

Job Aid: Create Blended Items**Course: Online Content Management****Lab 5: Create a Blended Learning Item****Prerequisite Courses**

- Introduction to LearningLink Learning Administration
- Learning Needs Management
- Create Instructor-Led Items
- Create and Edit Online Items

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating a blended item. Related terminology is provided.

Task

- A. Create a Blended Item

Terminology:

Item Type (Reference): This is a globally-defined reference that helps categorize items. When administrators create a new item, they must choose from the defined list. Subsequently, each "type" has an associated "completion status." This is an admin-defined reference used when recording a learning event.

Item ID: This is a unique identifier for each item within the Plateau Learning database. It is recommended that a standard ID naming convention be applied to items and all records in the system.

Revision Date/Time: Plateau Learning automatically populates these fields if an admin leaves them alone when creating a new item. If needed, the admin can manually enter data into these fields. This field is what uniquely identifies an item that has been revised.

Online Item: An item that is offered, deployed, tracked, and completed online through the learning system.

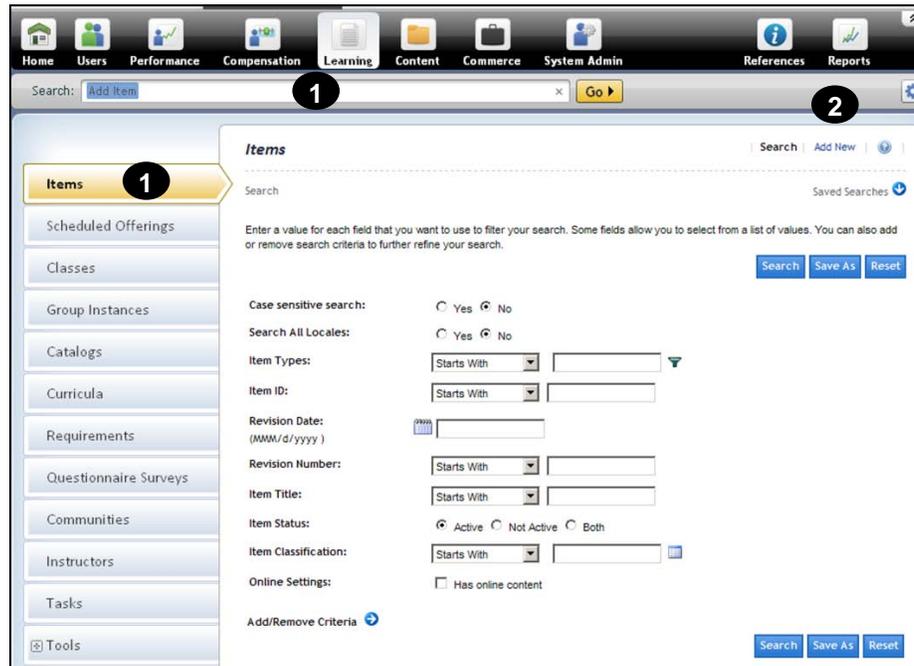
Instructor-led Item: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.

Blended Learning Item: A course that offers a combination of instructor-led training and an online exam at the end of the course to measure completion.

Task A. Create a Blended Item

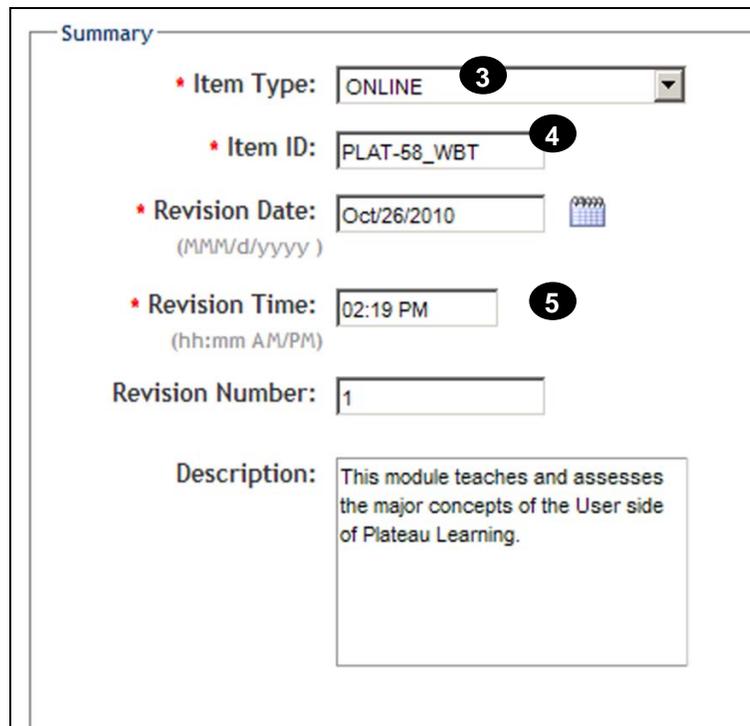
Verify the Admin tab is selected.

