

Job Aid: Requirements Based Curricula

Course: Learning Needs Management

Topic Lab: Create a Requirement

Topic Lab: Assign Requirements to a Curriculum

Prerequisite Courses

- Introduction to LearningLink Learning Administration
- Learning Needs Management
- Create Curricula

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating new curriculum requirements and adding the requirements to curricula.

Tasks

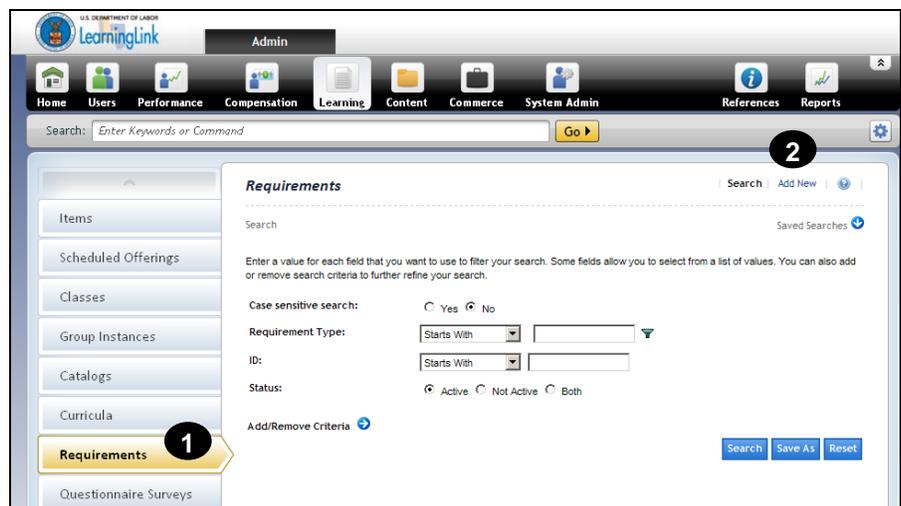
- Add New Curriculum Requirements: # Hours of Specified Hour Type
- Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items
- Add New Curriculum Requirements: # Items from Pool of Items
- Add Requirements to Curricula
- Group Curriculum Requirements

Task A. Add New Curriculum Requirements: # Hours of Specified Hour Type

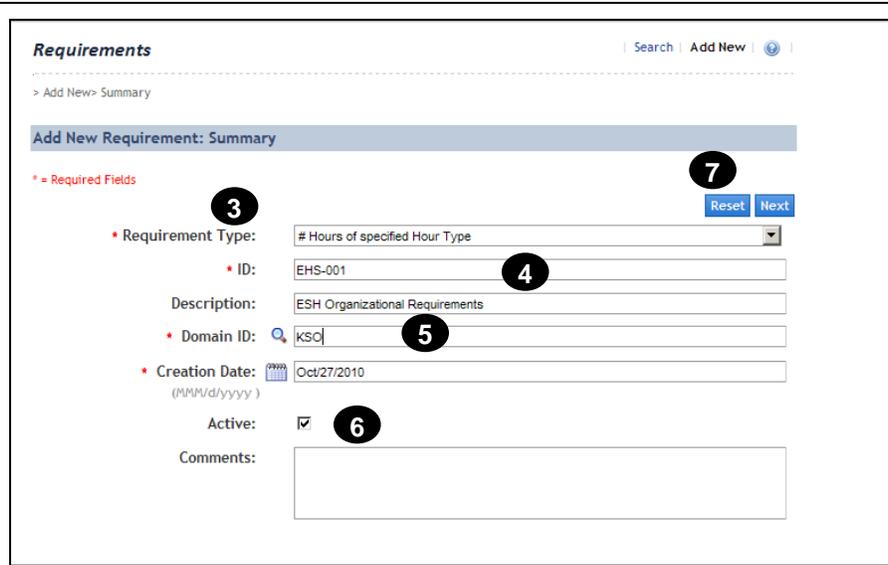
Verify the **Admin** tab is selected.

1 Navigate to **Learning > Requirements**.

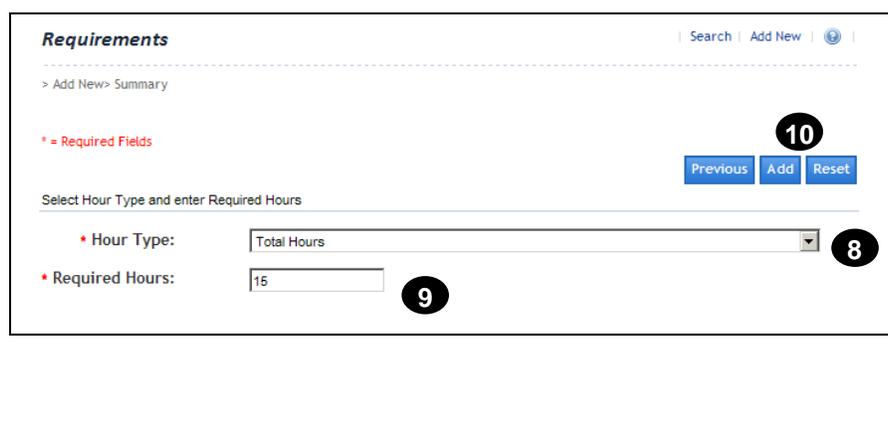
2 Select **Add New**.



