

Modules Improvement – Link Modules

Overview

We've introduced a new enhancement within Modules that allows you to link them together, enabling users to complete them in a chronological order.

Instead of overwhelming new starters with a large number of modules on their first day, you can now space out training over time.

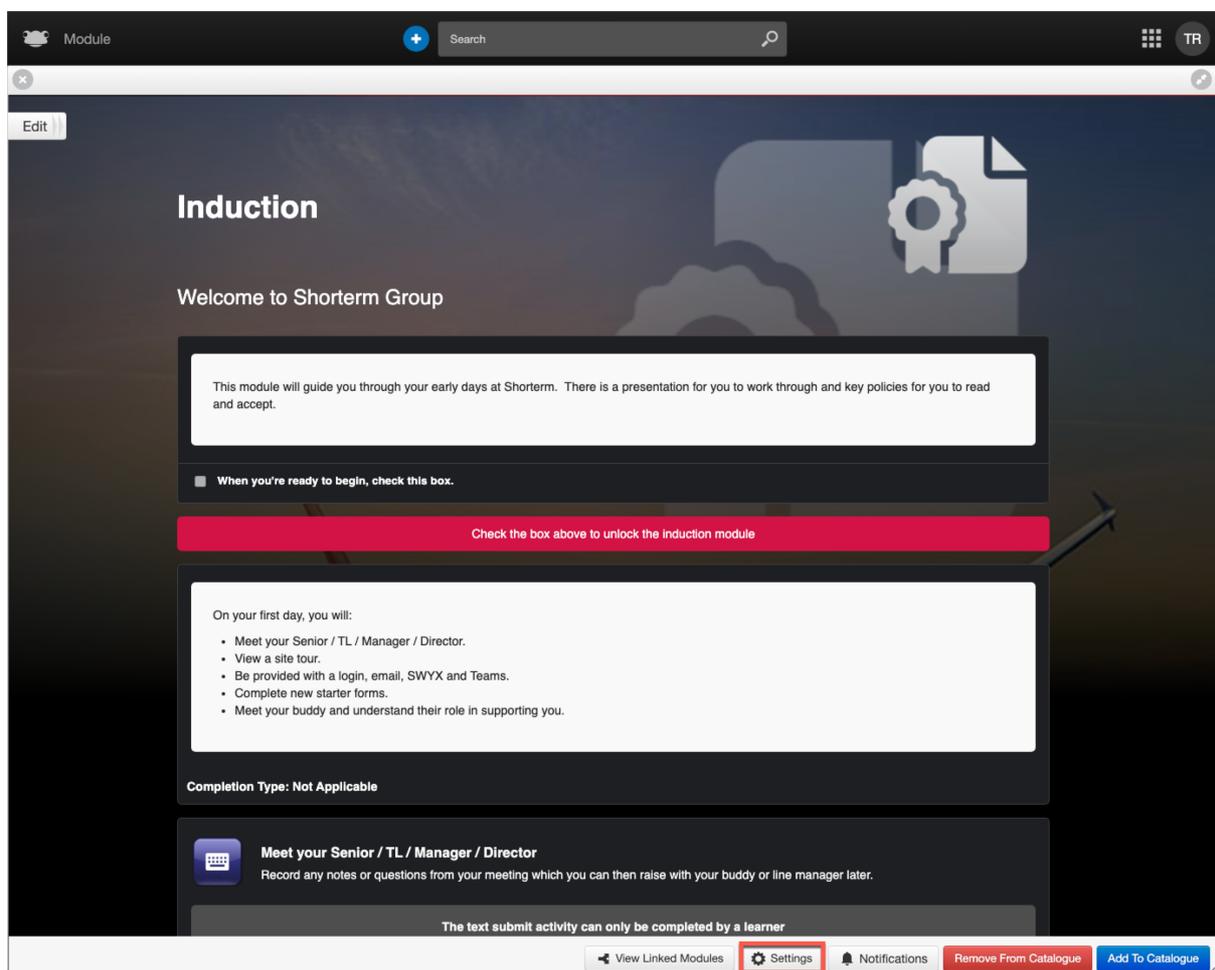
This creates a simplified learning pathway, guiding users through the content in a structured and timed manner.

