

# Acorn LMS Feature List

Displayed below are the key features Acorn has to offer. If you don't see any specific features in here we will most likely have it, just contact us with the email address below.



## My Profile/My Learning

Your users in Acorn have an array of functionality to enable them to track progress, rewards and discover new learning content:

### **Current Courses**

### **Completed Courses**

### **Mandatory Courses**

### **Historical Completions**

### **Recommended Courses**

### **Private Files**

### **Calendar**

### **Badges**

### **Gamification**

### **Languages/Profile Edit**

The user can store and update some information about themselves.

### **External Learning**

The user can input any Learning outside Acorn into the system.

### **My Experience**

The user can add previous employment, and any educational qualifications.

### **My Capability Plan**

The user can search Acorn courses and include them in a plan to be completed.

### **Mobile Compatible**

The user can access Acorn any where, at any time.

## Courses

Courses are the core of Acorn. There are a number of features related to how these can be setup and managed:

### **Catalogue**

- The user can browse the course content within Acorn. The can search using a variety of filters.
- Pinned Courses can also be set by Admins to make certain courses appear above the rest. This can be used to promote important, new, or time-relevant content.

### **Course Expiry**

A course with an expiry requires the user to re-complete the course once that period is over.

### **Course Recommendation**

Courses can be recommended to specific users, so they appear in unique sections for any user in desired role or level and anyone else.

### **Default Evaluations**

A course can have one or more pre-set evaluation activities added to it on creation.

### **Evaluation Templates**

Pre and Post evaluations can be applied to your courses to make sure you're getting the most out of your training.

### **Course Types**

- Blended** – A blended course contains any number of activities.
- Face to Face** – A face-to-face course starts with a face-to-face activity, which is presented directly on the course page. You can still add other activities to the course as needed.
- Qualification/Programme** – A Qualification is a set of courses that are tracked together (As a Course is made up of activities, a Qualification is made up of Courses).
- eLearning** – An online course module which includes videos, interactive content and quizzes.

### **Programs**

Programs providing clear step by step paths for users to complete bundles of content.

### **Certificates**

The user is rewarded a certificate after every course completion.

## Reporting

There are also a number of advanced or functionality-specific reports with data displayed visually:

### **F2F Cancellations**

A full list of all cancellations to face-to-face sessions across all courses.

### **Onboarding Report**

A report that shows the progress that users have towards a specific set of onboarding Courses.

### **Compliance Report**

A report that shows the progress that users have towards a specific set of mandatory Courses.

### **Qualifications Report**

A report that shows more information about all Qualification type courses.

### **External Learning Report**

A full list of all external learning across all users.

### **Course Waitlist Report**

A full list of all users on waitlists across all face-to-face courses.

### **Attendance Report**

A full list of all face-to-face sessions, along with their overall attendance and cancellation percentages.

### **Search Logs**

Logs of what content users are searching for in the system. This data is only gathered on request.

### **Evaluation Report**

A full list of evaluations across all courses, including 360 course feedbacks, and the overall completion rate for users who have started those courses.

## More Features

Finally, there are a variety of standalone features:

### **Performance Management**

Capabilities specific to your agency can be included within the system, then assigned as relevant to course content, or important to specific users.

- Development Plan** – The user can search Acorn courses by the capabilities they are related to, and include them in a plan to be completed.
- Capability Assessment** – Managers can perform an assessment and feedback process for a user's important capabilities.
- CPD Points** – CPD points can be added via Acorn courses or External Learning, and tracked based on customised rules.

### **Skills Register**

The skills register allows for users to input and update the skills and capabilities they possess, and for others to browse and view other's skills.

### **Resource Library**

The resource library includes more content types, better searching, and integration with Third Party solutions.

### **Advanced Calendar**

A more advanced calendar allows for better filtering of upcoming and enrolled content, and an improved manager view.

### **Onboarding/Induction Catalogue**

Additional, specific course catalogues for onboarding, induction, or other courses.

### **Getting Started Videos**

Additional, specific video or resource libraries for induction or other content.

### **Studies Assistance**

An in-system set of forms for the application and approval of Studies Assistance or Reimbursement.

### **Activity Library**

A library of activities that can be shared between different courses, allowing for completion of similar content to be passed between.

### **System Emails**

The ability of Admins to send customised system emails to specific subsets of users.

### **Approval Workflow**

Configure processes & select stakeholders to ensure smooth processes.