

How to Create a Learning Plan

GlobalLearn version 2.4



- APPLICABLE TO:
- Company Admin

Manager

Instructor

Learner
- GlobalLearn

1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Manage Learning Plans**.

1

Manage Learning Plans

Training administrators need create a learning plan to assign to individual users or training groups. A curriculum consists of a list of courses that the user must follow in a specific order. These plans can be customized to allow specific sequencing of courses and certificate upon completion.

2 Click on **Add Learning Plan**.

Note: To edit an existing plan click on the checkbox for that plan, and then click on **Edit**.

Manage Learning Plans

Total Learning Plans 6Active Learning Plans 6Inactive Learning Plans 0

2

+ Add Learning Plan

Edit

Delete

Map Learners

6 Learning Plan

<input type="checkbox"/>	Name
<input type="checkbox"/>	Clinicorp LP1
<input type="checkbox"/>	GL v2.2 UAT 008

3 Learning Plans require naming, a status (active/inactive) and other identifiers. Complete the data as preferred.

Create A Learning Plan

Learning Plan Full Name*

Enter Fullname

Learning Plan Short Name*

Enter Shortname

Status*

Choose

Include Issue Certificate

Description

Enter Description

3

Learning Plan ID Number*

Enter Number

Training Area*

Enter Area

Credits*

Enter Credits

Learning Plan Code*

Enter Code

4 You can assign a time limit for Training Plans, choosing between a quantity of **Max Days** since activation or a specific date (**Max Date**).

5 After setting all Training Plan details, click **Save** to confirm.

6 After creation of a Learning Plan, you need to assign content to it. Click on the **Plan name** to start.

4

Due On

☐ No Due Date

☐ Max Date

☐ Max Day

5

Save Cancel

Manage Learning Plans

Total Learning Plans 7 Active Learning Plans 7 Inactive Learning Plans 0

+ Add Learning Plan Edit Delete Map Learners

7 Learning Plan

<input type="checkbox"/>	Name
<input type="checkbox"/>	Clinicorp LP1
<input type="checkbox"/>	GL v2.2 UAT 008
<input type="checkbox"/>	New Joiner Learning Plan
<input type="checkbox"/>	Study Team Training

7 The Learning Plan page will be displayed. Click on **Add Step** to add a first step to your Learning Plan.

7

+ Add Step

New Joiner Learning Plan ACTIVE

ID number ABC998 Training area Demo Credits 10 Code Monday004 Due on No Due Date

New joiners will learn about this study and what is required in terms of our standards

0 Users

8 Give a Title to the new step. Click on **Map Courses**.

Step 1

Title *

Enter Title

First Step

Description

Enter Description

8

Map Courses

Course Name

Creation Date

9 In the **Map Courses** dialog box, select courses you want to add to this step, by clicking on their names in the right column, then the **Add** button in the middle. You can use *Search* to locate a specific course.

Map Courses

Learning Plans New Joiner LP

Step eagles

Search Courses

Current Learning Plan Courses (1)

Eagles

Potential Learning Plan Courses (195)

Example Course

Example Course 1

example face to face 1

Example for job aid

Example SOP course

face to face training 3

First Aid In the workplace

Global Learn - Learner and Manager Assessment

Global Learn - Learner Course

Global Learn - Other Roles Course

9

<< Add

Remove >>

10

Submit

Cancel

10 Click **Submit** when finished.

11 Click on **Confirm** in the next window to finalize creation of the step.

Mapping/Unmapping Courses in Learning Plan

Learning Plans

New Joiner Learning Plan

Courses to Add

Monday course 1

Cancel

11Confirm

12 Courses within a Learning Plan can be optional, or **Required** before the learner can move to the next step - use the highlighted slider to set this.

+ Map Courses

Course name	Creation Date	Version	Type	12Required
read test	6 Dec 2021	1.0	Standard	

13 Repeat points 8-12 for any other course steps you wish to create.

14 Once your Learning Plan is complete, you'll want to add users. Select a plan in the Learning Plans list, and click **Map Learners**.

Total Learning Plans 25

Active Learning Plans 1424

+ Add Learning Plan

Edit

Delete

14 Map Learners

- 15
- Select learners from the right-hand list and click **Add** to include them. You can use *Search* to find a specific person.

Map Learners

Learning Plans New Joiner LP x

Search User

Current Learning Plan Learners (3)

Admin 103

Editor 105

Joe Learner

Potential Learning Plan Learners (108)

Coreuser Test

Debbie Adams

Dolly Parton

Editor Demo

Guest 2091

Guest 2185

Harry Potter

<< Add

Remove >>

Submit

Cancel

- 16
- Click **Submit** to lock in your selection.
- 17
- A review screen will pop up. **Confirm** your selection, or use *Cancel* to undo all changes.

Mapping / Unmapping Learners in Learning Plan

Learning Plans New Joiner LP


Learners to Add Debbie Adams, Dolly Parton

Cancel

Confirm

- 18
- Enter the Learning plan again (click on its name) and click **Active** to make the plan effective and start auto-enrollment.

Learning Plan



H1 test

INACTIVE

ID number 32 Training area chennai Credits 890 Code 9090 Due on 28 Feb 2025

0 Users

18

Active

+ Add Step

- 19
- Once activated, users can view their assigned Learning Plans in the *My Learning Plan* section of their Dashboard.

My Dashboard

In Progress: 0%


Completed: 0%

In Progress: 0%

Completed: 4.35%

19

My Learning Plan




Not Started

2022 LP

Due Date: 31 Dec 2022 Completion Date: -

0%



Not Started

30th June LP

Due Date: 8 Jul 2023 Completion Date: -

0%

TRANSPERFECT
LIFE SCIENCES

Page 6 of 6
September 2024