How to Create a Learning Plan

GlobalLearn version 2.6

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APPLICABLE TO:

- ● Company Admin
- ○ Manager
- ○ Instructor
- ○ Learner

● GlobalLearn

You can use Learning Plans to set a 'learning agenda' comprised of multiple courses, which can be configured for completion in a set order of your choice.

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

1

📖 **Manage Learning Plans**

Training administers 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.
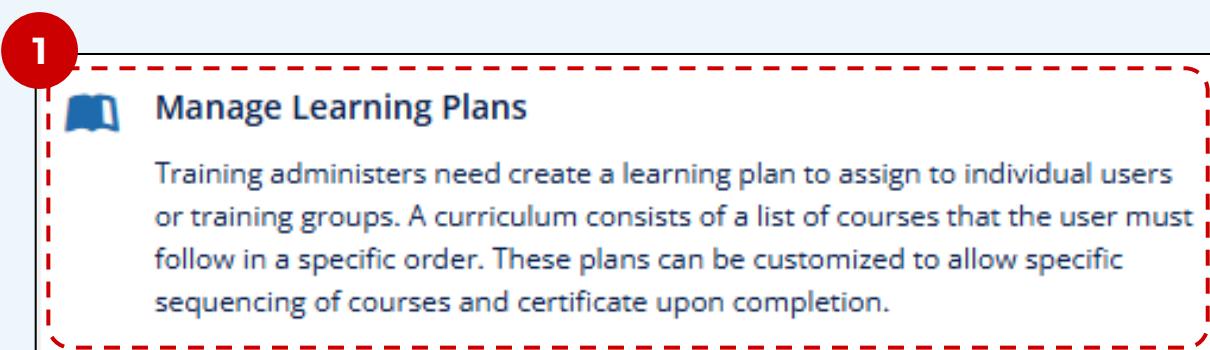
2 Click on **Add Learning Plan.**

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

Manage Learning Plans

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

2

⊕ **Add Learning Plan**   ✏ Edit   🗑 Delete   👤⁺ Map Learners

6 Learning Plan

☐	Name
☐	Clinicorp LP1
☐	GL v2.2 UAT 008
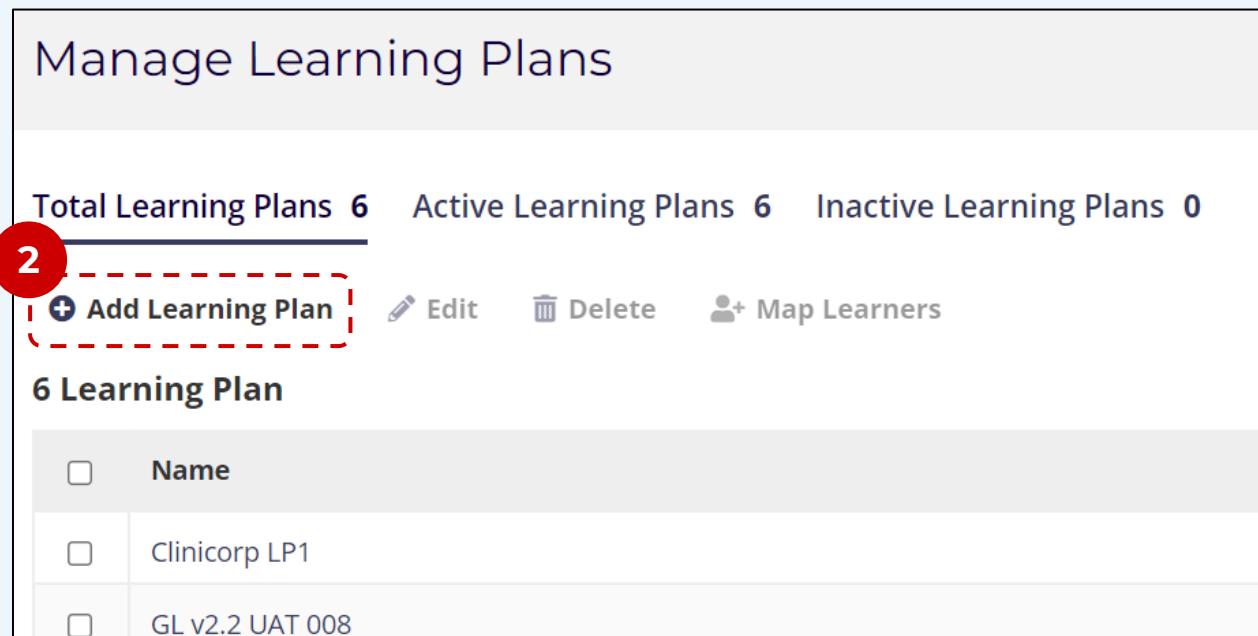
3 Learning Plans require naming, a status (active/ inactive) and potentially other identifiers based on custom configuration. Complete the data as preferred.

