Audiences

Enrolled Learning

1. Select the *Enrolled learning* tab for the audience.

2. Select **Add courses**, **Add programs** or **Add certifications** to add courses, programs or certifications to the enrolled learning list.

3. Select the applicable course, program, or certification name(s).

4. Select **Save** when all courses, programs and certifications have been chosen.

5. The selected items have now been added to the enrolled list. You can remove a course or program from the list by selecting the **delete** icon in the *Actions* column.

Visible Learning

1. Select the *Visible learning* tab for the audience.

2. Select **Add courses**, **Add programs** or **Add certifications** to add courses, programs or certifications to the visible learning list.

3. Select the applicable course, program, or certification name(s).

4. Select **Save** when all courses, programs and certifications have been chosen.

5. The selected items have now been added to the visible learning list and will be visible in the course catalogue to all members of this audience. You can remove an item from the list by selecting the **delete** icon in the *Actions* column.

Learning Plan

It is possible to create new learning plans for audience members. The learning plan template can be chosen and whether the template will be created as a draft or already approved. It is also possible to prevent new templates being created if the user has already got a learning plan based on the selected template.

1. Select the *Learning Plan* tab for the audience.

2. Select the **Plan template** from the drop down list.

3. Select the applicable option for **Exclude users who:**

a. Who have an existing manually created plan based on this template.
b. Have an existing automatically created plan based on this template.
c. Have a completed plan based on this template.

4. Select **Create new plan as** "Draft" or "Approved".
5. Select **Create plans**. A confirmation of the number of learning plans being created will be displayed and a history of the learning plans created will be displayed.

New members who join an audience after the **Create plans** button is selected **do not** get their learning plan(s) automatically created. Follow the above steps to manually create learning plans for new users.

Duplicate an audience

An existing audience group can be duplicated. This allows you to use the rules and enrolled learning list to create another audience group.

1. Select *Site administration > Users > Accounts.*

2. Select **Audiences**.

3. The audience management page appears and any audiences already set up are displayed here. Find the audience you wish to duplicate in the list. Select the **duplicate** icon in the *Actions* column.

4. The message *"Do you really want to create a copy of the audience '\[audience_name\]'?"* is displayed. Select **Yes** to duplicate. Select **No** to cancel.

Delete an audience

1. Select *Site administration > Users > Accounts.*

2. Select **Audiences**.

3. The audience management page appears and any audiences already set up are displayed here. Find the audience you wish to delete in the list. Select the **delete** icon in the *Actions* column.

4. The message *"Do you really want to delete the audience '\[audience_name\]'?"* is displayed. Select **Yes** to duplicate. Select **No** to cancel.

Nested audiences

Nested audiences allow you to base a dynamic audience on one or more other audiences using the *Audience member* rule. This appears under the *Audience* heading in the normal *Add rule* dropdown menu.

Example:
If you had Audience 1 consisting of users A, B and C and Audience 2 consisting of users C, D and E you could create a new audience:

Rule: Member of 'Audience 1', 'Audience 2' (select multiple in the dialog).

This would give you an audience with users A, B, C, D and E.

Or you could create two separate rules (within a single ruleset):

Rule 1: Member of 'Audience 1'.

AND:

Rule 2: Member of 'Audience 2'.

This would require the user to be in both audiences, so the new audience would only match user C.

If you have an audience that users other rules, and you want to add the members from one (or more audiences) to that group you would do it like this:

Rule 1: User is a Manager.

OR:

Rule 2: Member of Audience 'Audience 1'.

This one would give you every manager in your site, plus the users in audience 1 (whether they are a manager or not).

If you want to exclude an audience even if they meet the other criteria, you need to use 'AND' between rules and the 'NOT' operator in the rule:

Rule 1: User is a Manager.

AND:

Rule 2: NOT a Member of Audience 'Audience 1'.

This would give you every manager, except the managers in Audience 1.

If you need something more complex it may be possible using rulesets to put together sets of rules, and/or multiple levels of nested audiences.