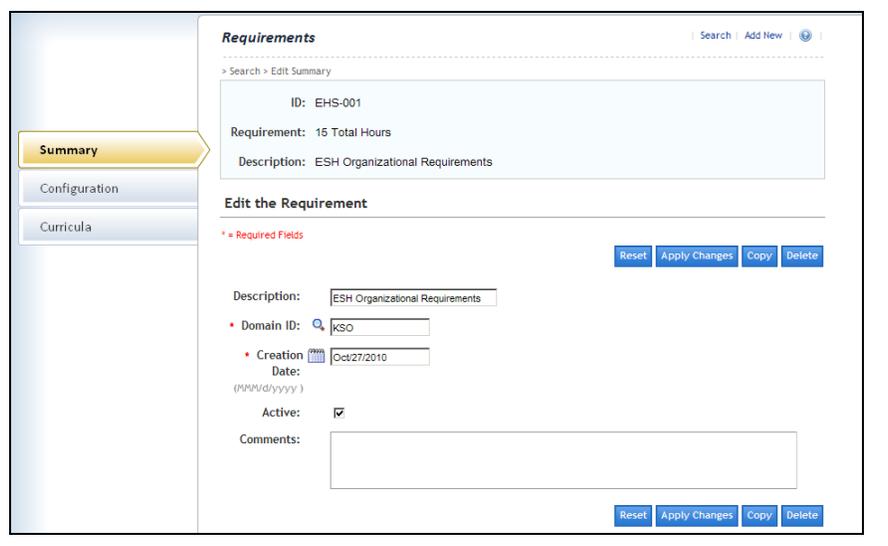
- 3 Select the requirement type from drop-down menu.
- 4 Enter the new requirement ID and description.
- 5 Select a domain for this new requirement.
The creation date defaults to today's date.
- 6 Verify the Active checkbox is checked.
- 7 Select Next.



- 8 Because the requirement type '*# Hours of specified hour type*' was selected above, you must enter the hour type and required hours.
- 8 Select the hour type from drop-down menu.
- 9 Enter required hours.
- 10 Select Add.



A new requirement has been added.

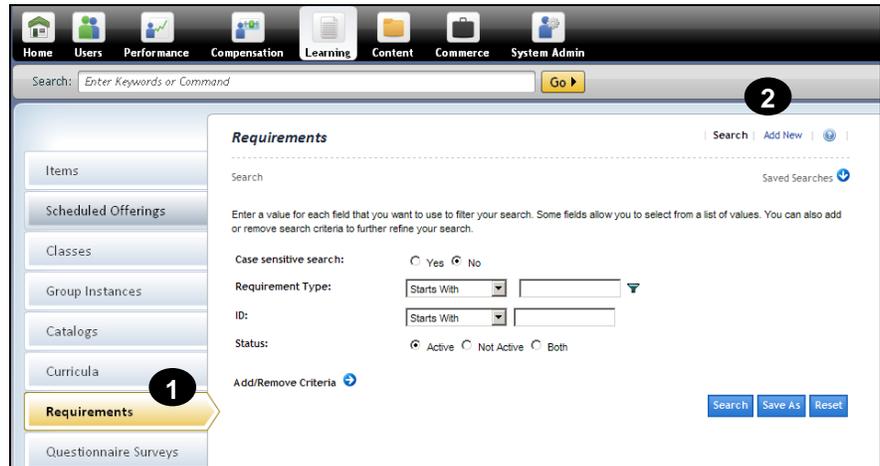


Task B. Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items

Verify the Admin tab is selected.

1 Navigate to Learning > Requirements.

2 Select Add New.



3 Select the requirement type from drop-down menu.

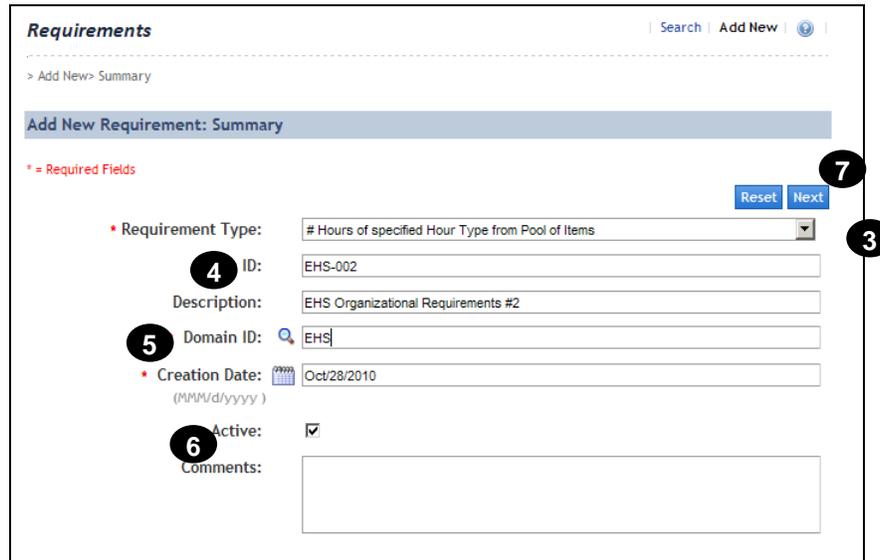
4 Enter the new requirement ID and description.

5 Select a domain for this new requirement.

The creation date defaults to today's date.

