

Add New Item - Safety

Summary **Add Content** Change type of item

Online Content + ▼ Settings ▼ ● Not available for launch

Title	Enforce Order	Remove
<i>No content is associated with this item.</i>		

- Add Folder
- Add Content Object
- Add Exam
- Add Content Package

Items with Online Content

Create and modify items with online content, and create blended learning items.



Items with Online Content: Main Concepts of Online Items

An online item is entirely comprised of content objects. Online items are also known as asynchronous learning since there is no instructor or time associated with the item. Users can access online items at their own convenience.

Admin Tools > Learning > Learning Administration > Learning

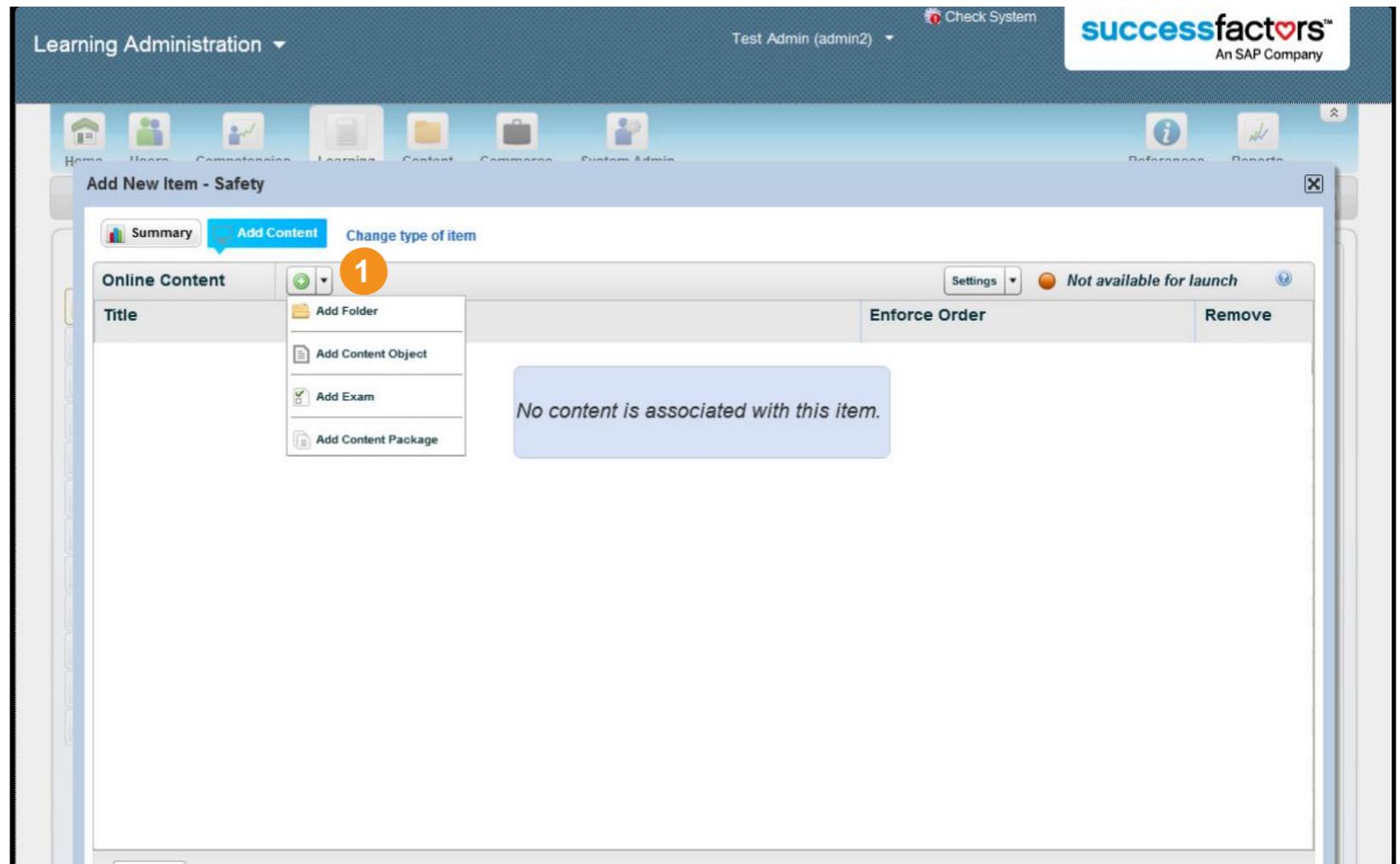
1 Items with Online Content

As an administrator, you may choose to create a new online only item or an item that will be both scheduled and online (also known as a blended item). Once the basic information is entered for the new item, select the content to be added.