- 1 Navigate to Learning > Items.
- 2 Select the Add New link.
or
- 1 Enter "Add Item" in the Search box.
The Add New Learning Item wizard displays.

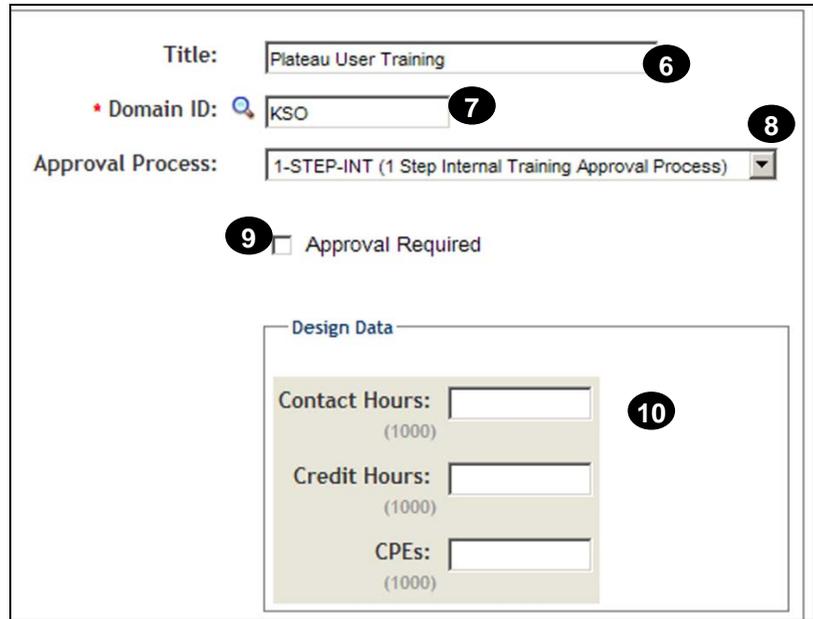


Step 1: Enter Description

- 3 Select the Item Type from the drop-down menu.
- 4 Enter an Item ID.
- 5 Enter the revision date, or select the calendar icon (📅) to select a date. Enter the revision time.



- 6 Enter the item title.
- 7 Enter or select a Domain ID.
- 8 Select an **Approval Process** from the drop-down menu.
- 9 If an approval process has been selected, check the **Approval Required** checkbox.
- 10 If applicable, enter Design Data information (credit hours, etc).



Title: Plateau User Training 6

Domain ID: KSO 7

Approval Process: 1-STEP-INT (1 Step Internal Training Approval Process) 8

9 Approval Required

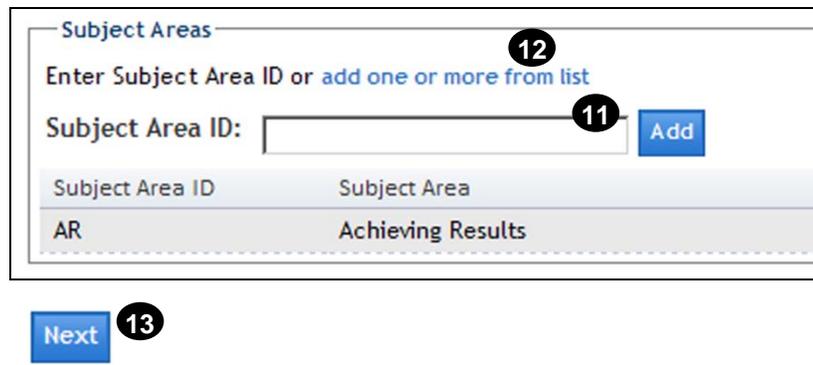
Design Data

Contact Hours: (1000) 10

Credit Hours: (1000)

CPEs: (1000)

- 11 Enter a Subject Area ID and click **Add**.
- or
- 12 Select the **add one or more from list** link to search for and select a Subject Area ID.
- 13 Select **Next**.



