

Administrator Training Webinar Schedule

Webinars for specific topics take place on Tuesdays and Thursdays and start at either 10:30am or 2:30pm. We offer a maximum of 6 spaces per session, with a maximum of 3 spaces per client.

You can attend as many of the topics as you need and as many times as you want. The webinars are designed to be interactive and provide opportunity for questions. However, we do provide [recordings of the webinars](#) on [Unicorn Help](#) so you can access the same training on demand.

If you wish to book a place, please email learningmanagers@unicorntesting.com. These webinars are open to all clients; however, some clients may not have access to all functionality as part of their subscription – please speak with your RM to find out which webinars are relevant to you.

November 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 (AM) Introduction to eCreator	2
5	6 (PM) Content Management	7	8 (PM) Reporting Administration	9
12	13 (AM) Registration Rules & Email Reminders	14	15 (AM) Content Management	16
19	20 (PM) Introduction to eCreator	21	22 (PM) Registration Rules & Email Reminders	23
26	27 (AM) Reporting Administration	28	29 (AM) Introduction to eCreator	30

Training Webinar Topics

Are you a new administrator?

The below webinars are ideal for those who are new to the Unicorn LMS. We would recommend completing the webinars in the order listed but they can be completed in any order.

Content Management

As an Administrator or Content Creator, you may wish to package a number of activities together into one pathway. A pathway is a playlist of related activities which users can then be registered on to. This webinar walks you through how to create a pathway, adjust the settings of activities within it and will guide you through how to test existing knowledge or retention using diagnostic and pathway assessments. We will also look at how to copy pathways, customising them to meet your organisations specific requirements, such as adding in your own Organisation specific guidelines, archiving unwanted activities and changing Unicorn assessment pass marks.

Introduction to eCreator

Involve your Subject Matter Experts in the design of your content and create your own engaging learning using our easy to use authoring tool. Aimed at Administrators and Content Creators, this webinar will show you how to create an eCreator course from start to finish, selecting templates and applying images and interactions, such as pop-ups, to make your course informative yet engaging.

Registration Rules and Email Reminders

Take the strain out of your day to day administrators tasks, manually registering users and chasing people to complete learning. Registration Rules and Email reminders can automate these tasks for you. Aimed at Administrators, this webinar will look at how the LMS can automatically register users to content and send emails at set points, such as before, on or after an approaching due date.

Reporting Administration

Aimed at Administrators and Reporting Administrators, this webinar will look at how to run the pre-defined tabular and chart reports, copy those reports and amend them to suit your needs, along with creating a new report from scratch.

Want something different?

Private

If you would like a private webinar just for your Administrators or perhaps a topic not covered in this schedule, we would be happy to arrange for you at a cost. They run with a recommended 6 participants for 1 hour. We will work with you to agree the agenda building a bespoke session to meet your requirements. Please speak to your CSM for further information.