How-to

To showcase the module enhancement, we'll walk through an induction workflow for a new starter at your company. As part of this process, we'll demonstrate how to link the three modules below and how each module can be set to start at the appropriate time for the new starter:

1. Induction
2. Health and Safety at Work
3. Cyber Security – Stay Safe Online

As an administrator, we'll start by navigating to the first module, **Induction**, and selecting the **Settings** button.



The screenshot shows the 'Induction' module settings page. At the top, there is a navigation bar with 'Module', a search bar, and a 'TR' icon. Below the navigation bar, there is an 'Edit' button. The main content area is titled 'Induction' and includes a sub-header 'Welcome to Shorterm Group'. A text box contains the following text: 'This module will guide you through your early days at Shorterm. There is a presentation for you to work through and key policies for you to read and accept.' Below this text box is a checkbox labeled 'When you're ready to begin, check this box.' A red banner below the checkbox contains the text 'Check the box above to unlock the induction module'. Below the banner is another text box with the following text: 'On your first day, you will:' followed by a bulleted list: 'Meet your Senior / TL / Manager / Director.', 'View a site tour.', 'Be provided with a login, email, SWYX and Teams.', 'Complete new starter forms.', and 'Meet your buddy and understand their role in supporting you.' Below this text box is the text 'Completion Type: Not Applicable'. At the bottom of the main content area, there is a section titled 'Meet your Senior / TL / Manager / Director' with a sub-header 'Meet your Senior / TL / Manager / Director' and the text 'Record any notes or questions from your meeting which you can then raise with your buddy or line manager later.' Below this section is a text box with the text 'The text submit activity can only be completed by a learner'. At the bottom of the page, there is a navigation bar with buttons for 'View Linked Modules', 'Settings' (highlighted with a red box), 'Notifications', 'Remove From Catalogue', and 'Add To Catalogue'.

The **Module Settings** window will appear. If you scroll down, you'll see a new section called **Link module**.

The screenshot shows the 'Module Settings' window with a close button (X) in the top right. It contains several toggle switches, all currently set to 'NO':

- Show estimated duration**: Show estimated time required to complete this module to learners.
- Compliance module**: Compliance modules are tracked in compliance reporting.
- Module has certificate**: Award each learner a certificate on completion of this module.
- Module expires**: How long after completion does the module expire & renewal rules.
- Link module**: Instruct learners to complete another module after this one. This section is highlighted with a red border.

At the bottom, there is a legend: '* Indicates a required field' and a green 'Save Changes' button.

To link a module to start after the **Induction** module has been completed, toggle **Link module** to **ON**. Additional settings will then be displayed.

The screenshot shows the 'Module Settings' window with the 'Link module' toggle now set to 'YES'. This has revealed additional configuration options:

- Set subsequent module:** A required field with a 'Select Module' button.
- Allocate subsequent module:** A required field with a text input '1', a dropdown menu 'Year(s)', and the text 'after completion'.

A blue information box states: 'If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).' At the bottom, there is a legend: '* Indicates a required field' and a green 'Save Changes' button.

After new starters complete the **Induction** module, we want them to be automatically assigned the **Health and Safety at Work** module. To link the modules, click the **Select Module** button.

Module Settings



Module has certificate

Award each learner a certificate on completion of this module

 YES NO

Module expires

How long after completion does the module expire & renewal rules

 YES NO

Link module

Instruct learners to complete another module after this one

 YES NO

Set subsequent module: *

Select Module

Allocate subsequent module: * 1 Year(s) after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field

Save Changes

The **FrogDrive** window will display, allowing you to search for the module you wish to link. In this example, we've searched for the **Health and Safety at Work** module. Select the module and then click the **Use** button.

FrogDrive

work



Modules

My Modules

All Modules

2

Use

1

Title	Owner	In Catalogue	Has Linked Module
Health and Safety at Work	Ms T RauchAdmin	✓	✗

You will be returned to the **Module Settings** window, where you will see that the field **Set subsequent module** now displays the name of the linked module - in this case, **Health and Safety at Work**.