Subject Areas 12

Enter Subject Area ID or [add one or more from list](#)

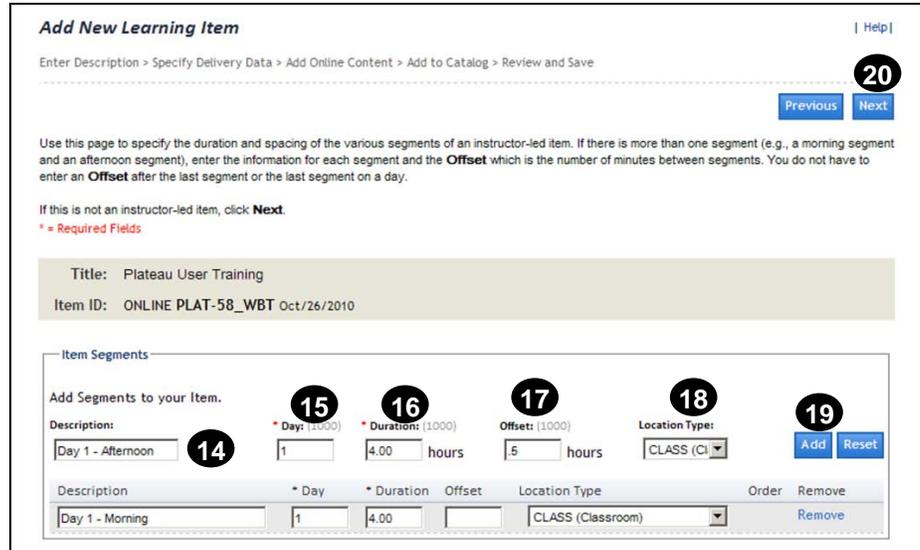
Subject Area ID: Add 11

Subject Area ID	Subject Area
AR	Achieving Results

Next 13

Step 2: Specify Delivery Data

- 14 Enter a description for the segment.
For example, the description might be Day 1 - Morning.
- 15 Enter a number in the Day field.
For example, if it is the first day scheduled for the item, the number "1" is displayed.
- 16 Enter the duration for the segment.
- 17 Enter an offset time.
- 18 Select a location type.
- 19 Select Add.
- 20 Select Next.



Add New Learning Item | Help | 20

Enter Description > Specify Delivery Data > Add Online Content > Add to Catalog > Review and Save

Use this page to specify the duration and spacing of the various segments of an instructor-led item. If there is more than one segment (e.g., a morning segment and an afternoon segment), enter the information for each segment and the **Offset** which is the number of minutes between segments. You do not have to enter an **Offset** after the last segment or the last segment on a day.

If this is not an instructor-led item, click **Next**.

* = Required Fields

Title: Plateau User Training
Item ID: ONLINE PLAT-58_WBT Oct/26/2010

Item Segments

Add Segments to your Item.

Description: Day 1 - Afternoon 14
* Day: (1,000) 1
* Duration: (1,000) 4.00 hours
Offset: (1,000) .5 hours
Location Type: CLASS (C) 18
Add 19 Reset

Description	* Day	* Duration	Offset	Location Type	Order	Remove
Day 1 - Morning	1	4.00		CLASS (Classroom)		Remove

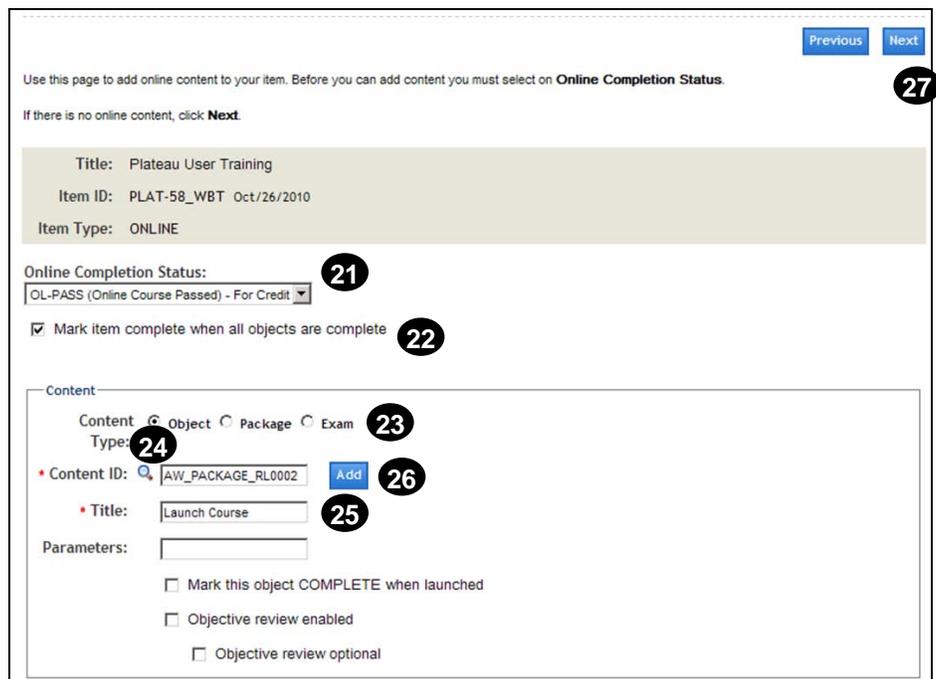
Note: Required delivery data for the segment is marked by an asterisk ().*

