
Nifty Learning

Extended Feature List

The following is a detailed list of the current features & functionality available in Nifty Learning. We constantly update our learning management platform, especially with input and advice coming from our awesome customers. We also always welcome feedback and suggestions and we're happy to start a conversation if you have any questions regarding the topics below or any ideas that we have not yet captured.

If you'd like to know what we're planning next, please don't hesitate to reach out to us at any time at liz@niftylearning.io.

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Classroom Management

Create and manage Training Sessions One or multiple training sessions can be created as a draft, to account for larger training plans that must be executed over longer periods. The L&D manager can decide how to deploy each session, as the need arises. Sessions can be of multiple types: physical in-class, virtual instructor-led, conferences, one to one.

Automate Actions The platform allows the L&D manager to decide how much of the workflow can be automated. Either fully automated actions, where the L&D manager only adds a new session and the platform does the rest until completion, or manually managing each step of the session management process: publishing, advertising, managing resources, and registration, attendance, costs, and feedback.

Clone Training Session	When similar sessions need to be created, the platform helps the L&D manager to clone individual sessions and to only change small details (for example date or location) so that larger batches of sessions can be handled faster and with less manual effort.
Filter Training Sessions	Sessions can be filtered based on any of their attributes: location, trainer, venue, course, cost, number of participants, date, etc.
Archive Training Sessions	Completed sessions can be moved to an archive, which allows them to still be present in reporting, but doesn't clutter the day-to-day work of the L&D manager.
Book Resources	Checking for availability from the trainer or the room is can be done manually or automatically and the response from each resource is recorded in real-time in the platform. This helps the L&D manager always know if a session has a trainer or room confirmed so that the training can take place without issues.
Track Logistics	Room equipment or catering orders can be tracked in the platform, to help the L&D manager never miss a logistical detail for the delivery of a high-quality training session.
Notify Learners	Learners receive notifications at key points in the session management process: marketing notifications advertising-free places to existing sessions, invitations, confirmation reminders, pre-work materials, feedback form notifications. Custom messages can also be sent by the L&D manager to each group of learners, notifying them of last-minute changes and other important aspects.
Manage Registrations	Invitations are sent automatically to learners, which can confirm or decline the calendar invite. The platform records each response individually, as well as any changes in registrations that are made by the learners. This way, the system is always up to date with the real-time registration data. Each session can have a minimum and a maximum number of users specified, to help control the size of each group of learners.

Approval Flows Different types of approval flows can be selected, so that managers, learners, and L&D managers don't need to manually go back and forth for each learner to get/check approval for the attendance or cost for a specific training session.

Manage Waitlists A waitlist is generated and managed automatically for each training session, as soon as the maximum number of participants is reached. The flow works on a first-come, first-served basis, and learners are automatically informed when a free place becomes available for them to register. The L&D manager can also manage the waitlist manually and make changes to the attendance list.

Track Attendance As soon as the session goes ahead, the attendance sheet is generated automatically. It's possible both in pdf, ready for print & wet signature from trainer & participants, but also digitally, to be filled in by the trainer directly online.

Track Costs All costs related to training can be tracked in the platform as granular as needed: from the pens & paper handouts for each participant, all the way to the cost of the trainer delivering the session or cost of the content for each course. The costs are then reflected by reporting for each learner and business unit, to help with a detailed and accurate L&D cost/budget report.

View Statistics Each training session has its mini-analytics section, where information about the current group fill-rate, cost, or feedback form completion is visible. This information reacts to any change made by learners or the L&D manager in the platform, so it's always up to date & accurate.

Keep an Audit Trail Each session has its detailed activity log, which shows all email reminders sent to participants or resources, any confirmations, rejections or missed responses, manager approvals, and automatic interventions made by the platform. This information can be used for any future reference, to show exactly what kind of actions & activities have taken place for the good organization of the training session.