6 Verify the Active checkbox is checked.

7 Select Next.

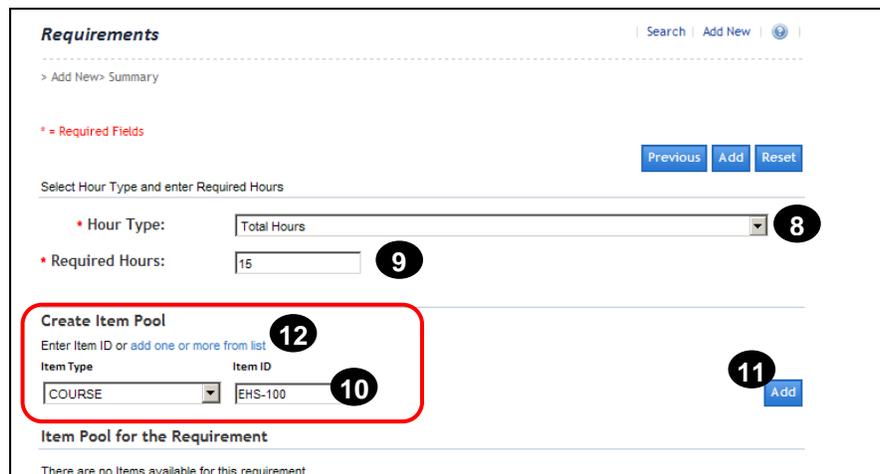


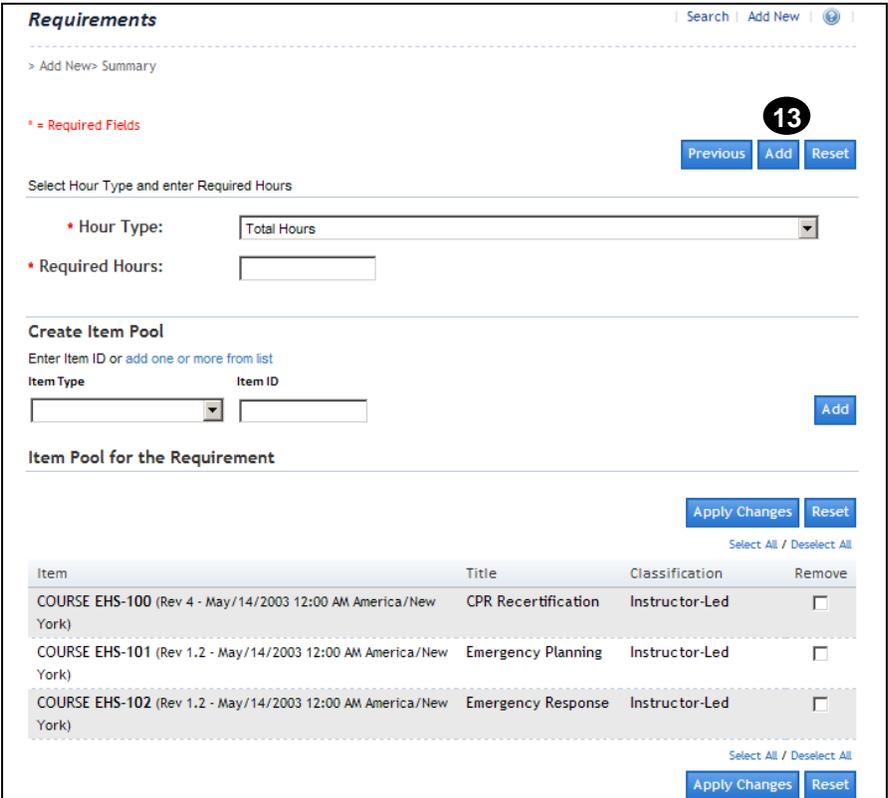
Because the requirement type selected was '*# Hours of specified hour type from pool of items*', the next step requests the hour type, required hours, and selected pool of items.

8 Select hour type from drop-down menu.

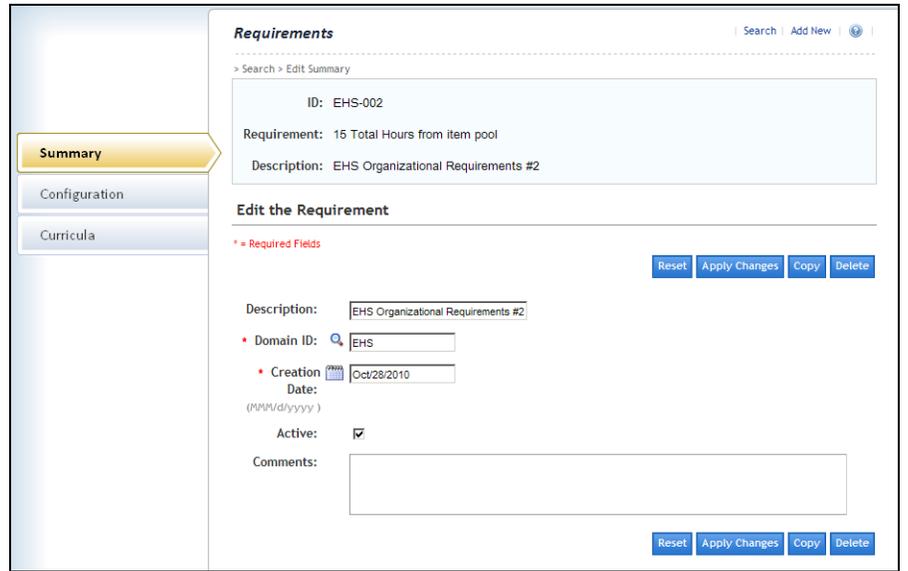
9 Enter required hours.

