

Job Aid: Catalog Management

Course: Learning Needs Management
Lab 9: Add Curriculum to a Catalog

Prerequisites

- Introduction to LearningLink Learning Administration
- Learning Needs Management
- Assignment Profiles

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating and modifying catalogs, adding items and curricula to catalogs, and associating catalogs to assignment profiles.

Tasks

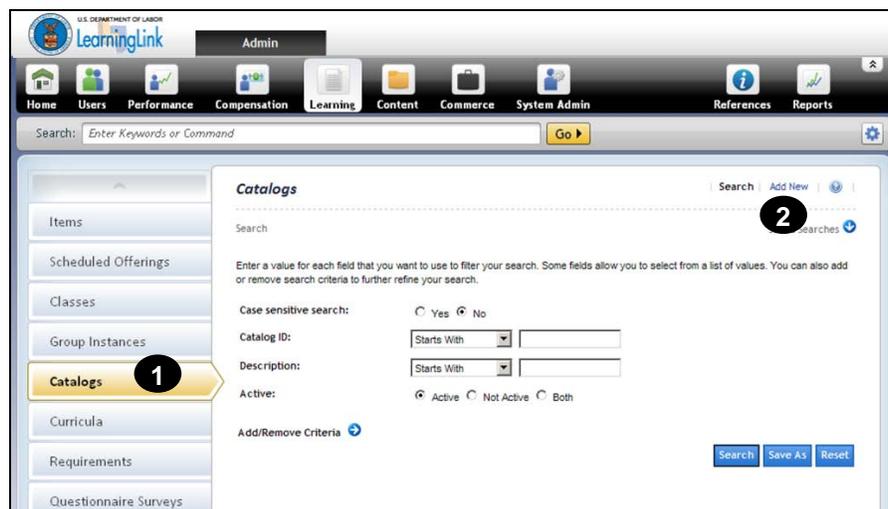
- Adding Catalogs
- Adding Items to Catalogs
- Adding Curricula to Catalogs
- Modifying Item/Curriculum Catalog Flags
- Associating a Catalog to an Assignment Profile

Task A. Adding Catalogs

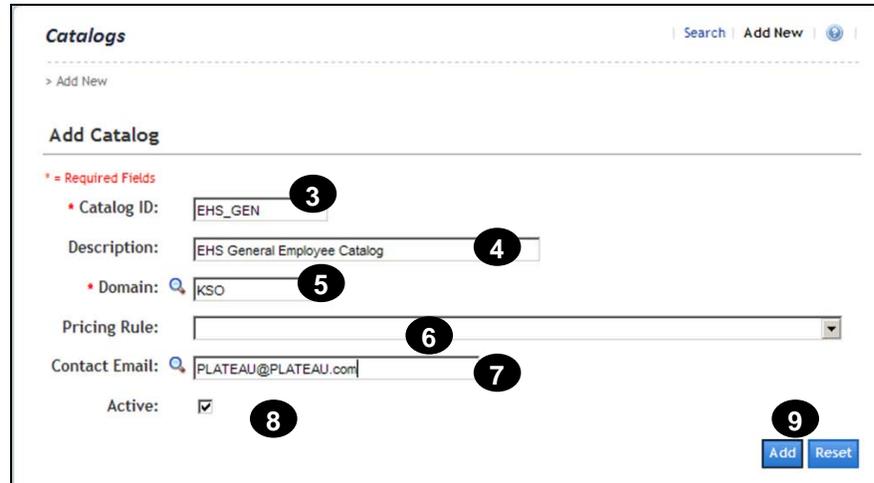
Verify the **Admin** tab is selected.

