

Quick Reference Guide for Course Authors

This document provides an overview of the most frequently used course authoring tools.

Accessing Rapid Learning

If Rapid Learning is not set as your default application, click on the **My Applications** tab and choose **Learning**. You will be brought to the Learning Locker where you will see your current enrollments. All students have access to their own Learning Locker.

Create Course

To create a course, click on the **Authoring** tab. Click the **Create Course** link to get started. There are three options for creating a course:

- Use an existing presentation
- Create a new course
- Create a new course from content type.

Once you have made your selection, click **Submit**. You will see three tabs:

- Course Information
- Completion Criteria
- Statistics

The course information page is where you can rename the course, select the final destination folder, assign a topic, and enter a detailed description. If you need to edit the source presentation, click on the **Edit Presentation** button.

Course credits is a field where you can assign a credit value to the course, choose whether the course is active or inactive, and indicate if an expiration date is necessary.

Select Open (open to everyone) or Limited Enrollment (requiring the author of the course or a Learning Administrator to explicitly enroll students and groups of students).

Next, you will set completion criteria. Completion criteria consists of:

- Percentage of slides viewed
- Percentage of audio played
- Test score needed to pass

Note: Percentage of audio played should not be set to 100% as Brainshark does not round the viewing time. Set the test score to zero if the course does not include questions. A passing test score must be provided if the course contains scored questions.

Students must meet all completion criteria to pass the course. Upon course completion, you can branch students to another presentation or course, or to a web link.

If you are using an external content type (i.e. ILT or non-Brainshark eLearning course) you can allow students to set their status to complete.

Finally, decide if a certificate should be issued upon completion of the course. You may edit the certificate if necessary.

The Statistics tab shows how many students are enrolled in the course, how many have taken the course, and how many have passed the course. It also shows information about course reminders. Click the **Update Now** button for up to the minute information.

Click **Submit**.

Create Curriculum

To create a curriculum (set of courses) click on the **Authoring** tab and choose **Create Curriculum**. You will then see three tabs:

- Curriculum Properties
- Courses
- Certificate

Click on the **Add Courses** link to select the courses. Use the arrow keys or click and drag the courses to place them in the correct order. Required courses can

be indicated by checking the box. In addition, you may hide courses until prerequisites are met. You must have at least one required course in your curriculum. To set prerequisites, select courses to the right.

If you would like to provide a certificate for students to print upon completion of the curriculum, select **yes** to issue the certificate. You can modify the wording, however, be aware that the text within the chevrons produces specific course information.

Enrolling Students

If you have created limited enrollment courses or curriculums, students will need to be enrolled by you or a learning manager or administrator. From the authoring tab, choose a course or curriculum, click on the title and select **Enroll Students**. It is recommended that you enroll by group.

To enroll a group, click the **Enroll Group** link. Choose the group name from the pull-down menu. Indicate whether you want to enroll current group members or current and future group members. Check the **send invitation email** box if you want students to be notified in this fashion.

Click **Submit**.

Brainshark will show you the enrolled groups along with the students belonging and other pertinent information. You can manage the group and individuals from this page. Be aware that students who are members of multiple groups will only be listed once.

Reminders

Students can be sent email notification to complete courses in which they are enrolled. From the authoring tab, choose a course or curriculum, click on the title and select **Send Reminders**. Reminders can be sent to:

- All enrolled students
- All enrolled students who have not completed the course
- All enrolled students who have not passed the test.


Reminders can be sent on demand or scheduled. To delete scheduled reminders, click on **Manage Reminders**.

Note: By default, the **from** address is set to support@brainshark.com. It is recommended that you change this address.


Reports

Users of the *Brainshark Rapid Learning™* application have access to course reports. These reports show student transcript, course and/or curriculum enrollment, and question data.

My Transcript Report: All students are able to run their own transcript report to see what courses they have taken, their score, and completion status.

Course Enrollment Report: Use this report to obtain student and/or group enrollment data by course (or multiple courses), score, view date, enrollment date and completion status.  *Schedule this report to run monthly for any training program, especially those where completion records need to be provided for compliance or audit purposes.*

Course Details with Question Results: This report will show you the score for each student enrolled in a course as well as their specific answers to questions. A graphic summary of all answers is available as well.

Curriculum Enrollment Report: This report will include all students' progress toward a particular curriculum dependent on the report period and filters you select when running the report.  *Schedule this report to run monthly for any training curriculum, especially those where completion records need to be provided for compliance or audit purposes.*

Student Transcript Report: This report will show enrolled courses, scoring data, and completion status for each student.

Instructions for running reports can be found on the Reporting document under Tracking and Integration guidelines on <http://cco.brainshark.com>.