific terms and acronyms used across your organisation.

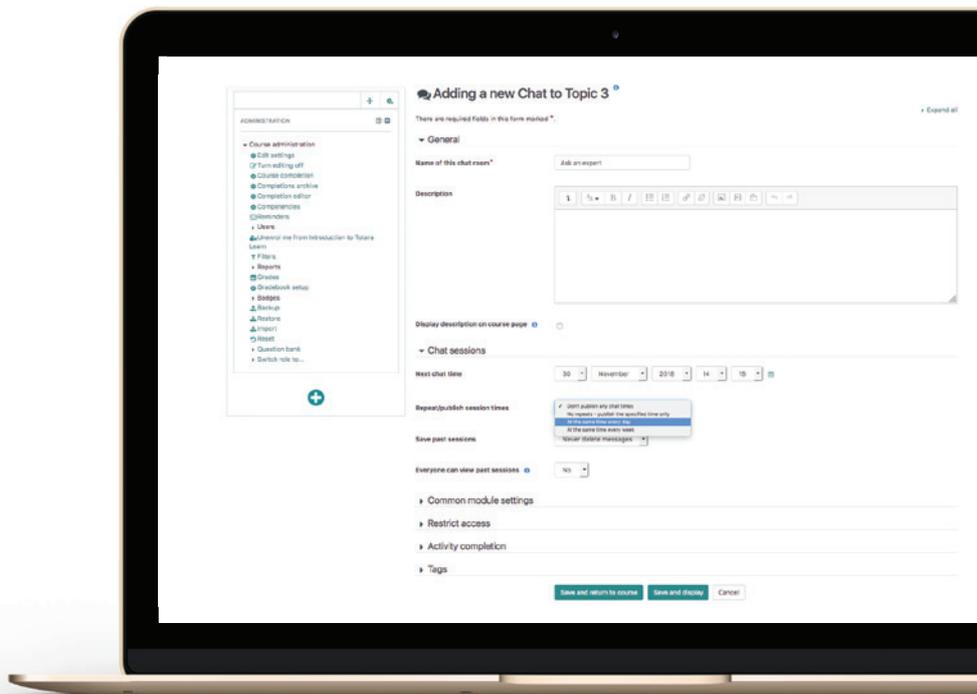
A fully featured wiki tool allows users to collaborate on creating content such as best practice guides and job aids, or for individuals to create their own learning and development journals.



## KEEP THE CONVERSATION FLOWING

Course managers can create any number of chat rooms or schedule live discussions for focused, time sensitive discussions. Chat rooms discussions can be recorded and reviewed for later assessment or for those learners unable to attend at the scheduled time.

An internal, site wide messaging tool is also available within Totara Learn. Individuals across the system can connect and send direct messages outside a course environment, choosing how, and from whom they receive messages.



## LEARN AND DEVELOP AS A GROUP

As the 70:20:10 model illustrates, learning doesn't just occur during formal training activities - interaction with others is also a key contributor to professional development.

The workshop activity within Totara Learn puts the onus on a learner to review and fairly assess the work of their peers.

Not only a creative way to share knowledge, the workshop tool also provides learners an insight into the skills required to perform constructive yet critical reviews.

Learners can maintain individual blogs to track and reflect upon their learning, or contribute to a course blog to share their experiences and development progress.

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[www.totaralearning.com](http://www.totaralearning.com)