Send Feedback Forms

Different kinds of feedback forms can be uploaded into the platform. After each session, an automated notification containing the feedback form is sent to each participating learner. The platform can track various types of response: rating, free text, single/multiple choice, as well as NPS, and detailed feedback reports are available.

Online Content

Content publishing

We can support various types of online content in our platform: eLearning courses in SCORM format, embedded video/audio, text & image formats.

Tracking

For each piece of learning content published, we individually track each learner's instance of accessing and learning from that content and generate comprehensive reports on access and consumption of learning.

Versioning

The various types of content we support can also be updated and we can track, especially in compliance scenarios, the specific version of content accessed by a learner at any point in time and report on that interaction.

Assessments

Create questions

Our platform supports 3 question formats (single choice, multiple-choice, and free text with Evaluator validation). Questions can be either manually created or imported via an upload template. The L&D manager can create a comprehensive question bank, covering the full spectrum of topics, and questions can be grouped based on tag/category, for easier use during quiz creation.

Create tests/quizzes Tests/Quizzes are created using the pre-existing question bank, by either selecting several questions from a specific category or manually adding questions one by one - or by a combination of both of these methods in the same test. The final validation mechanism is decided by the L&D manager (best or last result), and a maximum number of attempts and test duration are set at the end of the creation form. For each quiz, there is the option to completely randomize each testing instance for each learner or to keep the same question structure for the entire testing campaign, which is especially relevant for compliance scenarios.

Learning Paths

Learning Path creation

L&D managers can chain together multiple types of learning content and activities, to create Learning Paths. These are very useful for a specific job role, seniority changes, or business flows that require a sequence of learning items to be followed in a specific order. An example for a learning path can be an Induction program, where one or two live sessions are scheduled in the beginning, then 2-3 online courses, videos, or documents are sent to the learner, followed by a final quiz to check for understanding.

Progress tracking

Learning paths offer the L&D manager the opportunity to track each learner's progress at a very granular level: for each learning item accessed by each learner, the learning path records the instance and updates all learning records, respectively. Very accurate reports are then available to the business in real-time, to observe completion & progress across the organization.

Learning Catalog

Create and manage live Courses and Conferences

Create and update a comprehensive database of live Courses and Conferences, complete with all necessary delivery & deployment details, including Tags/Categories, the various Competencies that each course addresses, the physical requirements for delivery (whiteboard, speakers, etc.), as well as the description, pre-work content and the audience that each course is most suitable for. Each course has both simplified and advanced scheduling possibilities, which helps the L&D manager create a very specific, detailed agenda.

Create and manage eLearning Courses

Create and maintain a list of all your online learning courses, based on category, type of target audience, and competencies addressed by the content. Our platform is compatible with any type of SCORM format.

Multiple types of online learning content

L&D managers can populate the learning catalog with a variety of different learning content formats, ranging from embedded video and audio files, written documentation (pdf, text) or images (jpg, png). Every item has its description, target audience, competency, and visibility tags.

Assignments

Progress & completion tracking

Our platform enables the L&D manager not only to make specific assignments to groups of employees but also to keep track of each learner's progress through the assignment. If a mandatory assignment is due soon or already overdue, the L&D manager can see that in the platform and can follow up with the learner and ask for a completion of the material.

Mandatory and auto-assignable learning

Depending on the type of organization and business needs, learning items can be either voluntary or mandatory to access by employees. L&D managers can decide, based on certain requirements, to assign, oftentimes based on a recurrent schedule, specific learning activities that some groups of learners have to access and complete. Combined with a dynamic group, the auto-assignment mechanism allows the L&D manager to create the assignment set-up only once, in the beginning, and then let our platform take care of any new group members and their respective assignments (i.e. for Onboarding, it's sufficient to define a dynamic group of "new employees" and to auto-assign and "Induction learning path" and our platform will always assign the same content to any other new employee that joins the company at a later point in time).

