

# Rapid Learning Checklist

Use this as a check list to create your content in the Learning application. You can create courses from existing presentations, by uploading a new PowerPoint presentation,

or by using an external content type (classroom training, online eLearning course, reading assignment, etc.)

## Create a Course

1. Access the Learning application
2. Click on the Authoring Tab
3. Select Create Course
  - a. Enter Course Information (you will see an Edit Presentation link) If you plan to make any changes to the presentation, use this link. Keep in mind you are only changing a copy of the presentation not the original.
    - i. Folder
    - ii. Topic
    - iii. Description
    - iv. Extended Description
    - v. Number of credits (if applicable)
    - vi. Course must be active to be viewed
    - vii. Enter an expiration date
    - viii. Enrollment / Limited (must be enrolled into the training / open – will be placed in the catalog for anyone to view)
    - ix. Enable auto login (people will not have to remember their user id & password if this box is checked – recommended)
    - x. Resume views
  - b. Enter Completion Criteria (remember to set percentage of audio to less than 100% and to only enter a test score if the course contains scored examination questions.)
  - c. Check the box if you will allow the student to set the course to complete (used for external content types; Brainshark will track Brainshark-based courses.)
  - d. Will a certificate be issued at the completion of the course? If your courses will all be part of a curriculum, you might want to just issue a certificate when someone completes the whole curriculum)

If the course will not be a part of a curriculum, once you submit all of your entries, you can click on Enrolled Students to enroll groups of students into your course.

You will be able to set up your reminders at this juncture if you are not going to place the course into a curriculum.

## Create a Curriculum

1. Enter the curriculum properties (name, description, topic, auto-login)
2. Click on the Courses tab, then Add Courses for your curriculum
  - a. Select whether your courses are required (all courses will be required, unless you specify otherwise).
  - b. Select whether any are prerequisites for any other courses
3. Enroll Students (by groups)
4. Schedule your reminders
5. Set up and schedule your reports

## Resources

Reference Guide for Course Authors:

[http://cco.brainshark.com/documents/RL\\_QRC\\_Authors\\_07\\_07.pdf](http://cco.brainshark.com/documents/RL_QRC_Authors_07_07.pdf)

The Rapid Learning Dictionary provides you with information on the terms used in Brainshark Rapid Learning:

[http://cco.brainshark.com/documents/RL\\_Rapid\\_Learning\\_Dictionary\\_07\\_07.pdf](http://cco.brainshark.com/documents/RL_Rapid_Learning_Dictionary_07_07.pdf)

Additional resources can be found at

<http://cco.brainshark.com>