Learning Plan Full Name*

[Enter Fullname]

Learning Plan Short Name*

[Enter Shortname]

Status*

[Choose ▾]

Include Issue Certificate

⚪

3

Site Training Learning Plan ⓘ ⚪

Study

[   ]

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LIFE SCIENCES

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**).

4
Due On
○ No Due Date
○ Max Date
○ Max Day
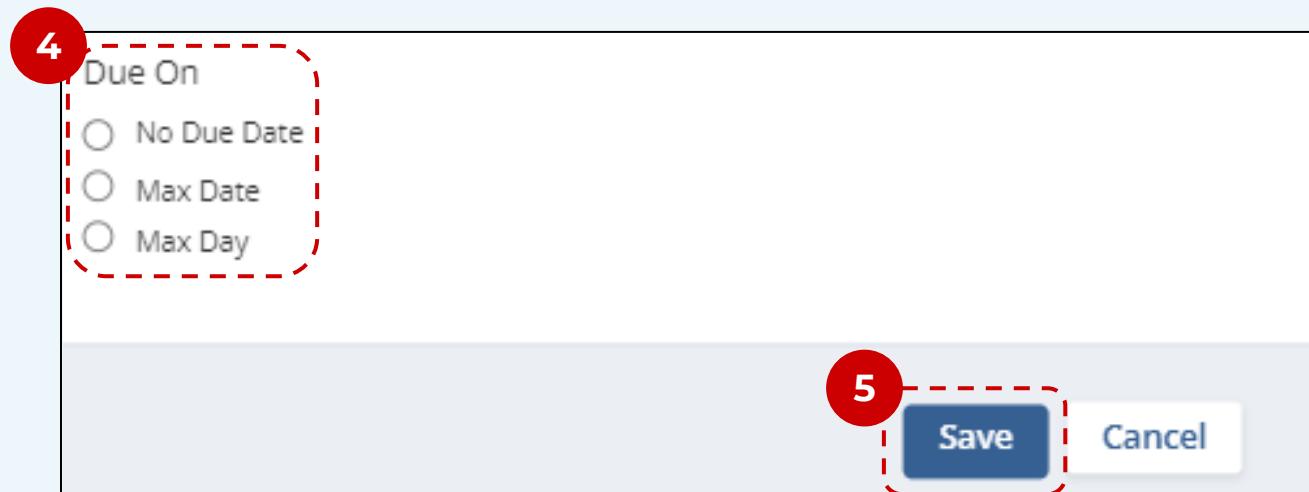
5 After setting all Training Plan details, click **Save** to confirm.

5 Save   Cancel

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

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

☐	Name
☐	Clinicorp LP1
☐	GL v2.2 UAT 008
6 ☐	New Joiner Learning Plan
☐	Study Team Training

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

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

7 ⊕ **Add Step**

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8 Give a <u>Title</u> to the new step.
Click on **Map Courses**.