Note: An item can last for more than one day. In the Day field, the day number for this particular segment should be displayed by default.

Note: The offset feature provides for breaks such as a lunch hour between schedule segments.

Step 3: Add Online Content

- 21 Select an online completion status.
- 22 Check the Mark item complete when all objects are complete checkbox.
- 23 Select the content type.
- 24 Select the search icon (🔍) to search for and select a content object.
- 25 Enter a title.
- 26 Select Add.
- 27 Select Next to continue.



Previous Next | 27

Use this page to add online content to your item. Before you can add content you must select on **Online Completion Status**.

If there is no online content, click **Next**.

Title: Plateau User Training
Item ID: PLAT-58_WBT Oct/26/2010
Item Type: ONLINE

Online Completion Status: OL-PASS (Online Course Passed) - For Credit 21

Mark item complete when all objects are complete 22

Content

Content Type: Object Package Exam 23

* Content ID: 🔍 AW_PACKAGE_RL0002 Add 24 26

* Title: Launch Course 25

Parameters:

Mark this object COMPLETE when launched

Objective review enabled

Objective review optional

Note: Repeat steps 21-26 to add another content object.

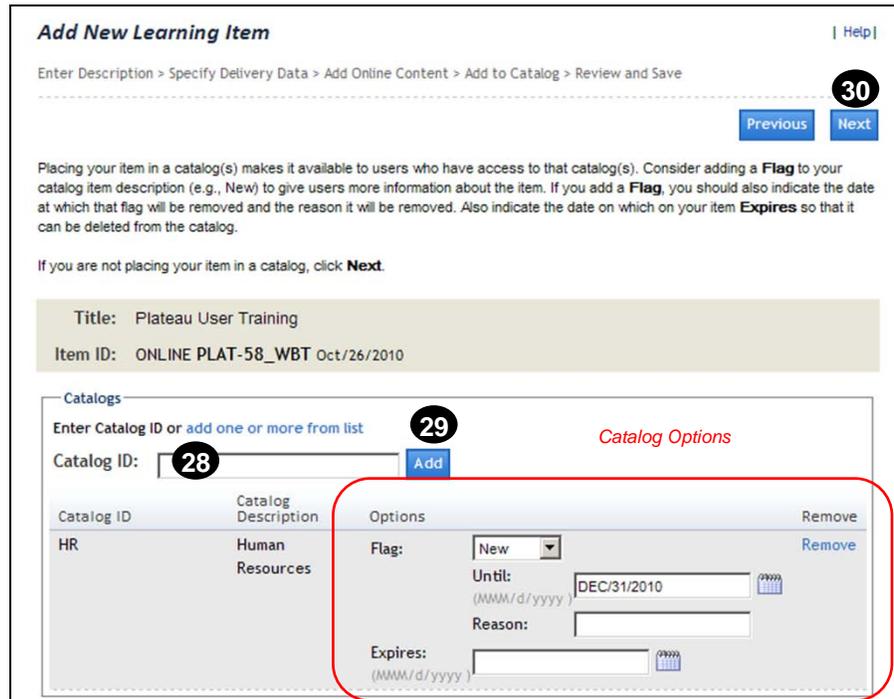
Step 4: Add to Catalog

28 Enter a Catalog ID and select **Add**.

or

29 Select the **add one or more from list** link to search for and select a Catalog ID.