1 Navigate to **Learning > Catalogs**.

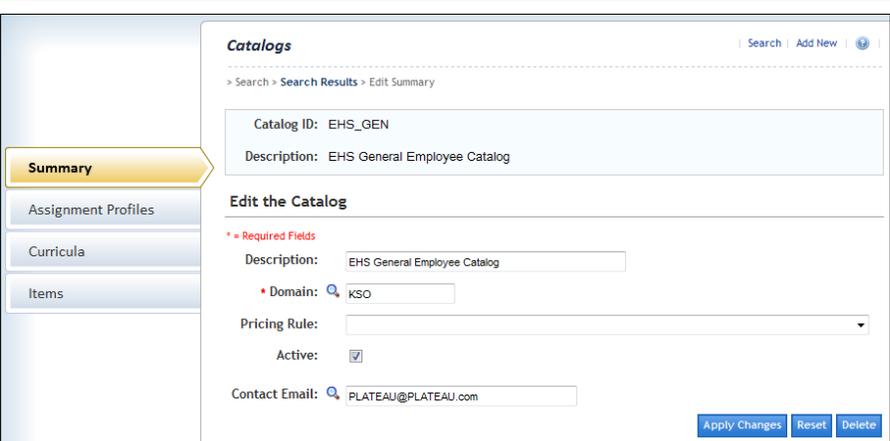
2 Select **Add New**.



- 3 Enter a catalog ID.
- 4 Enter a description of the catalog.
- 5 Select a domain.
- 6 Select a pricing rule from the drop-down menu, if applicable.
- 7 Enter contact email.
- 8 Verify the Active checkbox is selected.
- 9 Select Add.