> ↓ **Step 1**
>
> Title *
>
> First Step
>
> Description
>
> Enter Description
>
> **8** ⊕ Map Courses
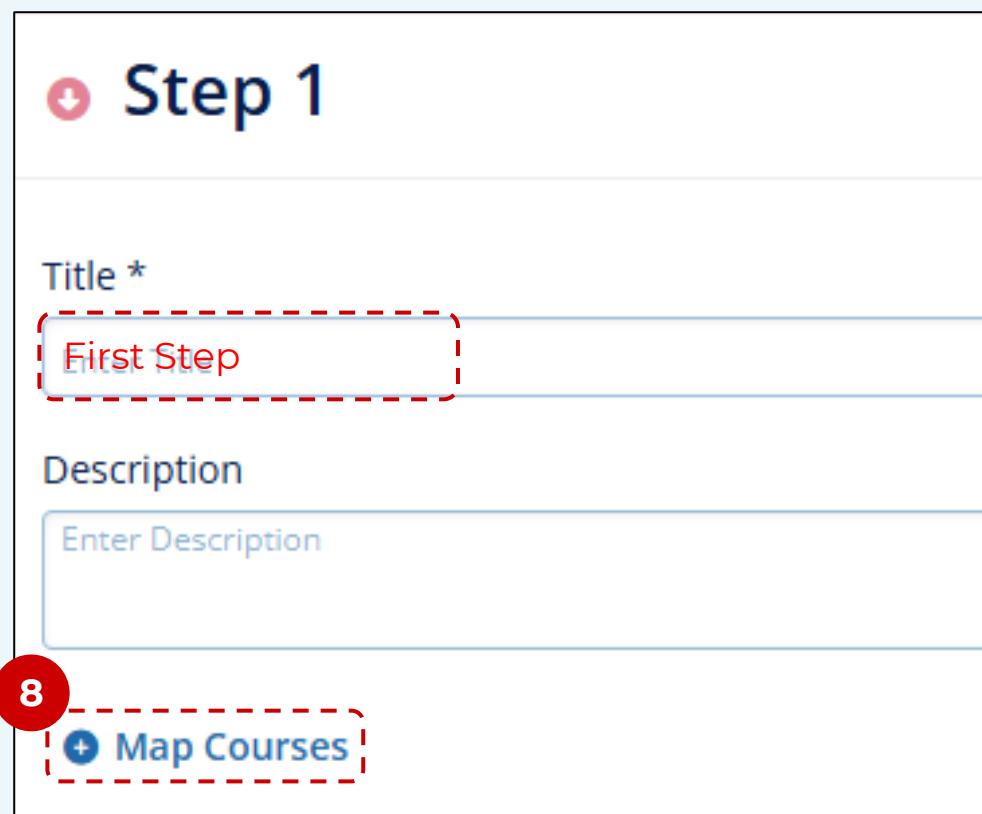
9 In the **Map Courses** dialog box, select courses you want to add to this step, by clicking on their names in the right column, then the **Add** button in the middle. You can use *Search Courses* to locate a specific course.

> **Map Courses** ✕
>
> **Learning Plans** New Joiner LP
>
> **Step** eagles
>
> Search Courses 🔍
>
> **Current Learning Plan Courses** (1) | **Potential Learning Plan Courses** (195)
>
> 🎓 Eagles
>
> **⟨⟨ Add** | **9** Example Course
> | 🎓 Example Course 1
> | 🎓 example face to face 1
> | 🎓 Example for job aid
> | 🎓 Example SOP course
> Remove ⟩⟩ | 🎓 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
>
> **10** **Submit** Cancel
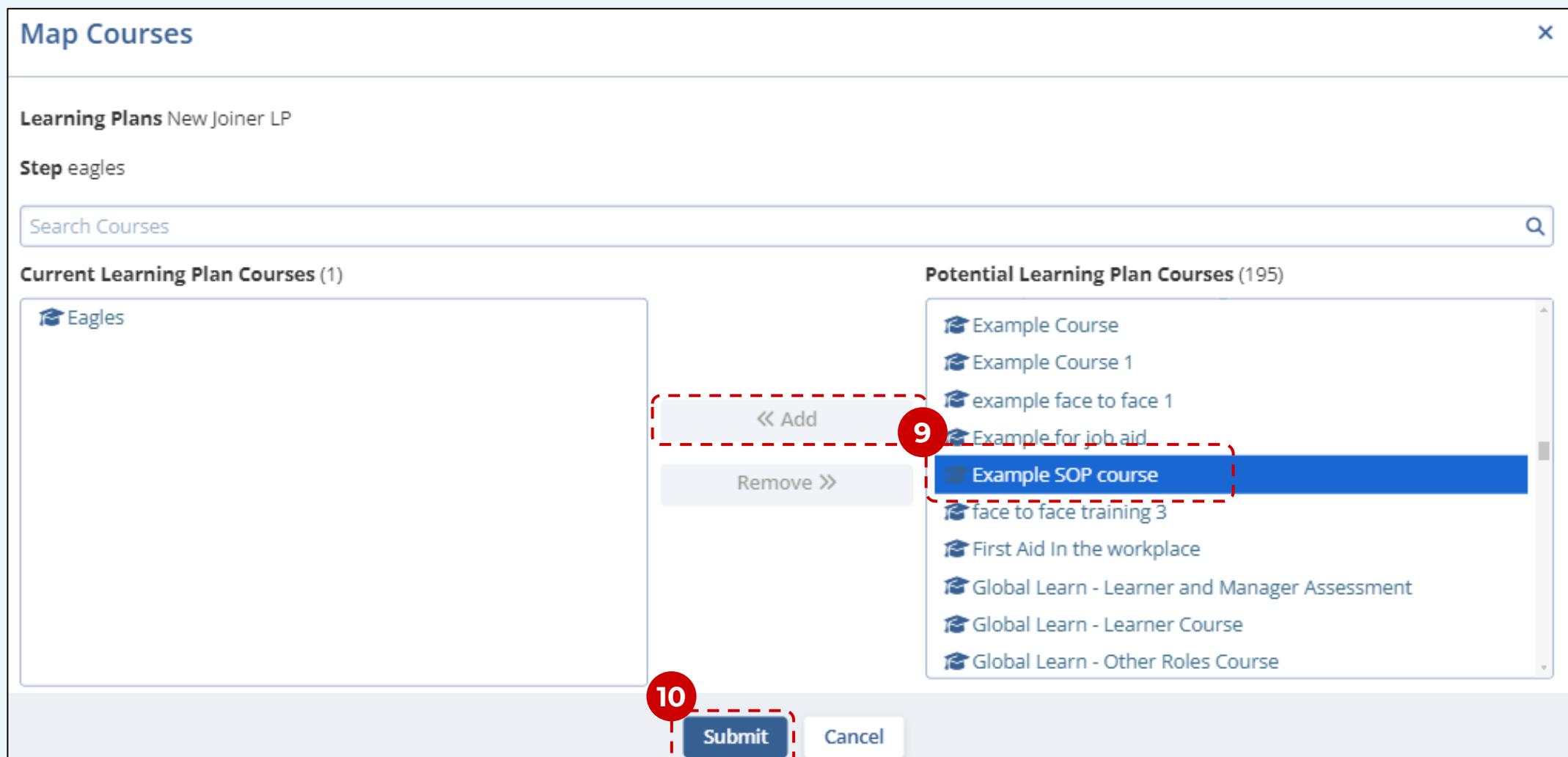
10 Click **Submit** when finished.