Learner Management

Add/ Import/ Create & Manager Learners

Learners can be added to the platform in three different ways:

1. Manually: the L&D manager can create a learner profile for each employee, adding all the relevant employee attributes, on which the reporting will later be based.
2. Import: if the L&D manager sees frequent employee changes in the HR systems, they can create import lists, based on the template available in the platform.
3. Integration: the best way to keep the platform updated with the latest employee information is by integrating with an HR system or a report repository. This eliminates manual work and potential human errors and maintains the data accurate & up to speed without any manual intervention.

Create and Manage Groups

Grouping learners helps with easier, faster administration of learning activities: assignment, reporting, status checking, cost tracking. There are two types of groups that can be created in the platform:

1. Static: the L&D manager chooses manually who is part of a specific group, based on criteria that is hard to use as a filter (the selection is too broad or too specific to use as a filtering method).
2. Dynamic: the L&D manager decides the defining criteria for each group and inputs the criteria in the filter, to create groups of people with similar characteristics (i.e. based on location, job role, date of hire, etc.). When a new person joins the company, they are automatically included in the group, based on the specific attributes in each filter that matches with the learner's attributes.

Learner Interface

Dashboard

Each employee has a personalized learning dashboard, where they can view the upcoming training activities they are registered to, as well as any assigned learning, either mandatory or not, due in the future or overdue. When a new activity is assigned to the learner, it shows up immediately in their dashboard and a notification is also sent to the learner via email.

Opportunities

The learning catalog is always visible to the learner, based on the criteria set by the L&D team. Depending on the learner's job role, business unit, location, and other attributes, the learning offer can be customized to specific groups of employees, to meet certain business goals.

Activity Our platform keeps a detailed record of all the learning activities that an employee accesses or is assigned. Each training session, each eLearning course, testing instance or video/audio material accessed has its access audit trail saved so that complete and accurate reports can be maintained in real-time. This enables the learner to acknowledge past progress made and to plan to reach new learning milestones.

Training Request Management

Add Training Request L&D managers can manually add new training requests, based on conversations about learning needs with the business. Learners and managers can also do the same, and all the training requests are centralized in a dashboard visible to the L&D team.

Track and Manage Training Requests Training requests are centralized on a dedicated page, where the L&D manager can keep track of all the learning needs of the company, group them and start planning future activities.

Filtering based on request date, requester, and other criteria The L&D manager can see the training requests based on various filtering criteria, including date and requester, to easily prioritize the planning and deployment of new training activities.

Send notification to create a new training session When sufficient training requests are gathered for a particular theme, the L&D manager is informed and they can start creating a new training session directly from their email client.

Create Training Session based on training needs Training sessions are scheduled in seconds, by looking directly at the training requests submitted by the L&D team, employees, or managers. All the learners grouped under a specific theme or course are soft booked into a newly created session.

Marketing Emails for Learning

Promote course catalog, upcoming sessions, and other learning opportunities Learning coordinators can automate the marketing communication with the learners by sending L&D email newsletters to employees, informing them of the learning opportunities in the catalog.

Request new training sessions from the marketing emails Learners can request access to new learning opportunities directly from their email client without logging into the platform. When new opportunities become available, based on the number of requests, they are also informed via email, to get a chance to register.

Register to training sessions from email Learners can register for learning activities directly from their email client without logging into the platform.

Notifications Package

Automated Notifications Learners, managers, trainers, vendors, L&D teams receive pre-programmed notifications that are sent out when specific trigger conditions are met. Our platform supports fully customizable workflows and allows the L&D team to either work in a fully or partially automated way or even fully manually.

Custom Notifications For certain situations when automated notification triggers cannot be defined or the situation is urgent or singular, the L&D manager can send out a custom notification, complete with an HTML editor, to keep the relevant employees or partners informed of the latest changes (i.e. when a last-minute change is made to the session structure and learners have to be informed of different pre-work learning content).

