

Creating and Managing a Rapid Learning™ Curriculum

Rapid Learning™ Course Authors and Learning Administrators can group multiple courses to create a Curriculum. They also have the ability to enroll students, and/or groups of students in a course or curriculum and send reminders to start or complete their course enrollments. This document provides Course Authors and Learning Administrators the process steps for creating a Rapid Learning™ curriculum, enrolling students and sending reminders.

Access Rapid Learning™

1. Log into your Brainshark site.
2. If your Administrator has set Rapid Learning™ as the default application, you will see the **My Current Enrollments** page when you log in.
3. If Rapid Learning™ is not the default application, select **My Applications > Learning** from the main blue navigation bar to get to the **My Current Enrollments** page.
 - a. The **My Current Enrollments** page, or “Learning Locker”, displays all current enrollments.
 - b. Once enrolled, this is where students access the courses and curricula.

Create a Curriculum

You can set a specific order for student completion of courses in a curriculum or allow students to take them in any order. When students are enrolled in a curriculum, they are enrolled in all of the courses it contains. Course Authors can create a curriculum only from courses they have authored, but Learning Administrators can create a curriculum with courses authored by anyone in the Brainshark site.

Create a New Curriculum

1. Select **Authoring** from the main blue navigation bar.
2. Click **Create Curriculum** to open the *Create a Curriculum* page.
3. On the **Curriculum Properties** tab:
 - a. Enter the Curriculum **Name**.
 - b. Select the **Folder** where the curriculum will reside.
 - c. Assign a **Topic**.

NOTE: Topics are created and made available at the discretion of your Company Administrator.
 - d. Enter a detailed **Description**.
 - e. Select the **Enrollment** type:
 - i. **Open:** students can enroll themselves in the curriculum from the **Course Catalog** tab.

- ii. **Limited:** the Course Author or Learning Administrator must enroll students or groups of students in the curriculum. Students can still see the course in the **Course Catalog**; however, they cannot enroll themselves (unless the course is set to open enrollment).
- f. Selecting **Enable Auto Login for this course** allows students to automatically be enrolled to their Brainshark user account via the course/curriculum link provided in enrollment and reminder emails sent after enabling this option.
- g. Select the **Learning Locker Settings**:
 - i. Enable **Hide prerequisite courses when exam is in progress** if you want to hide prerequisite courses from a student while they are taking an exam. Disabling this feature allows students to refer back to prerequisite courses related to the exam, which is typically done for “Open Book” exams.
 - ii. The **Reenable prerequisite courses when exam is complete** option restores access to prerequisite courses once the exam is complete. This option is only available if the **Hide prerequisite courses when exam is in progress** option is enabled.

Add Courses to the New Curriculum

1. Click the **Courses** tab on the *Create a Curriculum* page.
2. Click the **Add Courses link** to add courses to the Curriculum.
 - a. Select the Folder where the courses reside to see a list of courses in that folder **OR** enter a partial course name in the *Search* field and click **Search**.
 - b. Click the checkbox next to the courses you would like in your curriculum (or click the checkbox next to the header row to select all courses on the screen) and click **Submit**.
3. Click the **Add module link** and specify a **Chapter Title** to section the courses in the curriculum into modules. You can click and drag the *Chapter Title* or use the up and down arrows next to the module title to reposition it in the correct location. For example, your curriculum might have 12 courses and sectioning those courses into 4 modules of 3 courses each might make it easier for students to see their learning path.
4. Click the up and down arrows next to the **Course Title** or **Chapter Title** or click and drag the title to move its position.
5. Under the *Name* header:
 - a. Select **Required** to require students to complete this course in order to complete the curriculum. Leave this unchecked to make the course optional.

NOTE: There must be at least one required course in a Curriculum. Once a student has completed the required course or courses, the Curriculum will be moved to the **My Prior Enrollments** tab.
 - b. Select **Hide Title until prerequisites are met** to hide a course until a student has completed any prerequisite courses.

NOTE: If no prerequisites are specified this option is not available.
 - c. Select **Designate as Exam** to use a course as an exam.

6. Under the *Prerequisites* header:
 - a. Define the prerequisites for the course by highlighting the **Course Title** in the selection box. Hold down [Ctrl] when clicking to select multiple courses.
 - b. Select **None** if there are no prerequisites.
7. Click the **Certificate** tab:
 - a. If **Display Certificate in Learning Locker** is set to **Yes**, students will be able to view, print and save their certificate from their Learning Locker.
 - b. Choose a Custom Completion Certificate for the Curriculum from the pull-down menu or use the default **Brainshark Template** and customize the text; email support@brainshark.com for additional information on creating custom completion certificates.
8. Click **Submit**.
9. Once the curriculum has been created and students have been enrolled, click on the **Statistics** tab to see how many students are enrolled in the curriculum and their completion status.

Next Steps

Enroll Students

When Limited Enrollment Courses or Curriculums are created in Rapid Learning™, students must be enrolled by the Course/Curriculum Author, the Learning Manager or the Learning Administrator. Detailed information and instructions for sending reminders can be found in the *Enrolling Students in a Rapid Learning™ Course or Curriculum process document*.

Send a Reminder Email

Once you have enrolled students in a course or curriculum, you can help keep them on track by sending reminders. Detailed information and instructions for sending reminders can be found in the *Sending and Managing Reminders in Rapid Learning™ process document*.

Report on Views

Once you have distributed a curriculum, you will likely want to report on viewing activity. Detailed Reporting information and instructions for running reports can be found in the *Rapid Learning™ Administrator Reporting process document*.