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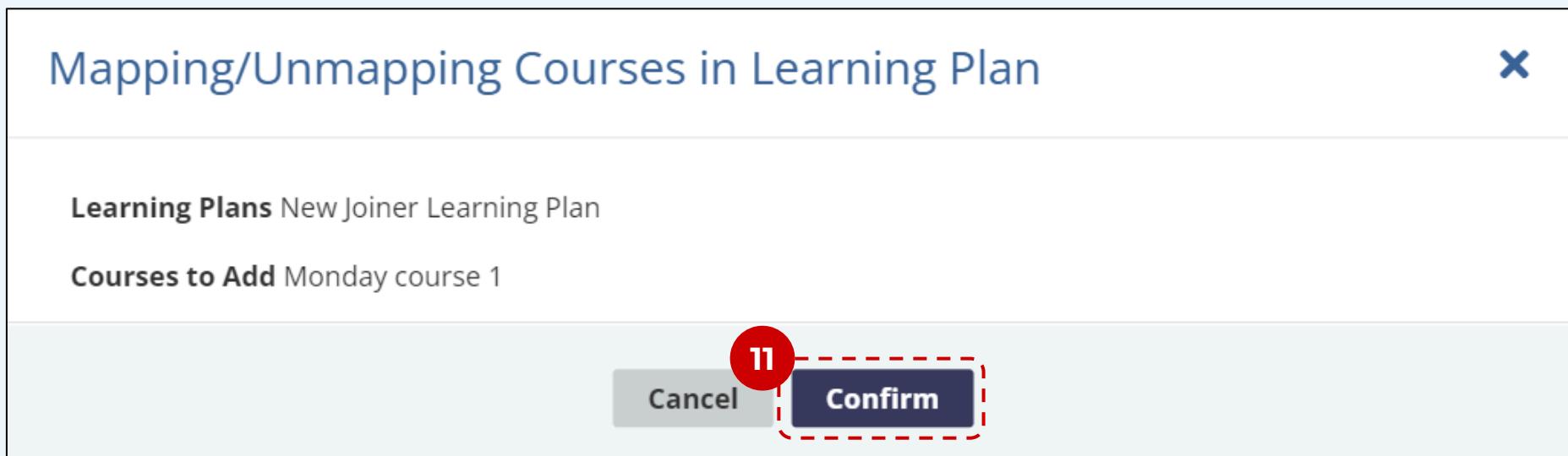
12 Courses within a Learning Plan can be optional, or **Required** before the learner can move to the next step – use the highlighted slider to set this.