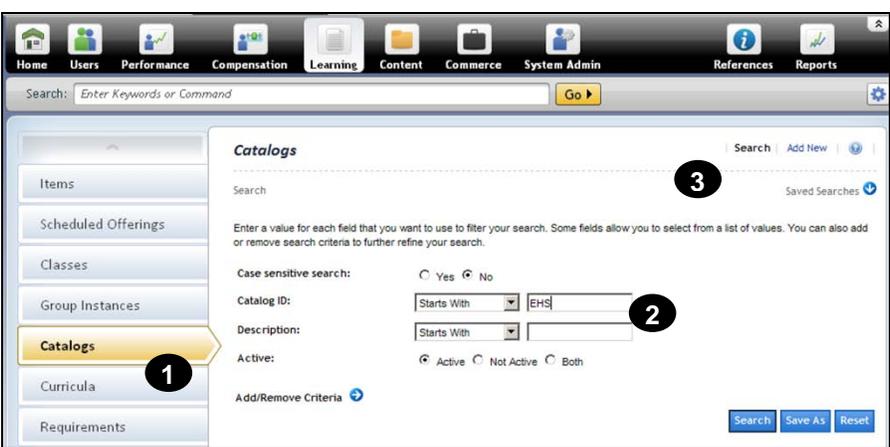


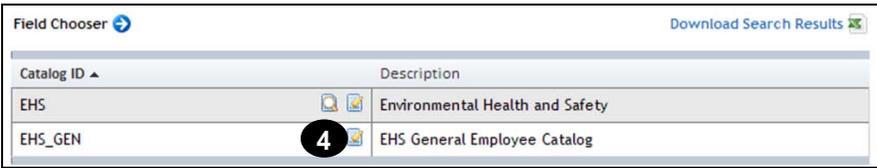
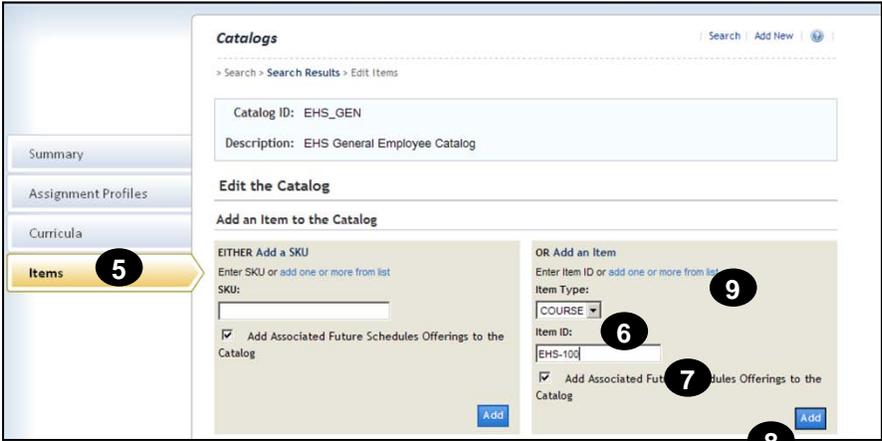
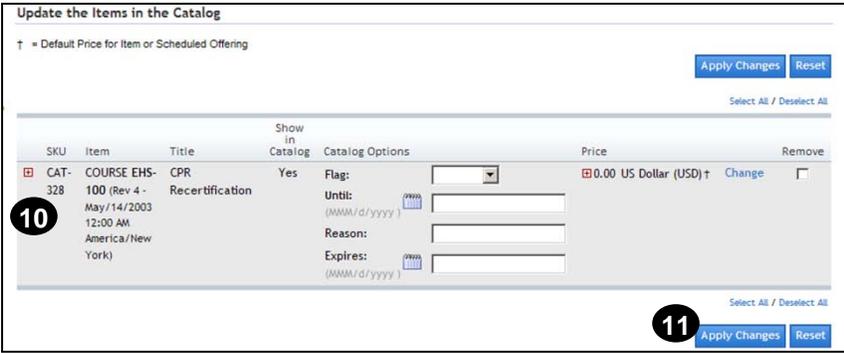
The new catalog is successfully added.



Task B. Adding Items to Catalogs

- 1 Navigate to Learning > Catalogs.
- 1 Search for a catalog by entering criteria for one or more fields.
For this example, let's search for the catalog created in the previous exercise.
- 2 Enter the catalog ID in the Catalog ID field.
- 3 Select Search.



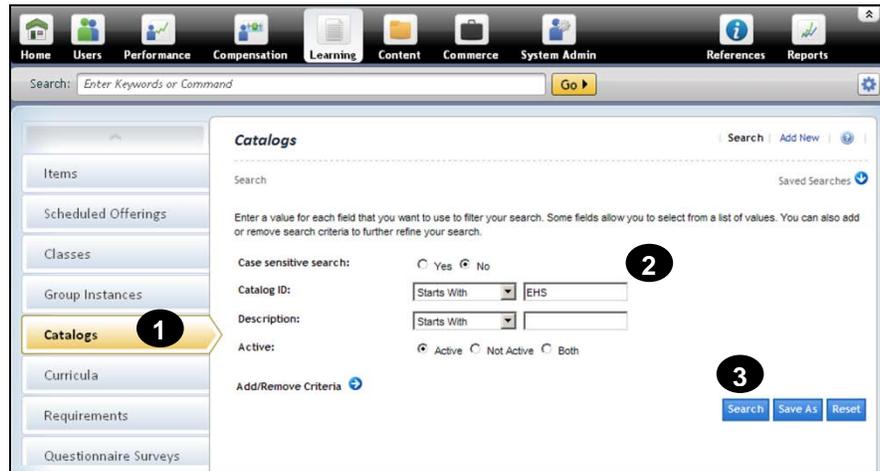
<p>4 Select the catalog by selecting the edit icon (🔗).</p>	
<p>5 Select the Items tab. <i>Note: Items can be added to the catalog by either entering or searching for an item SKU number, or entering or searching for an item.</i></p> <p>6 Select an item type from the drop-down menu.</p> <p>7 Enter the exact item ID.</p> <p>8 Select Add.</p> <p>or</p> <p>9 Select the add one or more from list link to search for and add the item.</p>	
<p>The item is successfully added to the catalog.</p> <p>10 Select the expand icon (⊞) to view any associated scheduled offerings.</p> <p>11 Select Apply Changes.</p>	