Module Settings



Module has certificate

Award each learner a certificate on completion of this module

 YES NO

Module expires

How long after completion does the module expire & renewal rules

 YES NO

Link module

Instruct learners to complete another module after this one

 YES NO

Set subsequent module: * Health and Safety at Work

Change

Allocate subsequent module: * 1 Year(s) after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field

Save Changes

If you wish to modify the associated linked module, you can click the **Change** button. This will launch FrogDrive, allowing you to search and select a different module.

Module Settings [X]

Module has certificate [NO]

Module expires [NO]

Link module [YES]

Instruct learners to complete another module after this one

Set subsequent module: * Health and Safety at Work **Change**

Allocate subsequent module: * 1 Year(s) after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field [Save Changes]

The next step is to decide the time period in which you want the subsequent module to become available. This decision should align with your business requirements for the content you want users to engage with. The allocation can be set to one of the following:

- Year(s)
- Month(s)
- Day(s)

Module Settings [X]

Module has certificate [NO]

Module expires [NO]

Link module [YES]

Instruct learners to complete another module after this one

Set subsequent module: * Health and Safety at Work Change

Allocate subsequent module: * 1 **Year(s)** after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field [Save Changes]

In this example, we're going to set the **Health and Safety at Work** module to begin **2 Day(s)** after users complete the **Induction** module.

Module Settings



Module has certificate

Award each learner a certificate on completion of this module

 YES NO

Module expires

How long after completion does the module expire & renewal rules

 YES NO

Link module

Instruct learners to complete another module after this one

 YES NO

Set subsequent module: * Health and Safety at Work

Allocate subsequent module: * after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field

Once you're happy with the details entered, select the **Save Changes** button to apply all the settings.

Module Settings



Module has certificate

Award each learner a certificate on completion of this module

 YES NO

Module expires

How long after completion does the module expire & renewal rules

 YES NO

Link module

Instruct learners to complete another module after this one

 YES NO

Set subsequent module: * Health and Safety at Work

Allocate subsequent module: * after completion

If this subsequent module has already been added to the catalogue for a given learner, it will retain any mandatory status and due date (if it was given one).

* Indicates a required field

You will be returned to the module you were viewing, in this case, the **Induction** module. As part of the settings at the bottom there is a new **View Linked Modules** button.

After selecting the **View Linked Modules** button, a window will display, highlighting the current module you are viewing as well as any modules that are linked before or after it.

In this example, we are viewing the **Induction** module and can see that there are no prior modules linked. However, the subsequent module we just linked, **Health and Safety at Work**, is displayed.

The **Linked Module** feature is designed to allow only a single module to be subsequently allocated. However, you can have two separate modules link to the same subsequent module. For example, both the **Induction** and **Induction – Advanced** modules can be linked to the **Health and Safety at Work** module.

View Linked Modules



Prior Module(s)
(Modules that trigger this module)

Open

Open

This Module

Currently Viewing

Subsequent Module
(Trigger after this Module)

Open

Close [Open Module Settings](#)

The final change as part of the **Linked Module** enhancement is within **FrogDrive > Modules**. You'll notice an additional column labelled **Has Linked Module**. A green tick will be displayed if the module listed has another module allocated to follow it.

In this example, both the **Induction** and **Induction – Advanced** modules display a green tick in the **Has Linked Module** column, indicating that we have linked both these modules to another module to commence after completion, which is the **Health and Safety at Work** module.

FrogDrive

My Modules **All Modules** [New Module](#)

Title	Owner	In Catalogue	Has Linked Module
X Lumicity Induction Week One	Mrs N Manjunath	✓	✗
X Lumicity Induction Week Two	Mrs N Manjunath	✓	✗
Induction - Advanced	Mrs N Manjunath	✓	✓
Induction Staging - Quality Assurance	Ms S Admin	✓	✗
Induction	Ms T RauchAdmin	✓	✓
South Australia - Courses Induction	Ms S Admin	✓	✗