Send attendance form to trainer	At the beginning of the training session, an email will be sent to the trainer, containing a link to the online session attendance form. The trainer simply marks attendance without logging in, and the system is updated in real-time.
Send attendance sheet email	2 hours before the session starts, the L&D manager receives an email with the attendance list in printable format.
Send confirmation emails to learners	When the session status is ready to be delivered (meaning the trainer and location are confirmed), all learners that are pre-booked, but not yet invited, receive an email with the invitation to the session.
Calendar invites	When the session status is ready to be delivered (meaning the trainer and location are confirmed), all learners that are pre-booked, but not yet invited, receive an invitation directly in their calendar. They can accept or decline the invitation, which updates the system in real-time and keeps the L&D manager informed about the expected number of participants.
Send feedback form email to learners	When the trainer or L&D manager marks attendance, an email containing a link to the feedback form is automatically sent to all learners that have attended.
Send feedback form reminder email to learners	1 day after the session has taken place, the learners that did not fill in the feedback form after the first notification will receive a reminder via email.
Send invitation email to waiting list learner	When a registered learner cancels their attendance at a training session, an invitation email is sent to the first learner that was added to the waiting list.

Send learners reminder emails with confirmation and pre-work requirements	2 days before the session starts, each learner that has registered receives a reminder email. They can re-confirm or decline participation and they are also notified about the pre-work learning materials that they must go through before participating.
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Send new invitations after session date or location change	When there is a change in the session's date or location, all the previously registered learners are informed via email, so they don't miss the latest updates.
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Send session canceled notification	When a session is canceled, all learners that were registered are informed about the cancellation.
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Resource Management

Create and manage Trainers	Create and update all internal or external Trainers in one place, to make it easier to schedule any live session, by always knowing who the correct trainers are for each course in the catalog.
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Create and manage Venues	Create and update all the training Venues, linking our platform with the company's room calendar, for up-to-date availability that's always accurate.
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Create and manage Training Vendors	Create and update all Vendors in one place and maintain an up-to-date list of contact details and other relevant information.
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Tags/Categories	Tags are used widely in our platform, helping to categorize different types of content for specific purposes (i.e. to help put together a comprehensive list of learning activities & content for a specific job role or business area).
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Competencies

Competencies help the L&D manager structure the learning activities in such a way that targets specific business needs and learner capabilities.

Cost Tracking

Manage Cost Types

L&D managers can create and maintain a cost structure that is specifically tailored to the company and its workflow. The platform allows full flexibility in how to define the cost structure.

Track costs for each activity

While the learning activities are taking place, the L&D team can track in real-time all the associated expenses. This paints a very accurate picture of the specific ways in which the L&D budget is being spent and helps the L&D manager make data-driven decisions with zero time wasted.

Analytics Dashboard

Comprehensive reporting capabilities

Each piece of data related to L&D that is captured by our platform is tracked in real-time and made available to the L&D team or other business stakeholders via our reporting center. Our current capabilities include: keeping track of new training requests, live session attendance, eLearning activity, complete learner history, feedback responses, assessment instances and responses, assignment status, and we are expanding the list of reports and our customization capabilities with new options every month.

Searching & Filtering

Search bar

The global search function helps L&D managers find very specific, actionable information very quickly: searching for a person's name or the title of a piece of content brings forward the various search results grouped in an organized manner (for example, sessions with a similar name are shown in chronological order).

Filters

Our platform has advanced contextual filtering capabilities: wherever there is a list of similar items (learners, sessions, courses), the L&D manager can filter the information based on that item's list of attributes and their values.

Integrations API

In-house systems, Single Sign-On, Calendar & more

We provide an integration API and we can integrate with any of our customer's 3rd party systems (HR system, ERP, CRM, calendar, room booking system, etc.), to provide a seamless merge between our platform and your current technology and to support a smooth transition and day-to-day operation of your technical infrastructure.