You can select:

- **Add Folder** to organize complex content by grouping and sequencing assigned content objects.
- **Add Content Object** to assign individual content objects.
- **Add Exam** object which references a LMS exam.
- **Add Content Package** to add multiple objects to the item content structure. A content package is a grouping of content objects and/or exams/surveys.

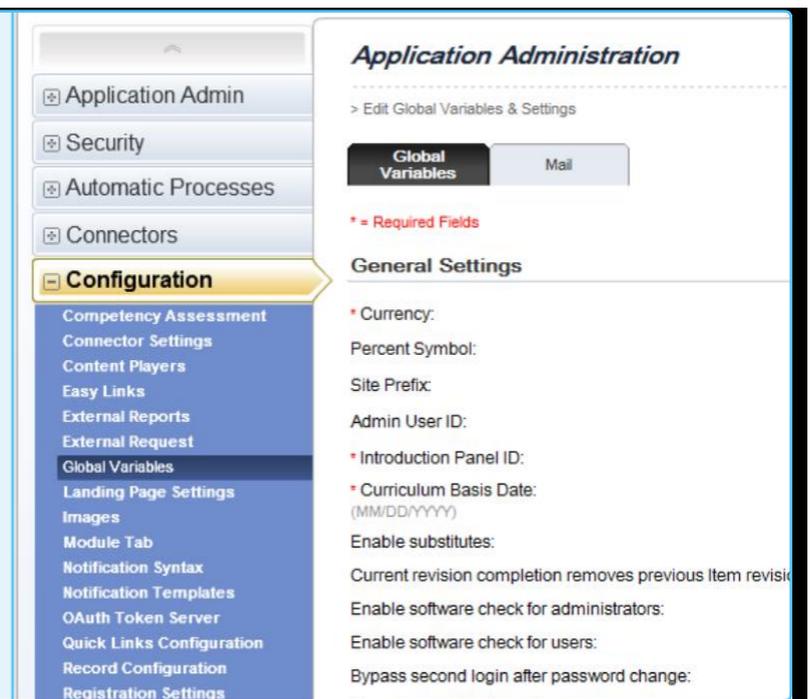
Multiple folders and objects may be added depending upon the complexity of the item desired. Typically, an item will have a single content object or an exam object, but may contain any number of both.



Spotlight: Multi-Language Content

Often online content needs to be launched in more than one language. As an administrator, you can allow multiple content objects in the same item to record completion.

When you configure the content object to record a learning event as passed or failed, the LMS can automatically record the score a user received on the content object that is associated with an item. Users and administrators can see the grade when viewing details in Learning History/ Completed Work.

