

**Job Aid: Manage Substitutes and Prerequisites**

**Course: Learning Needs Management**

**Topic Lab: Establish a Substitute Relationship**

**Topic Lab: Establish a Prerequisite Relationship**

**Prerequisite**

- Introduction to LearningLink Learning Administration
- Learning Needs Management

**Description**

The purpose of this job aid is to guide administrators through the step-by-step process of creating substitute and prerequisite item relationships. Related terminology is provided.

**Task**

- A. Create a Substitute Item
- B. Create a Prerequisite Item

**Terminology:**

**Substitute:** A feature of Plateau Learning that allows you to indicate that the successful completion of a particular item also provides credit for another item. The substitute is automatically entered by the system as a separate learning event for a given user when a learning event for the originating item is entered.

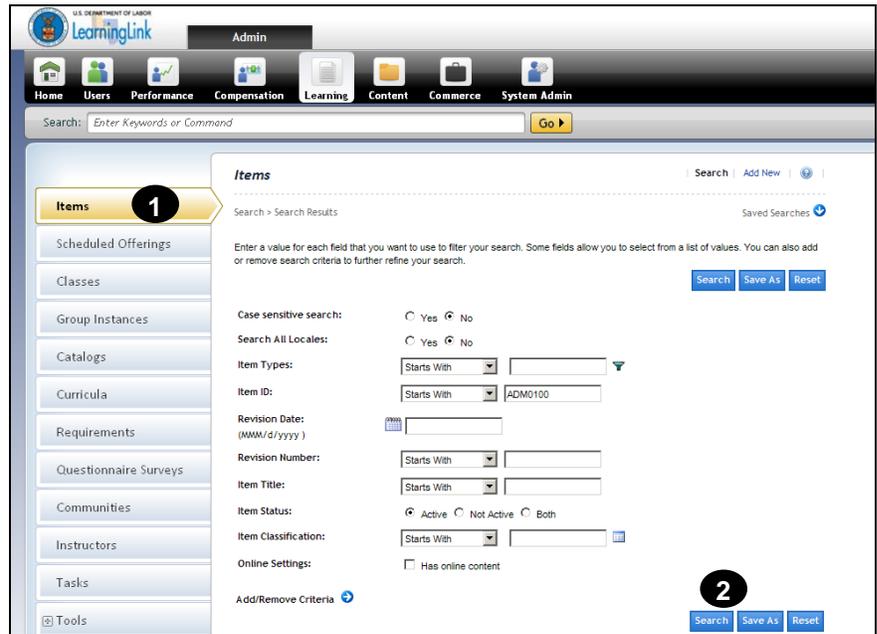
**Prerequisite:** Items that must be completed before the current item can be attempted.

### Task A. Create a Substitute Item

1 Verify the Admin tab is selected.

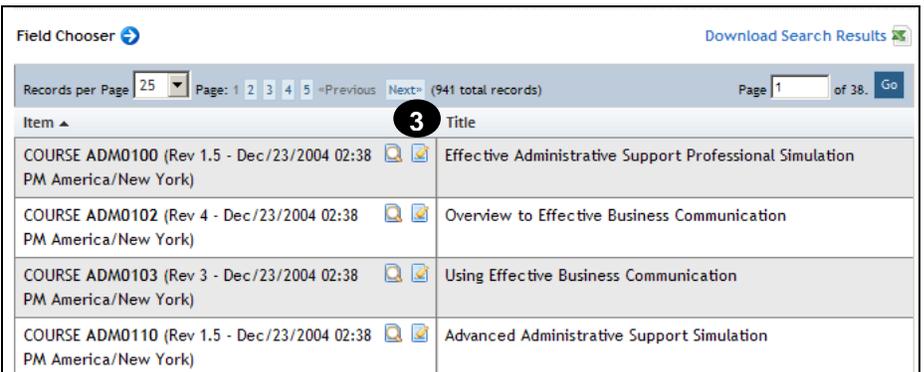
2 Navigate to Learning > Items.

