

Administrator Training Webinar Schedule

Webinars take place on Tuesdays, Wednesdays and Thursdays and start at either 10:30am or 2:30pm. We limit spaces to 6 per session, with a maximum of 3 per client. The webinars are interactive, providing opportunity for questions.

You can attend as many of the topics as needed and as many times as you want. We also provide [recordings of the webinars](#) on [Unicorn Help](#) so you can access the same training on demand.

To book, please email learningmanagers@unicorntesting.com. The 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.

May 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 (AM) Reporting Administration	2 (AM) Content Management	3
6	7 (PM) Introduction to eCreator	8 (PM) Forms & Workflows	9 (PM) Registration Rules & Email Reminders	10
13	14 (AM) Reporting Administration	15	16 (AM) Question Banks & Assessments	17
20	21 (PM) Responsibilities Maps	22	23 (PM) Content Management	24
27	28 (AM) Forms & Workflows	29 (AM) Registration Rules & Email Reminders	30 (AM) Introduction to eCreator	31

June 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 (PM) Question Banks & Assessments	5	6 (PM) Reporting Administration	7
10	11 (AM) Content Management	12 (AM) Introduction to eCreator	13 (AM) Registration Rules & Email Reminders	14
17	18 (PM) Reporting Administration	19	20 (PM) Forms & Workflows	21
24	25 (AM) Introduction to eCreator	26 (AM) Responsibilities Maps	27 (AM) Content Management	28

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 can package activities together to create pathways. A pathway is a playlist of related activities which users can then be registered on to. This webinar walks you through creating a pathway, adjusting the settings of activities within it and shows you how to test existing knowledge or retention using diagnostic and pathway assessments. We'll also look at how to copy pathways and customise them to meet your specific requirements, such as adding in your own Organisation specific guidelines and archiving unwanted activities.

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 Administrator 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 and Workflows

In this webinar Super Administrators will learn how to design a form template and set the workflow. 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. Before attending this webinar we recommend you watch [Create a Form Activity](#) on Unicorn Help to set the scene.

Question Banks and Assessments

If you wish to design your own assessments, this webinar will show Super 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.

Responsibilities Map

As part of the Senior Managers Regime, firms must create a Responsibility Map which documents the responsibilities and functions senior managers have been allocated. The Responsibilities Map feature in the LMS allows Super Administrators to set up, view, assign, accept and review these responsibilities. This webinar guides you through the creation and management of your map using our integrated Responsibilities Map tool.

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.