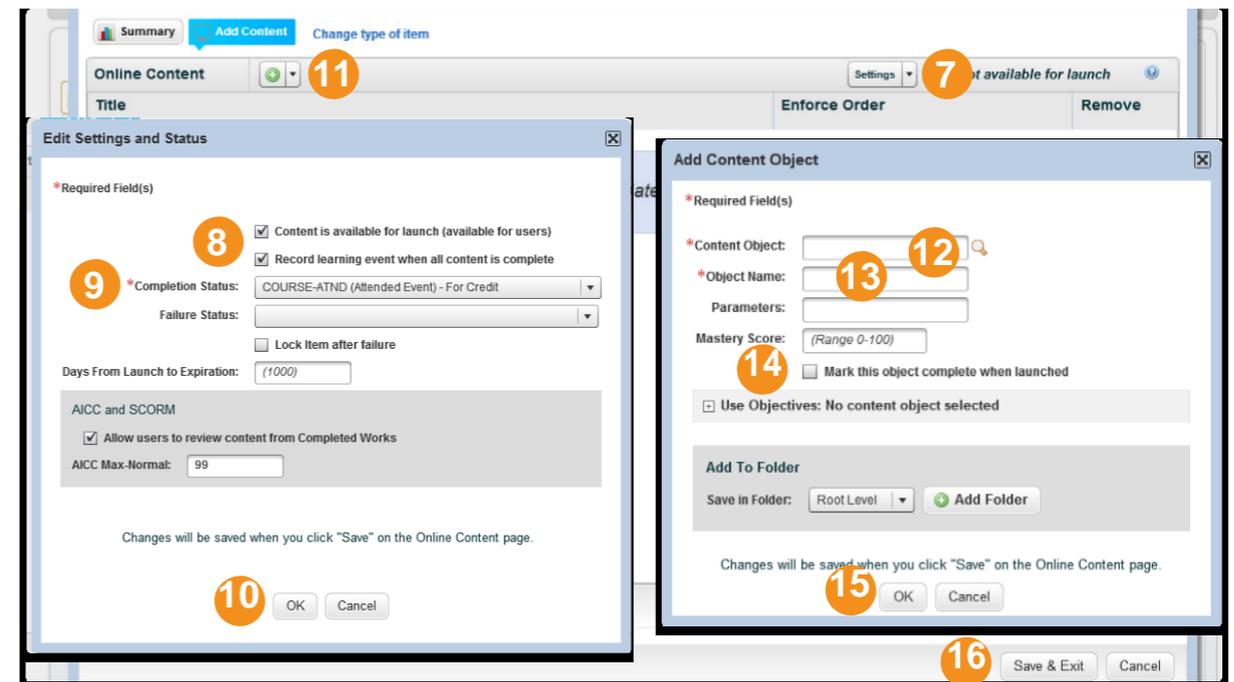
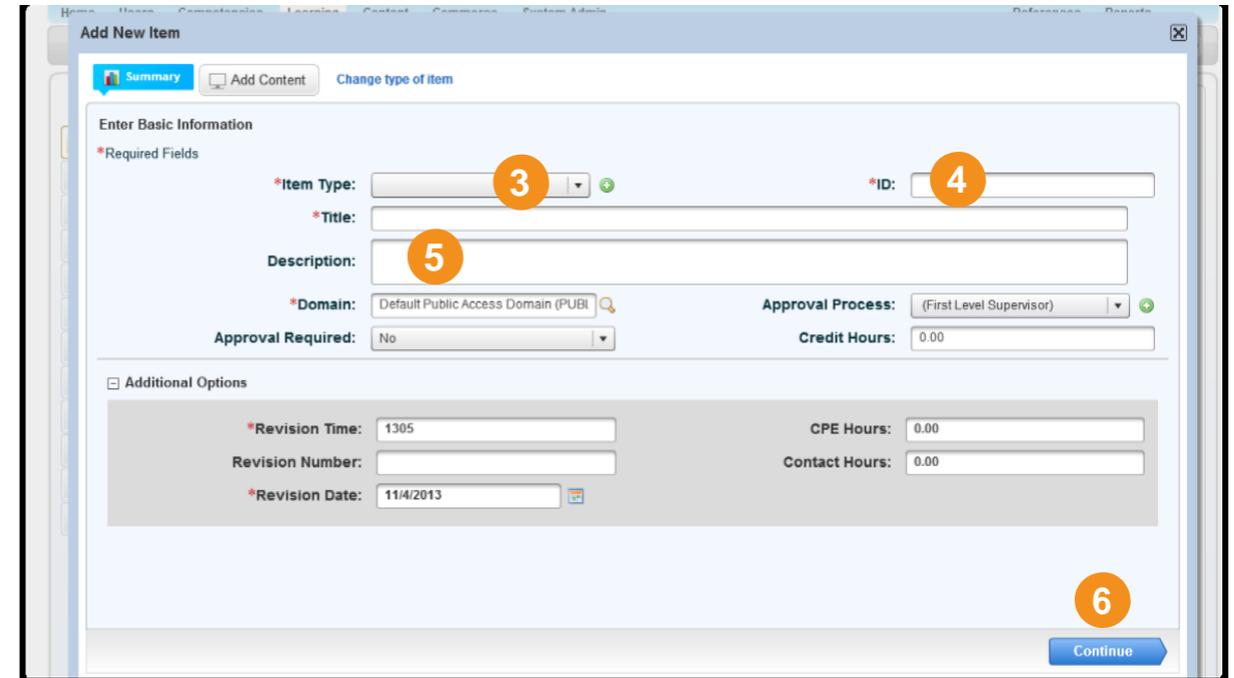
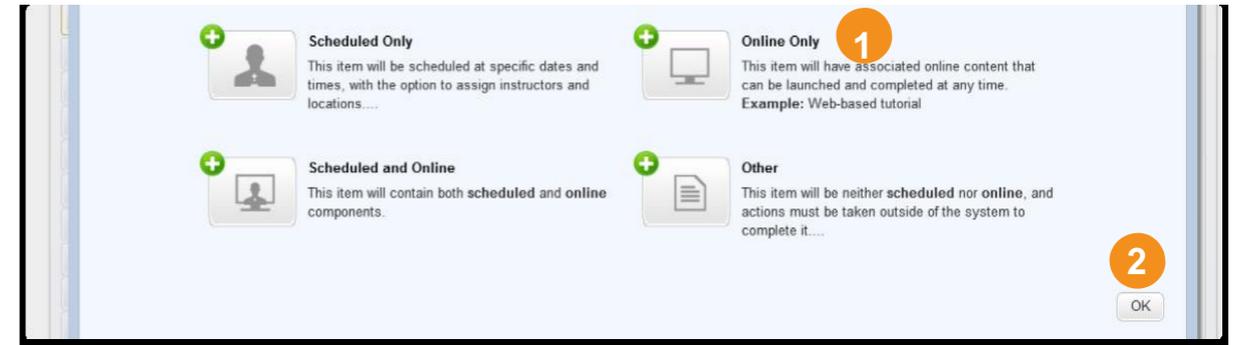