3 Enter criteria and click Search to find an item to which a substitute will be added.



The screenshot shows the LearningLink Admin interface. The 'Admin' tab is selected. The 'Learning' menu is expanded, and 'Items' is highlighted with a circled '1'. The search results page for 'Items' is displayed, showing search criteria and filters. The 'Search' button is highlighted with a circled '2'.

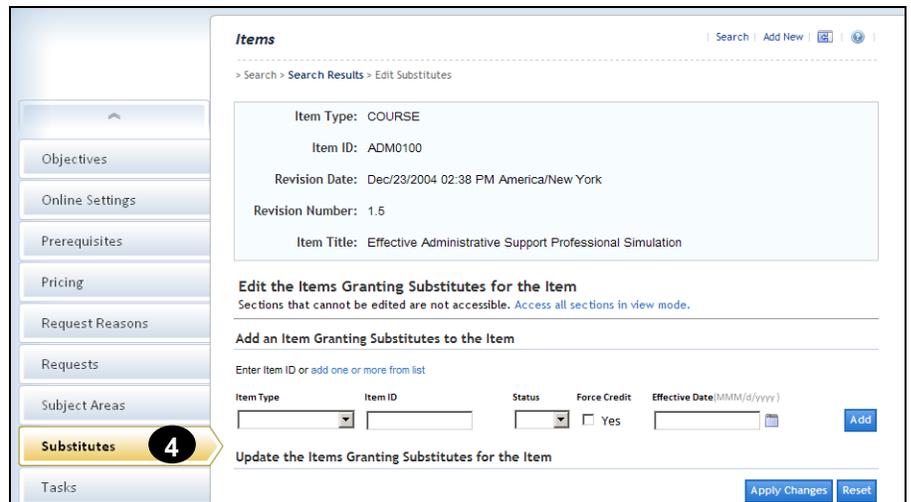
3 Select the item edit icon (  ).



The screenshot shows the 'Field Chooser' interface. A table lists several items with their details and edit icons. The third item, 'COURSE ADM0103 (Rev 3 - Dec/23/2004 02:38 PM America/New York) Using Effective Business Communication', has its edit icon highlighted with a circled '3'.

Item	Title
COURSE ADM0100 (Rev 1.5 - Dec/23/2004 02:38 PM America/New York)	Effective Administrative Support Professional Simulation
COURSE ADM0102 (Rev 4 - Dec/23/2004 02:38 PM America/New York)	Overview to Effective Business Communication
COURSE ADM0103 (Rev 3 - Dec/23/2004 02:38 PM America/New York)	Using Effective Business Communication
COURSE ADM0110 (Rev 1.5 - Dec/23/2004 02:38 PM America/New York)	Advanced Administrative Support Simulation

4 Select the Substitutes tab.



The screenshot shows the 'Items' page with the 'Substitutes' tab selected and highlighted with a circled '4'. The page displays item details for 'COURSE ADM0100' and options to edit or add substitutes.

- 5 Select the item type from the drop-down menu.
- 6 Enter the item ID exactly
- 7 Select the item status from the drop-down menu.
- 8 Indicate whether or not force credit is necessary.
- 9 Enter an effective date if necessary.
- 10 Select **Add**.
- or**
- 11 Select the **add one or more from list** link to search for and select an item to add.

**Add an Item Granting Substitutes to the Item**

Enter Item ID or [add one or more from list](#) 11

Item Type: COURSE 5    Item ID: ADM0 6    Status: Attended 7    Force Credit:  Yes    Effective Date: OCT/01/2009 A 10

Update the Items Granting Substitutes for the Item 8 9

[Apply Changes](#) [Reset](#)

*Note: If force credit is enabled, then a separate learning event is recorded in the users learning history for the selected item when the item granting substitute is successfully completed.*

*Note: By setting an effective date, the system will apply substitute credit to an item in a user's Learning History. If the item is in Learning History and completed after the effective date, it will grant credit to the "receive credit" item.*

The substitute course information displays.