⊕ Map Courses

Course name	Creation Date	Version	Type	Required
🎓 read test	6 Dec 2021	1.0	📖 Standard	⬤
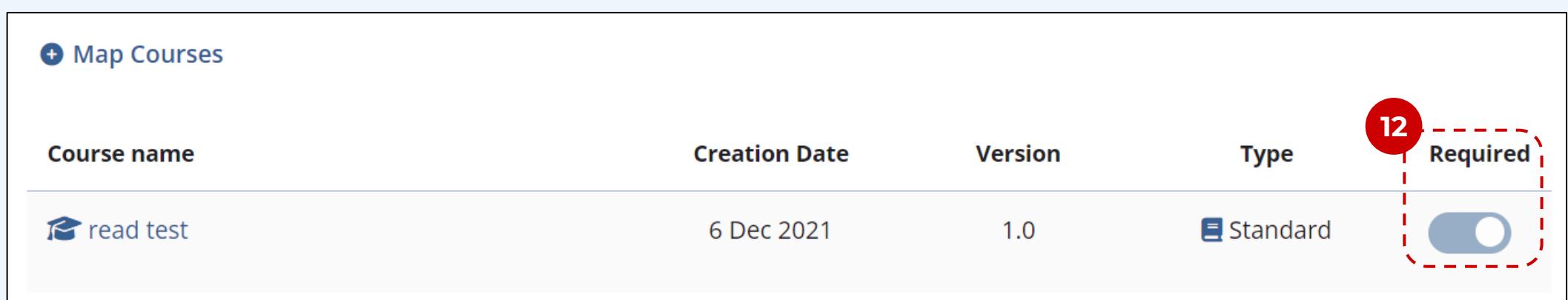
13 Repeat points 8-12 for any other course Steps you wish to create.

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 24**

⊕ Add Learning Plan   ✏ Edit   🗑 Delete   **👤+ Map Learners**

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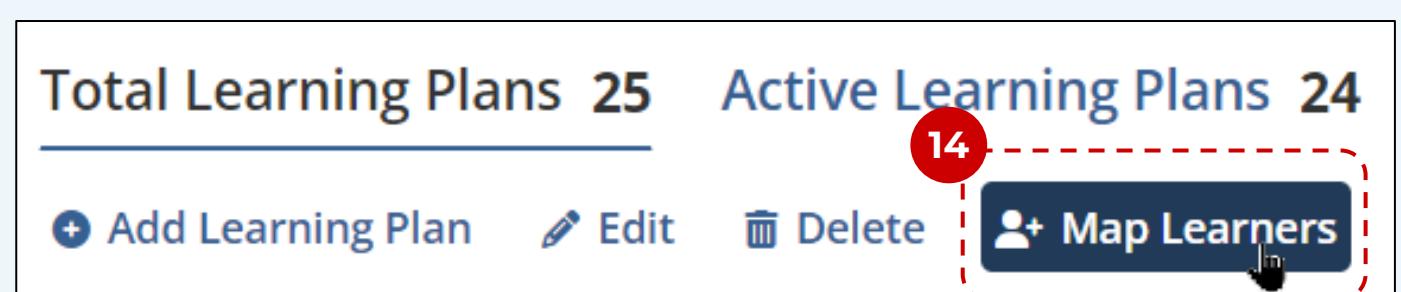
15 Select learners from the right-hand list and click **Add** to include them. You can use *Search* to find a specific person.

Map Learners ✕

Learning Plans New Joiner LP ✕

| Search User | 🔍 |

Current Learning Plan Learners (3)

- 👤 Admin 103
- 👤 Editor 105
- 👤 Joe Learner

« Add

Remove »

Potential Learning Plan Learners (108)

- 👤 Coreuser Test
- 👤 Debbie Adams
- 👤 Dolly Parton
- 👤 Editor Demo
- 👤 ~~Patton user~~
- 👤 ~~Francis Dalna~~
- 👤 ~~Gabriel Sanchez~~
- 👤 Guest 2091
- 👤 Guest 2185
- 👤 Harry Potter

Submit   **Cancel**

16 Click **Submit** to lock in your selection.

17 A review screen will pop up. **Confirm** your selection, or use <u>Cancel</u> 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

18 Active

H1 test INACTIVE

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

0 Users

➕ 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%