Items with Online Content: Step by Step

Create an Online Item

Admin Tools > Learning > Learning Administration > Learning

- 1 To add an online item within Learning Administration, click the **Add Item** link. You may choose to create a new **Online Only** item or an item that will be both **Scheduled and Online** by clicking the appropriate link.
- 2 Click **OK**.
- 3 Select the **Item Type** from the drop-down menu.
- 4 Enter the **Item ID**.
- 5 Enter the **Title** and **Description** for the item and select the **Domain**.
- 6 When done, click **Continue**.
- 7 Select **Settings** and click **Modify Settings**
- 8 Click the **Content is available for launch (available for users)** and **Record learning event when all content is complete** check boxes.
- 9 Select a completion status from the drop-down menu.
- 10 When done, click **OK**.
- 11 Click the plus sign in the table header and select **Add Content Object** from the drop-down menu.
- 12 Search for the **Content Object**.
- 13 Enter the **Object Name**.
- 14 If the content does not send completion information to the LMS, click the **Mark this object complete when launched** check box.
- 15 Leave **Save in Folder: Root Level** as it is and click **OK**.
- 16 When done, click **Save & Exit**.



Items with Online Content: Modifying an Item with Online Content

As an administrator, you may change the settings and add or change content objects for online items. To do so, search for the online item and click **Online Content** in the item's Related area.

Admin Tools > Learning > Learning Administration > Learning

1 Adding and Organizing Content Objects

The item's content structure can be modified by adding, editing, removing, or reordering object types (folders, content objects, exams, and content packages).

Sequencing sets the order in which the objects must be completed. Sequencing can be set at the item level and/or for each folder.

logon@idm111

existing item, you may choose to run the item revision process to differentiate between users who have completed the old content versus those who complete the new content. However, in some cases, you may just want to change the existing item without creating a new revision.

When changes are made to the **Online Content** tab of an item with online content, the system displays a warning that asks whether or not the item should be restarted by any users who were in progress.