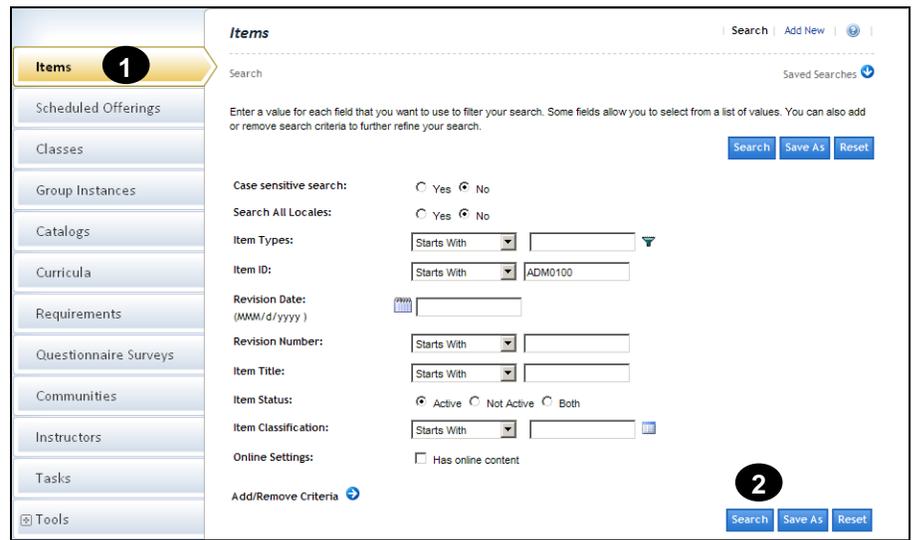
[Apply Changes](#) [Reset](#)

Select All / Deselect All

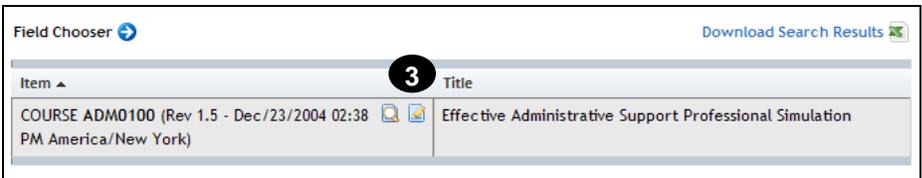
Item	Title	Status	Force Credit	Effective Date (MMM/d/yyyy)	Remove
COURSE ADM0110 (Rev 1.5 - Dec/23/2004 02:38 PM America/New York)	Advanced Administrative Support Simulation	Attended Event or Activity	<input checked="" type="checkbox"/> Yes	Oct/1/2009	<input type="checkbox"/>
COURSE MGMT0121 (Rev 4.5 - Dec/23/2004 02:39 PM America/New York)	Management Development for Technical Professionals	Collateral Credit	<input checked="" type="checkbox"/> Yes	Nov/1/2008	<input type="checkbox"/>

## Task B. Create a Prerequisite Item

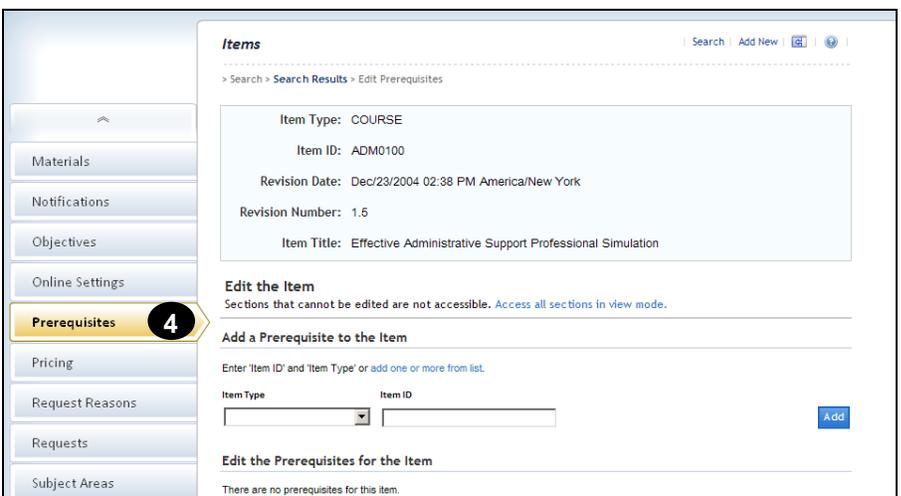
- 1 Navigate to Learning > Items.
- 2 Enter criteria and click Search to find an item to which a prerequisite will be added.