Task C. Adding Curricula to Catalogs

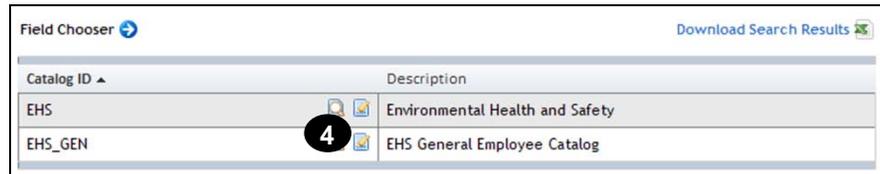
- 1 Navigate to Learning > Catalogs.
- 2 Search for a catalog by entering criteria for one or more fields.

For this example, let's search for the catalog created in the previous exercise.

Enter the catalog ID in the Catalog ID field.
- 3 Select Search.

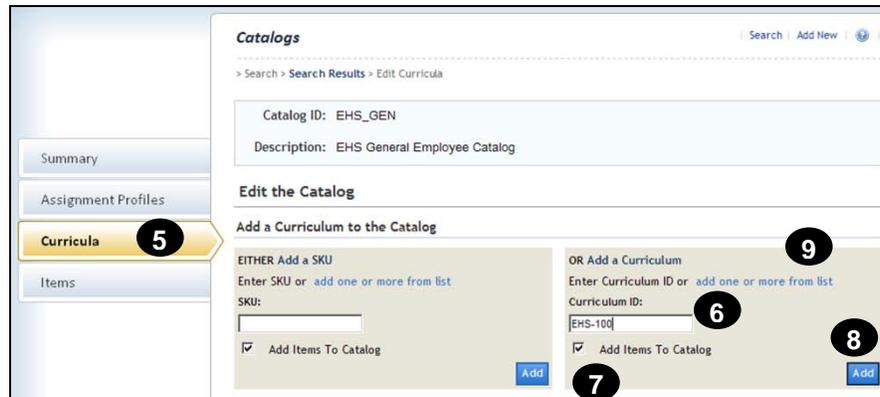


- 4 Select the edit icon (🔍) to select the catalog.



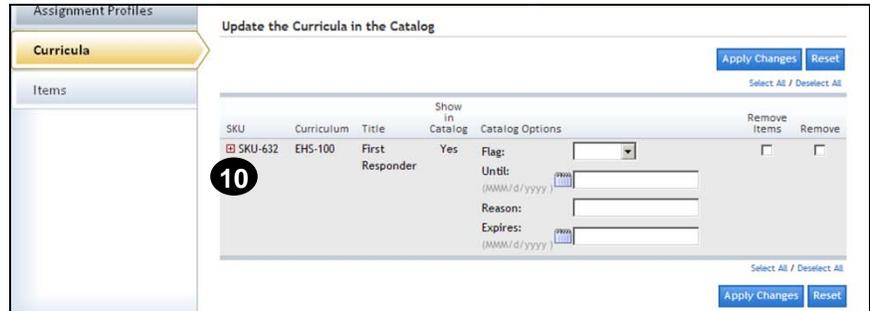
Catalog ID	Description
EHS	Environmental Health and Safety
EHS_GEN	EHS General Employee Catalog

- 5 Select the Curricula tab.
Note: Curricula can be added to the catalog by either entering or searching for a curriculum SKU number, or entering or searching for a curriculum.
- 6 Enter the exact curriculum ID exactly.
- 7 Verify the Add Items to Catalog checkbox is checked.
- 8 Select Add.
- or
- 9 Select the add one or more from list link to search for and add a curriculum.



The curriculum has been successfully added to the catalog.

- 10** Select the expand icon (⊕) to view all items within this curriculum.