10 Add items to the pool:



<p>11 Enter exact item type and item ID. Select Add. or Select the add one or more from list link to search for and select the items.</p>	
<p>13 Once you have a pool of items, select Add to add the new requirement.</p>	 <p>The screenshot shows the 'Requirements' page with the following sections:</p> <ul style="list-style-type: none"> Requirements (Search Add New ?) > Add New> Summary * = Required Fields Buttons: Previous, 13 Add, Reset Select Hour Type and enter Required Hours * Hour Type: Total Hours (dropdown) * Required Hours: [input field] Create Item Pool Enter Item ID or add one or more from list Item Type: [dropdown] Item ID: [input field] Add Item Pool for the Requirement Buttons: Apply Changes, Reset Select All / Deselect All Table with columns: Item, Title, Classification, Remove Table rows: <ul style="list-style-type: none"> COURSE EHS-100 (Rev 4 - May/14/2003 12:00 AM America/New York) CPR Recertification Instructor-Led <input type="checkbox"/> COURSE EHS-101 (Rev 1.2 - May/14/2003 12:00 AM America/New York) Emergency Planning Instructor-Led <input type="checkbox"/> COURSE EHS-102 (Rev 1.2 - May/14/2003 12:00 AM America/New York) Emergency Response Instructor-Led <input type="checkbox"/> Select All / Deselect All Buttons: Apply Changes, Reset

A new requirement has been added.



Requirements | Search | Add New | 

> Search > Edit Summary

ID: EHS-002
Requirement: 15 Total Hours from item pool
Description: EHS Organizational Requirements #2

Edit the Requirement

* = Required Fields

Reset | Apply Changes | Copy | Delete

Description:

• Domain ID:

• Creation Date:
(MM/dd/yyyy)

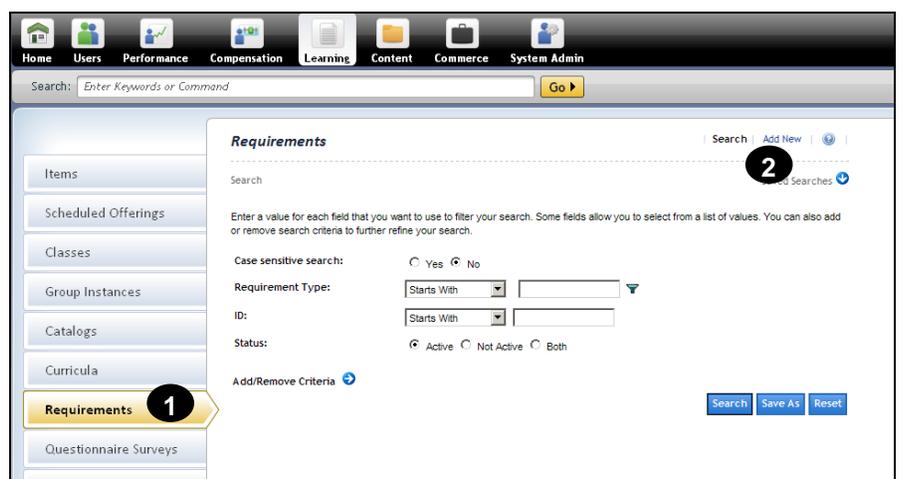
Active:

Comments:

Reset | Apply Changes | Copy | Delete

Task C. Add New Curriculum Requirements: # Items from Pool of Items

- 1 Navigate to Learning > Requirements.
- 2 Select Add New.



Home | Users | Performance | Compensation | Learning | Content | Commerce | System Admin

Search:

Requirements | Search | Add New | 

Search 2 Searches 

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Requirement Type:

ID:

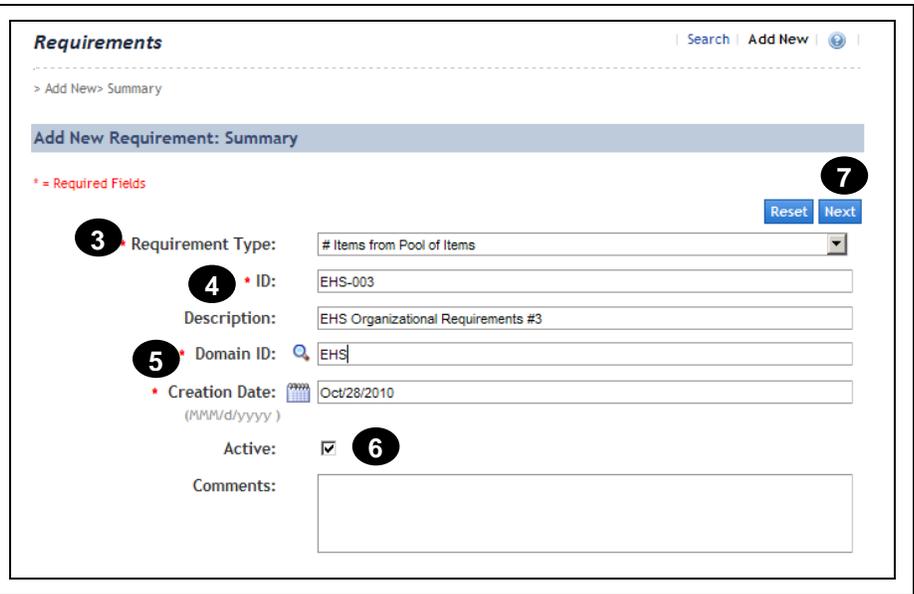
Status: Active Not Active Both

Add/Remove Criteria 

Search | Save As | Reset

Items | Scheduled Offerings | Classes | Group Instances | Catalogs | Curricula | **Requirements** 1 | Questionnaire Surveys

- 3 Select the requirement type from drop-down menu.
- 4 Enter the new requirement ID and description.
- 5 Select a domain for this new requirement.
The creation date defaults to today's date.
- 6 Verify the Active checkbox is checked.
- 7 Select Next.



