Administrator Training Webinar Schedule

Webinars for specific topics take place on Tuesdays, Wednesdays 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@unicorntraining.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 Customer Success Manager to find out which webinars are relevant to you.

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 (AM) Reporting Administration	4
7	8 (PM) Content Management	9	10 (PM) Introduction to eCreator	11
14	15 (AM) Forms	16	17 (AM) Registration Rules & Email Reminders	18
21	22 (PM) Reporting Administration	23	24 (PM) Content Management	25
28	29 (AM) Introduction to eCreator	30 (PM) Registration Rules & Email Reminders	31 (AM) Super Administrator	

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 (PM) Reporting Administration	6	7 (PM) Introduction to eCreator	8
11	12 (AM) Reporting Administration	13	14 (AM) Content Management	15
18	19 (PM) Question Banks & Assessments	20 (AM) Introduction to eCreator	21 (PM) Registration Rules & Email Reminders	22
25	26 (AM) Content Management	27	28 (AM) Registration Rules & Email Reminders	

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.

Forms

In this webinar Administrators will learn how to design a form template and then create form activities as individual activities, part of a pathway or directly on to a user's profile. Whether you wish to manage staff performance and appraisals, track Training & Competence or create training feedback surveys, you can do all of this and more with forms.

Question Banks and Assessments

If you wish to design your own assessments, this webinar will show Administrators how to build question banks which can be used by Administrators and Content Creators to create Assessments. We will also show you how to maintain your question banks, enable the questions to be used in diagnostic and pathway assessments and adjust assessment settings.

Want something different?

Private

If you would like a private webinar just for your Administrators or perhaps a topic not covered by the schedule, we would be happy to arrange this 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 Customer Success Manager for further information.