Assignment Profiles

Curricula

Items

Update the Curricula in the Catalog

Apply Changes Reset

Select All / Deselect All

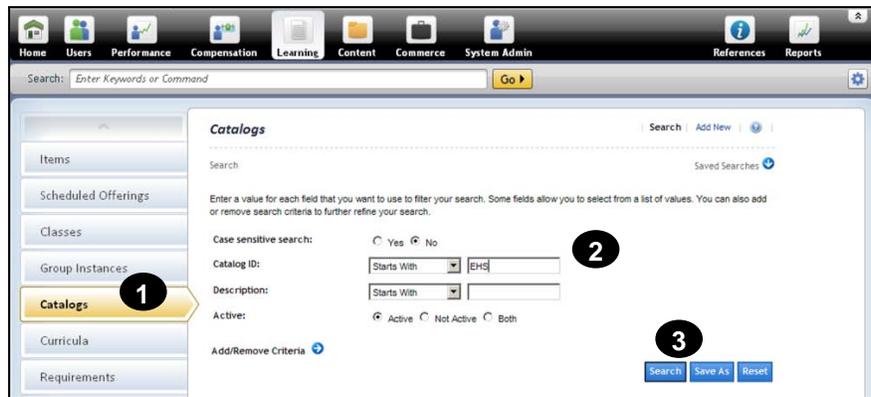
SKU	Curriculum	Title	Show in Catalog	Catalog Options	Remove Items	Remove
SKU-632	EHS-100	First Responder	Yes	Flag: <input type="text"/> Until: (MMM/d/yyyy) <input type="text"/> Reason: <input type="text"/> Expires: (MMM/d/yyyy) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

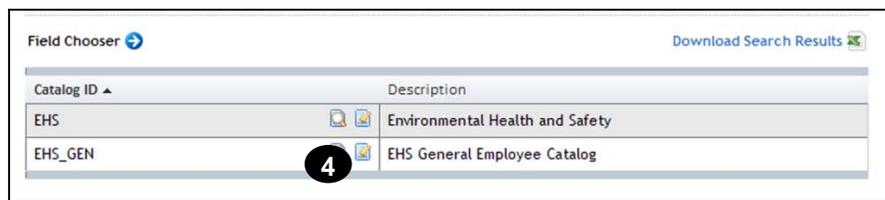
Apply Changes Reset

Task D. Modifying Item/Curriculum Catalog Flags

- 1 Navigate to Learning > Catalogs.
- Search for a catalog by entering criteria for one or more fields.
- 2 Enter the catalog ID in the catalog ID field.
- 3 Select Search.



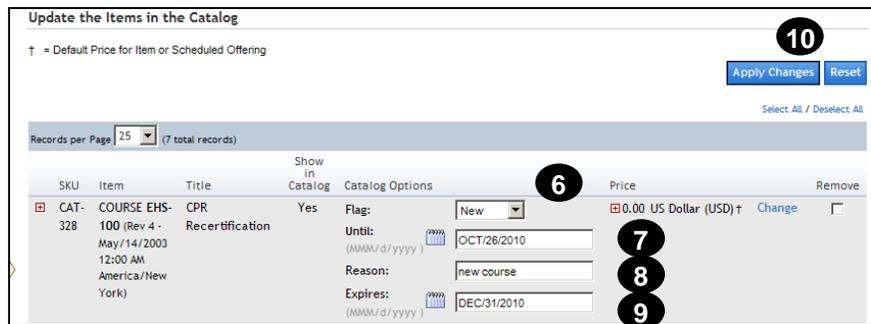
- 4 Select the catalog by selecting the edit icon (🔗).



- 5 Select the Items tab.