Requirements | Search | Add New |

> Add New> Summary

Add New Requirement: Summary

* = Required Fields

3 Requirement Type: # Items from Pool of Items

4 ID: EHS-003

Description: EHS Organizational Requirements #3

5 Domain ID: EHS

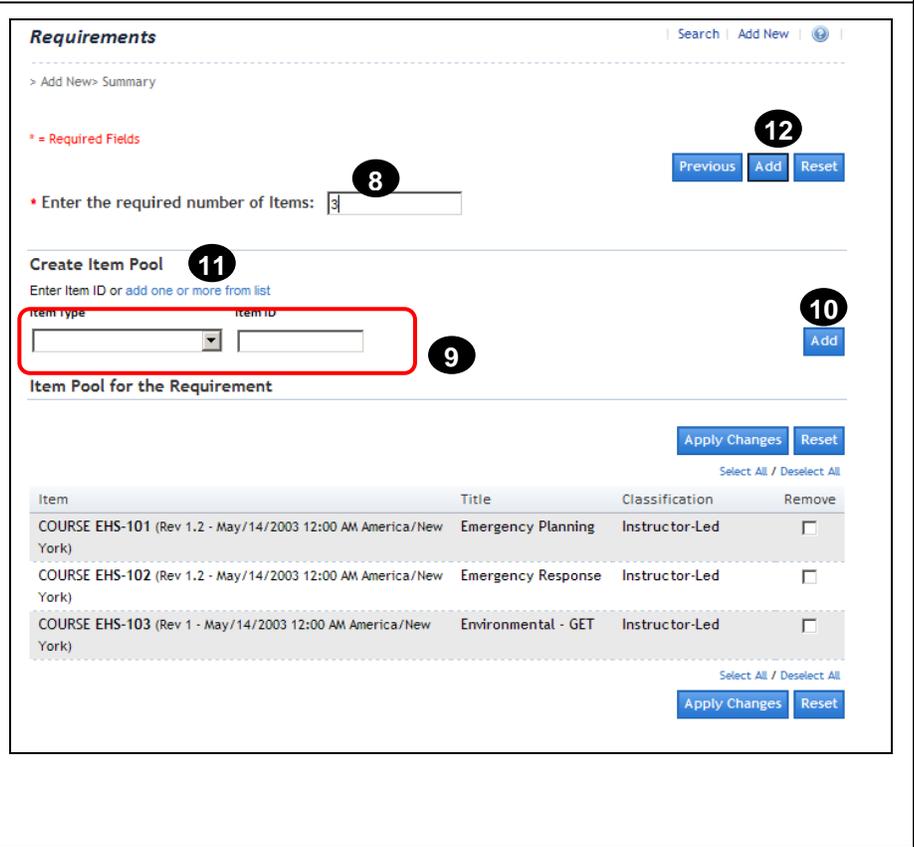
Creation Date: Oct/28/2010 (MM/dd/yyyy)

Active: 6

Comments:

Reset Next 7

- 8 Enter required number of items.
Add items to the pool:
- 9 Enter exact item type and item ID.
- 10 Select Add.
- or
- 11 Select the add one or more from list link to search for the items.
- 12 Once you have a pool of items, select Add to add the new requirement.



Requirements | Search | Add New |

> Add New> Summary

* = Required Fields

8 Enter the required number of Items: 8

Previous Add Reset 12

Create Item Pool 11

Enter Item ID or add one or more from list

Item type Item ID 9

Item Pool for the Requirement

Apply Changes Reset

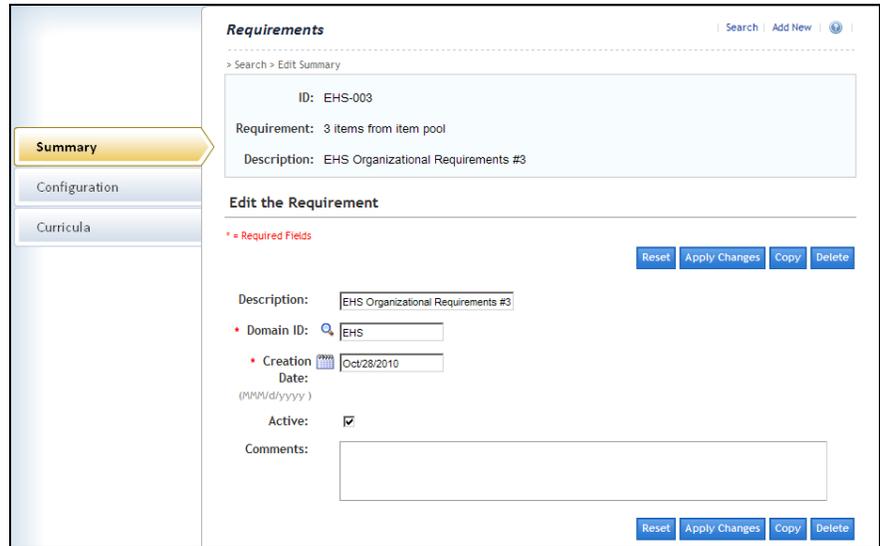
Select All / Deselect All

Item	Title	Classification	Remove
COURSE EHS-101 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Emergency Planning	Instructor-Led	<input type="checkbox"/>
COURSE EHS-102 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Emergency Response	Instructor-Led	<input type="checkbox"/>
COURSE EHS-103 (Rev 1 - May/14/2003 12:00 AM America/New York)	Environmental - GET	Instructor-Led	<input type="checkbox"/>