The screenshot displays the SuccessFactors Learning Administration interface. At the top, there is a navigation bar with icons for Home, Users, Competencies, Learning, Content, Commerce, and System Admin. A search bar is located below the navigation bar. The main content area shows the details for the item 'AMC-Privacy 101'. The description is 'This course was developed in Captivate to demonstrate basic security issues and send the results to an AICC-complaint LMS.' Below the description is a table of properties:

Active:	Yes	Thumbnail File:	
Classification:	Blended	Approval Required:	No
*Domain:	Default Public Access Domain (Credit Hours:	0.00
Approval Process:		Thumbnail URL:	
Assign. Type:			
Contact's Email:			

Below the table is a 'View All' link. To the right of the item details is an 'Actions' menu with options: Assign, Schedule, Bookmark, Send Notification, AICC Export, Copy, Revise, and Delete. Below the item details is the 'Online Content' tab, which shows a table of content objects:

Title	Enforce Or...	Remove
AMC-Privacy 101	No	Remove All
Privacy 101 (typical)		

Items with Online Content: Blended Items

Blended learning courses are a combination of instructor-led and web-based training. Items with online content may contain segments to be scheduled to permit users to register for or be registered for the training.

Admin Tools > Learning > Learning Administration > Learning

1 Segments

As an administrator, you can schedule blended items for a specific date and time using the **Segments** tab in the Related area. A scheduled offering segment can restrict the date and time that a user can access content objects.

2 Online Contents

The item's **Online Content** tab includes one or more content or exam objects. Within a blended item, you can specify how restrictive access to the online content should be.

There are three distinct restriction options for blended items:

- “Least restrictive” gives any user who has access to the item (via Learning Plan or catalog) the ability to launch the online content.
- “Somewhat restrictive” allows only those users who are registered for a scheduled offering of the item the ability to launch the online content.
- “Most restrictive” means users can only access the online content during specific times.

The screenshot displays the SAP SuccessFactors Learning Administration interface. At the top, there is a navigation bar with tabs for Home, Users, Competencies, Learning, Content, Commerce, and System Admin. A search bar is located below the navigation bar. The main content area shows the details for the course 'AMC New Hire Orientation' (COURSE AMC-NHO (Rev 1 ...)). The course description is 'New Hire Orientation. Nadal won again!!!'. The course is classified as 'Instructor-Led' and belongs to the 'Information Technology (IT)' domain. The approval process is '(First Level Supervisor)', and the approval required is 'No'. The credit hours are '0.00'. The thumbnail file is 'Thumbnail File: [Image]'. The assign type is 'Assign. Type:' and the contact's email is 'Contact's Email:'. The 'Related' section is expanded to show the 'Segments' tab. The 'Segments' table has columns for Description, Duration, Delay Start, Location Type, Actions, and Delete. There are two segments: 'Day 1' and 'Day 2', both with a duration of 8.00 and a delay start of 0.00. The 'Actions' column for each segment includes 'Equipment' and 'Copy To All'. The 'Delete' column has a 'Select All' checkbox. The 'Online Content' tab is also visible in the 'Related' section.

Blended Items: Step by Step

Create a Blended Learning Item

Admin Tools > Learning > Learning Administration > Add Item > Scheduled and Online

- 1 Select an **Item Type**.
- 2 Enter the **Item ID**.
- 3 Enter a title and description of the item and select a **Domain ID**.
- 4 Click the **Advanced Options** link to change or add additional segments.
- 5 Enter a description and duration for each segment.
- 6 To add more segments, click the **Add New** icon in the table header.
- 7 Enter the day number, description, duration, delay start, and location type for each segment.
- 8 When done, click **Add**.
- 9 Once you finish adding segments, click **Continue**.

Blended Items: Step by Step

- 10 Click the **Associate content to item** icon in the table header.
- 11 Select **Add Content Object** from the drop-down menu.
- 12 Search for and select the content object to add.
- 13 Enter the **Object Name**.
- 14 If the content does not send completion information to the LMS, check the **Mark this object complete when launched** check box.
- 15 Click **Settings** and select **Modify Settings** from the drop-down menu.
- 16 Check the **Content is available for launch (available for users)** check box.
- 17 Check the **Record learning event when all content is complete** checkbox.
- 18 Select a completion status from the **Online Completion Status** drop-down menu.
- 19 Click **OK**.
- 20 Click **Save & Exit**.