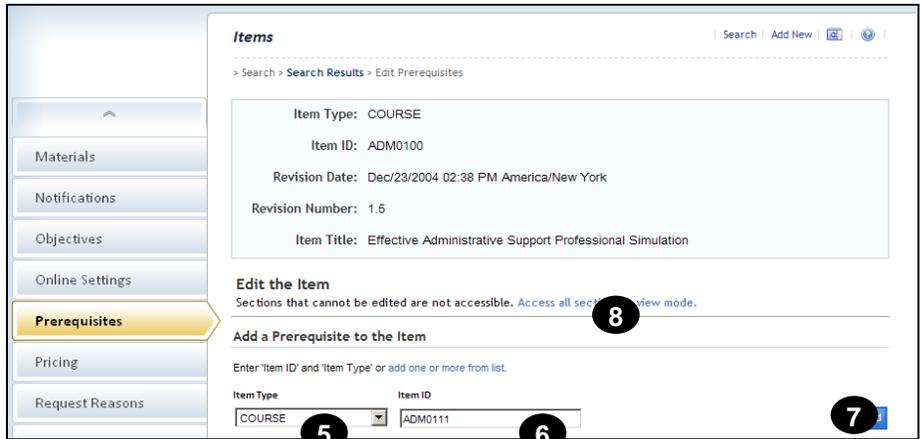
- 3 Select the item edit icon ()



- 4 Select the Prerequisites tab.



- Add a prerequisite item to the current item:
- 5 Select the item type from the drop-down menu.
  - 6 Enter the item ID exactly.
  - 7 Select **Add**.
- or
- 8 Select the **add one or more from list** link to search for and select an item to add.



**Items** | Search | Add New | [?] | [i]

> Search > Search Results > Edit Prerequisites

Item Type: COURSE  
Item ID: ADM0100  
Revision Date: Dec/23/2004 02:38 PM America/New York  
Revision Number: 1.5  
Item Title: Effective Administrative Support Professional Simulation

**Edit the Item**  
Sections that cannot be edited are not accessible. [Access all sections](#) [View mode](#).

**Add a Prerequisite to the Item**

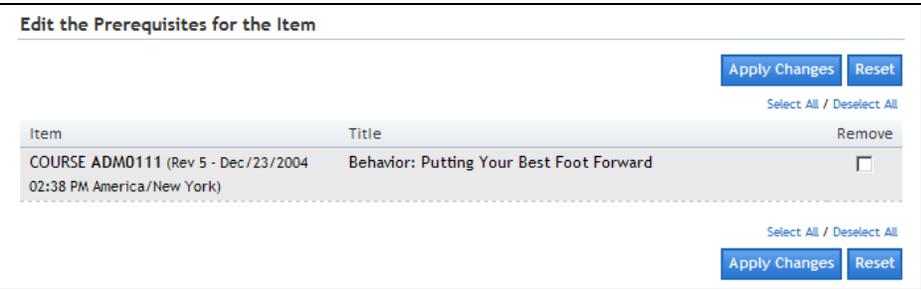
Enter 'Item ID' and 'Item Type' or [add one or more from list](#).

Item Type: COURSE (5) | Item ID: ADM0111 (6)

[Add] (7)

8

The prerequisite item information displays.



**Edit the Prerequisites for the Item**

[Apply Changes] [Reset]

Select All / Deselect All

Item	Title	Remove
COURSE ADM0111 (Rev 5 - Dec/23/2004 02:38 PM America/New York)	Behavior: Putting Your Best Foot Forward	<input type="checkbox"/>

Select All / Deselect All

[Apply Changes] [Reset]

5 6



## Notes