Select All / Deselect All

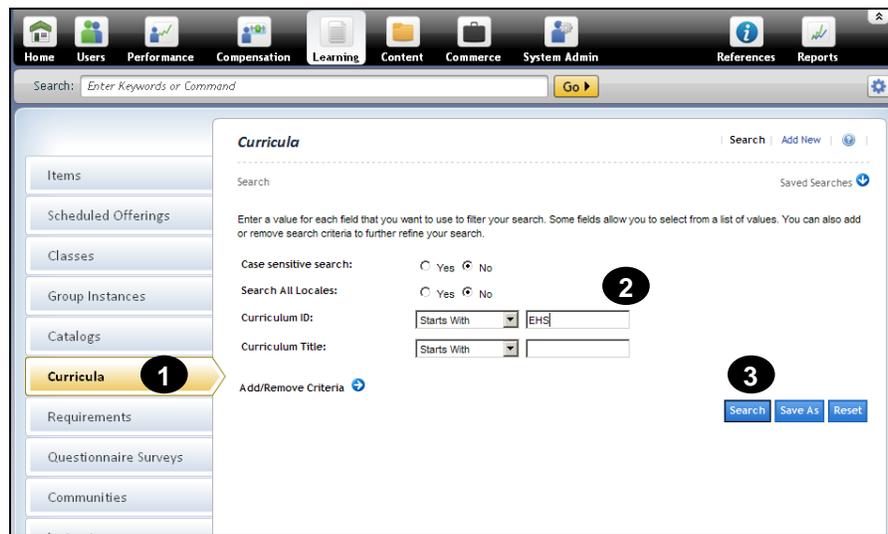
Apply Changes Reset 10

A new requirement has been added.



Task D. Add Requirements to Curricula

- 1 Navigate to Learning > Curricula.
- 2 Enter search criteria to find curriculum.
- 3 Select Search.



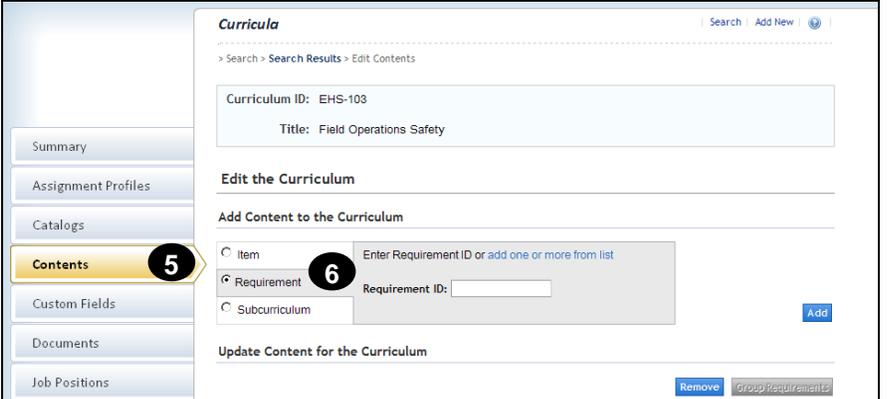
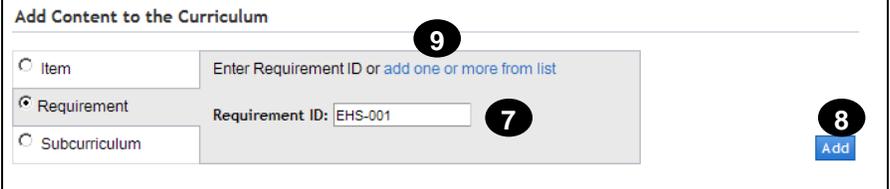
- 4 Select the edit icon (🔗) for the curriculum you wish to select.