30 Select **Next**.



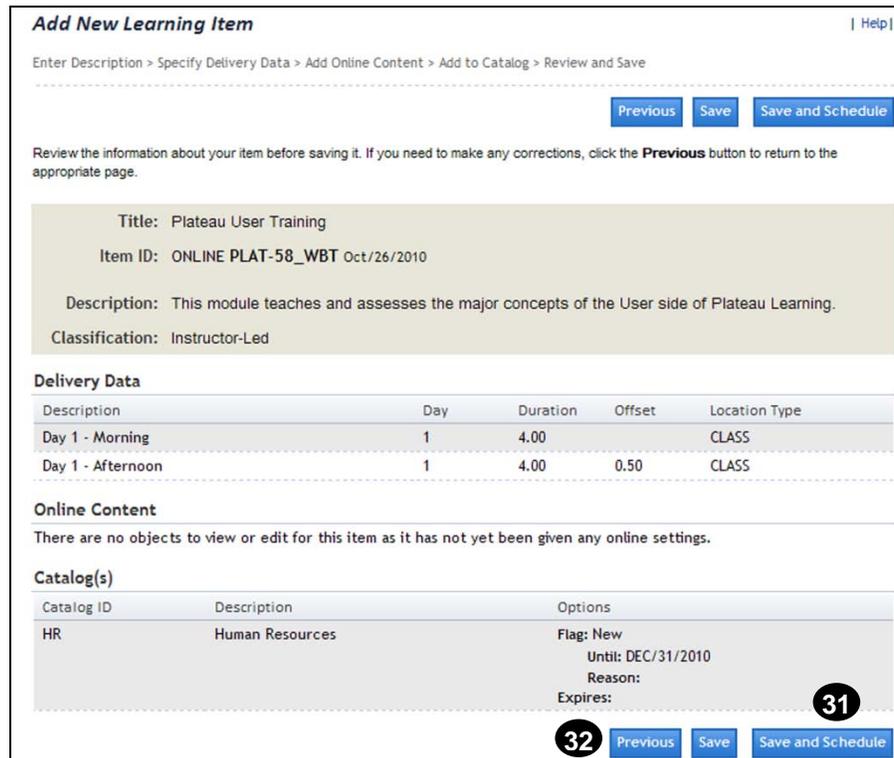
Note: The catalog options can be configured to include a flag for the item, and the item expiration date in the catalog.

Step 5: Review and Save

Verify that the item created is associated with a catalog in the system and the delivery data is entered correctly.

31 If the information is accurate, select **Save and Schedule** (or click **Save** to schedule at a later time).

32 If the information is not accurately represented, select the **Previous** button to make changes.

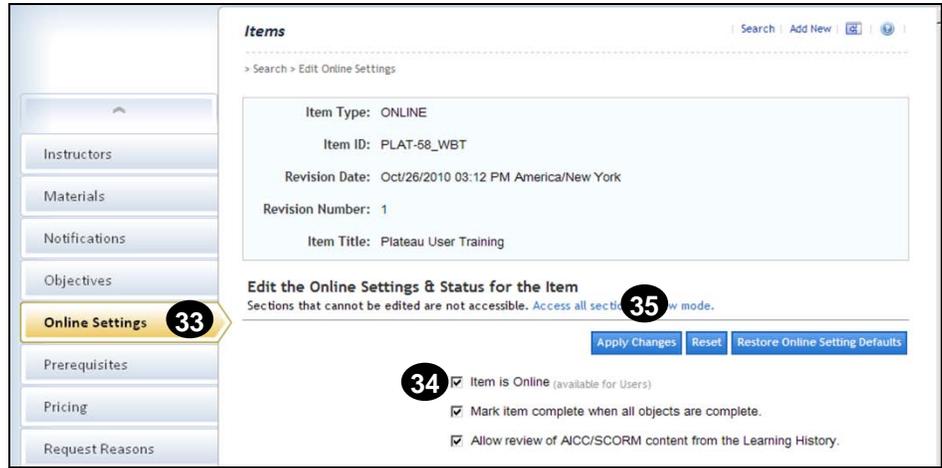


Reference: To learn more about scheduling items, refer to the *Scheduling Management* course and job aid(s).

33 Once the new item is created, select the **Online Settings** tab.

34 Check the **Item is Online** checkbox to make it available for launch.

35 Select **Apply Changes**.



Items Search Add New

> Search > Edit Online Settings

Item Type: ONLINE
 Item ID: PLAT-58_WBT
 Revision Date: Oct/26/2010 03:12 PM America/New York
 Revision Number: 1
 Item Title: Plateau User Training

Edit the Online Settings & Status for the Item
 Sections that cannot be edited are not accessible. Access all sections in view mode.

Apply Changes Reset Restore Online Setting Defaults

34 Item is Online (available for Users)
 Mark item complete when all objects are complete.
 Allow review of AICC/SCORM content from the Learning History.