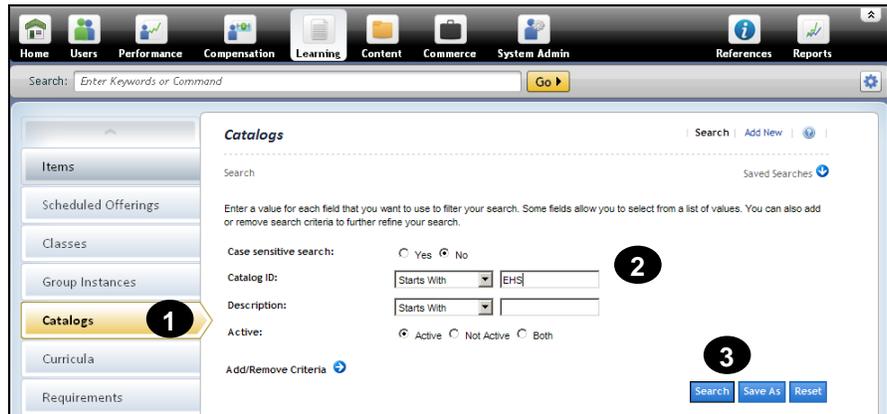
- 6 To modify catalog options per item, select the Flag drop-down box and select one of the displayed options.
- 7 Enter an Until date.
- 8 Enter a Reason.
- 9 Enter an expiration date (if desired).
- 10 Select Apply Changes.



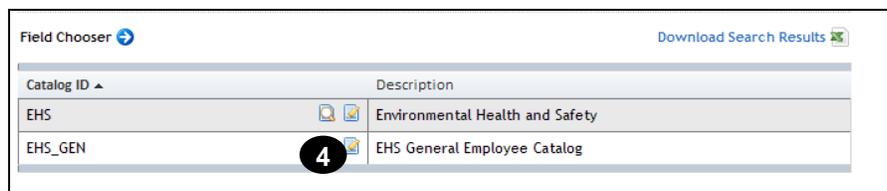
Notes:
Item Flag: A flag that appears with the item in the catalog.
Until: The date that the flag no longer appears with the item in the catalog.
Reason: What the user sees for why they should be interested in this item when viewed on their home page or in the catalog.
Expires: The date at which the item is automatically removed from the catalog.

Task E. Associating a Catalog to an Assignment Profile

- 1 Navigate to Learning > Catalogs.
Search for a catalog by entering criteria for one or more fields.
- 2 Enter the catalog ID in the Catalog ID field.
- 3 Select Search.

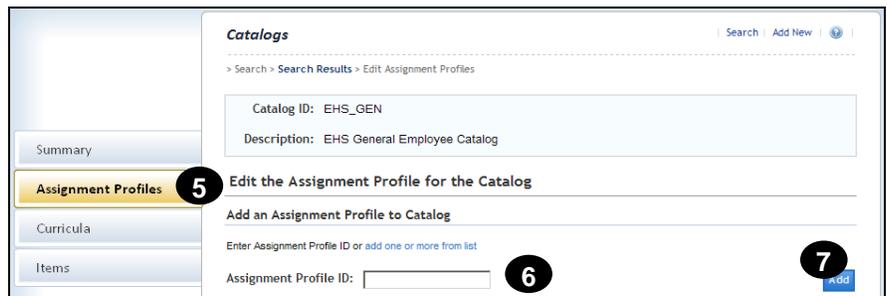


- 4 Select the catalog by selecting the edit icon (✎).



Catalog ID	Description
EHS	Environmental Health and Safety
EHS_GEN	EHS General Employee Catalog

- 5 Select the **Assignment Profiles** tab.
Note: Access to catalogs is controlled by assignment profiles.
- 6 Enter the exact assignment profile ID.
- 7 Select **Add**.
or
Select the **add one or more from list** link to search for and add an assignment profile.



Review the added assignment profile.

Catalogs | Search | Add New |

> Search > Search Results > Edit Assignment Profiles

Catalog ID: EHS_GEN

Description: EHS General Employee Catalog

Edit the Assignment Profile for the Catalog

Add an Assignment Profile to Catalog

Enter Assignment Profile ID or [add one](#) or [more from list](#)

Assignment Profile ID: **Add**

Update the assignment profile for the catalog

Apply Changes

Select All / Deselect All

Assignment Profile ID	Description	Remove
EHS-001	EHS Catalog and Curricula Assignments	<input type="checkbox"/>

Notes