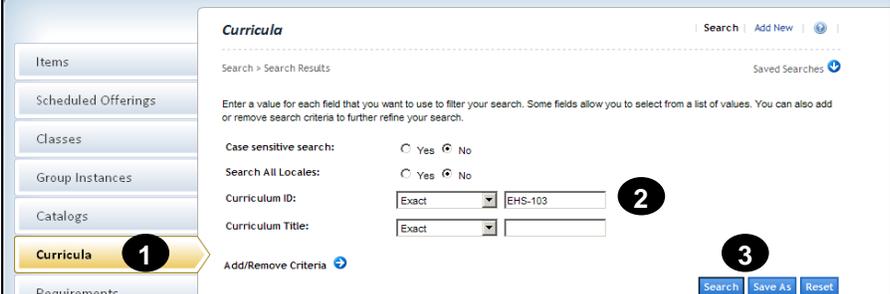
Field Chooser Download Search Results

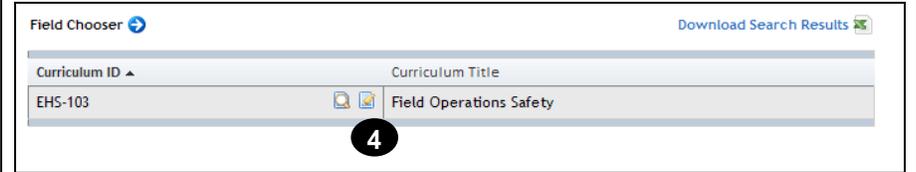
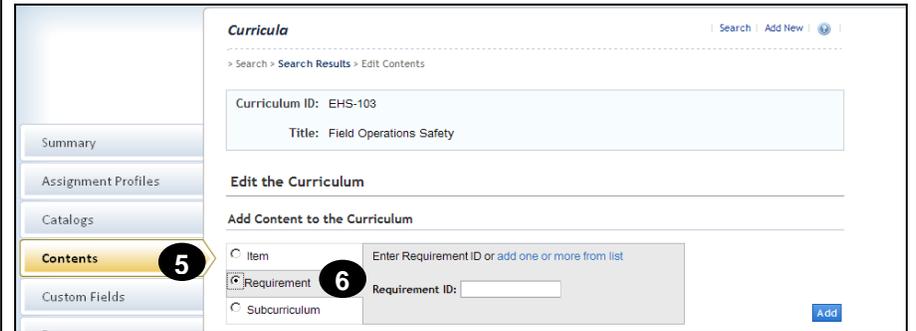
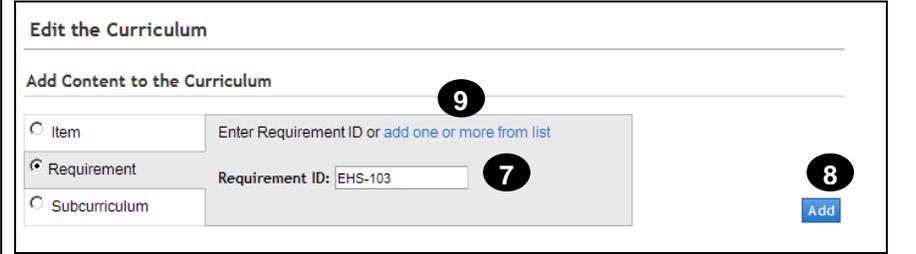
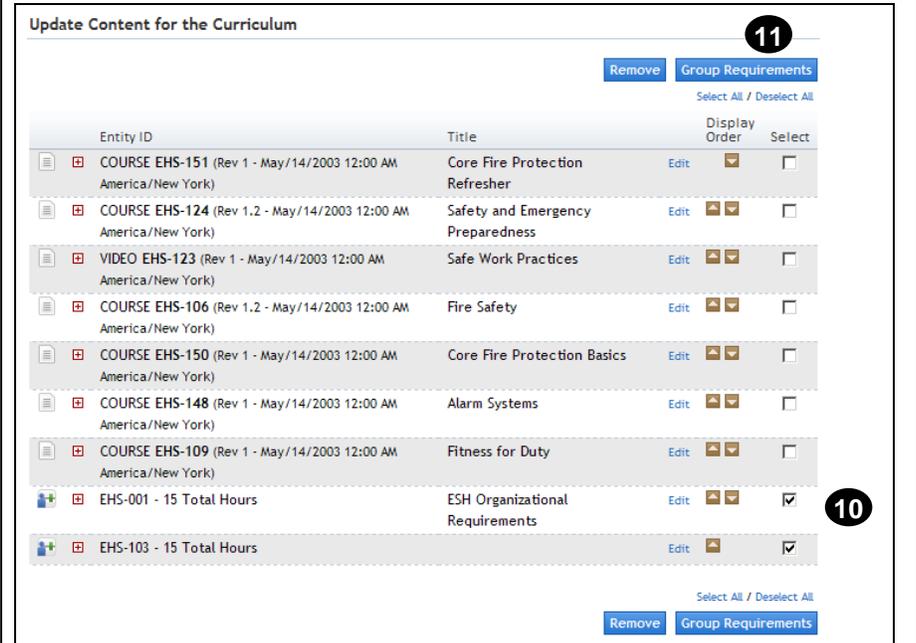
Records per Page: 25 (10 total records)

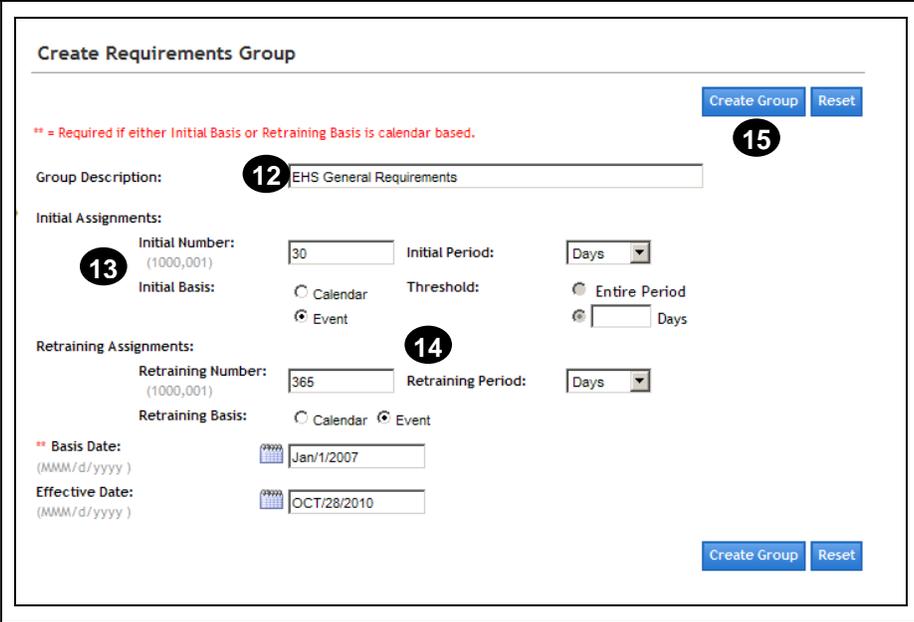
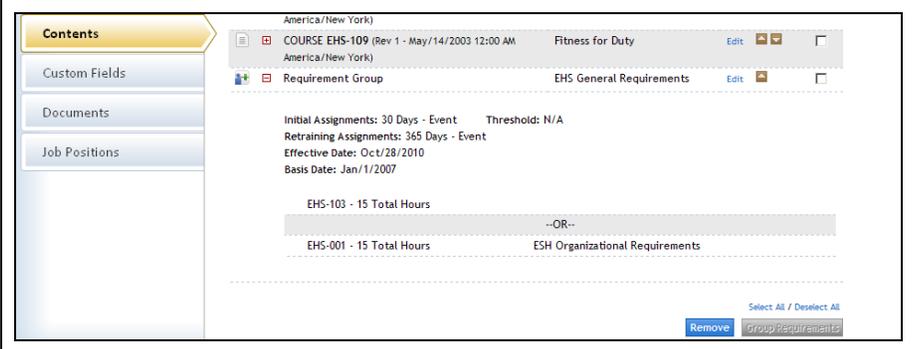
Curriculum ID	Curriculum Title
EHS-001	EHS First Aid and CPR
EHS-100	First Responder
EHS-101	First Aid and CPR
EHS-102	CPR
EHS-103	Field Operations Safety

The edit icon (🔗) for the 'Field Operations Safety' row is circled with a '4'.

<p>5 Select the Contents tab.</p> <p>6 Select Requirement from the <i>Add Content to the Curriculum</i> section.</p>	
<p>7 Add one requirement to this curriculum:</p> <p>7 Enter the exact requirement 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 requirement.</p>	
<p>10 Select the expand icon (⊕) to view assignment details.</p> <p>11 Select the edit link to update assignment information (i.e., initial and retraining details).</p>	

<p>Task E. Group Curriculum Requirements</p>	
<p>1 Navigate to Learning > Curricula.</p> <p>2 Enter search criteria to find curriculum.</p> <p>3 Select Search.</p>	

<p>4</p>	<p>Select the edit icon () for the curriculum you wish to select.</p>																																									
<p>5 6</p>	<p>Select the Contents tab. Select Requirement from the <i>Add Content to the Curriculum</i> section.</p>																																									
<p>7 8 9</p>	<p>Add more than one requirement to curriculum: Enter the exact requirement ID. Select Add. or Select the add one or more from list link to search for requirements.</p>																																									
<p>10 11</p>	<p>Select at least two requirements by checking the corresponding Select checkboxes to group requirements. Select Group Requirements.</p>	 <table border="1" data-bbox="584 1323 1380 1785"> <thead> <tr> <th>Entity ID</th> <th>Title</th> <th>Display Order</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>COURSE EHS-151 (Rev 1 - May/14/2003 12:00 AM America/New York)</td> <td>Core Fire Protection Refresher</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>COURSE EHS-124 (Rev 1.2 - May/14/2003 12:00 AM America/New York)</td> <td>Safety and Emergency Preparedness</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>VIDEO EHS-123 (Rev 1 - May/14/2003 12:00 AM America/New York)</td> <td>Safe Work Practices</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>COURSE EHS-106 (Rev 1.2 - May/14/2003 12:00 AM America/New York)</td> <td>Fire Safety</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>COURSE EHS-150 (Rev 1 - May/14/2003 12:00 AM America/New York)</td> <td>Core Fire Protection Basics</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>COURSE EHS-148 (Rev 1 - May/14/2003 12:00 AM America/New York)</td> <td>Alarm Systems</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>COURSE EHS-109 (Rev 1 - May/14/2003 12:00 AM America/New York)</td> <td>Fitness for Duty</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>EHS-001 - 15 Total Hours</td> <td>ESH Organizational Requirements</td> <td>Edit</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>EHS-103 - 15 Total Hours</td> <td></td> <td>Edit</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Entity ID	Title	Display Order	Select	COURSE EHS-151 (Rev 1 - May/14/2003 12:00 AM America/New York)	Core Fire Protection Refresher	Edit	<input type="checkbox"/>	COURSE EHS-124 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Safety and Emergency Preparedness	Edit	<input type="checkbox"/>	VIDEO EHS-123 (Rev 1 - May/14/2003 12:00 AM America/New York)	Safe Work Practices	Edit	<input type="checkbox"/>	COURSE EHS-106 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Fire Safety	Edit	<input type="checkbox"/>	COURSE EHS-150 (Rev 1 - May/14/2003 12:00 AM America/New York)	Core Fire Protection Basics	Edit	<input type="checkbox"/>	COURSE EHS-148 (Rev 1 - May/14/2003 12:00 AM America/New York)	Alarm Systems	Edit	<input type="checkbox"/>	COURSE EHS-109 (Rev 1 - May/14/2003 12:00 AM America/New York)	Fitness for Duty	Edit	<input type="checkbox"/>	EHS-001 - 15 Total Hours	ESH Organizational Requirements	Edit	<input checked="" type="checkbox"/>	EHS-103 - 15 Total Hours		Edit	<input checked="" type="checkbox"/>
Entity ID	Title	Display Order	Select																																							
COURSE EHS-151 (Rev 1 - May/14/2003 12:00 AM America/New York)	Core Fire Protection Refresher	Edit	<input type="checkbox"/>																																							
COURSE EHS-124 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Safety and Emergency Preparedness	Edit	<input type="checkbox"/>																																							
VIDEO EHS-123 (Rev 1 - May/14/2003 12:00 AM America/New York)	Safe Work Practices	Edit	<input type="checkbox"/>																																							
COURSE EHS-106 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Fire Safety	Edit	<input type="checkbox"/>																																							
COURSE EHS-150 (Rev 1 - May/14/2003 12:00 AM America/New York)	Core Fire Protection Basics	Edit	<input type="checkbox"/>																																							
COURSE EHS-148 (Rev 1 - May/14/2003 12:00 AM America/New York)	Alarm Systems	Edit	<input type="checkbox"/>																																							
COURSE EHS-109 (Rev 1 - May/14/2003 12:00 AM America/New York)	Fitness for Duty	Edit	<input type="checkbox"/>																																							
EHS-001 - 15 Total Hours	ESH Organizational Requirements	Edit	<input checked="" type="checkbox"/>																																							
EHS-103 - 15 Total Hours		Edit	<input checked="" type="checkbox"/>																																							

<p>Edit requirements group details:</p> <p>12 Enter group description.</p> <p>13 Edit initial assignment details.</p> <p>14 Edit retraining assignment details.</p> <p>15 Select Create Group.</p>	
<p>Review requirement group details.</p>	

Notes