

Job Aid: Create Online Items

Course: Online Content Management

Lab 4: Create an Online Item

Prerequisite Courses

- Introduction to Plateau Learning Administration
- Learning Needs Management
- Online Content Management

Description

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

Task

- A. Create an Online 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.

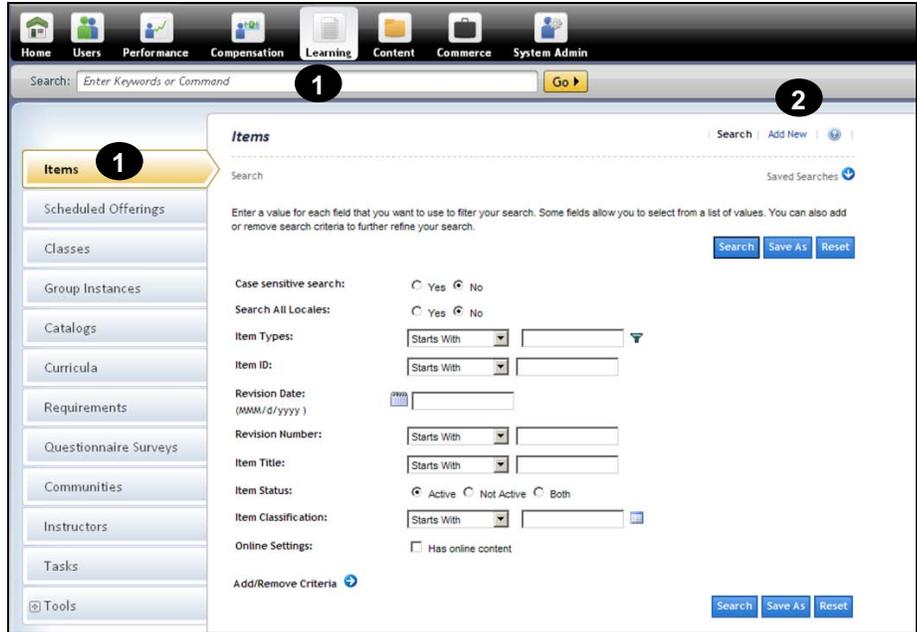
Instructor-led Item: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.

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 an Online 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.

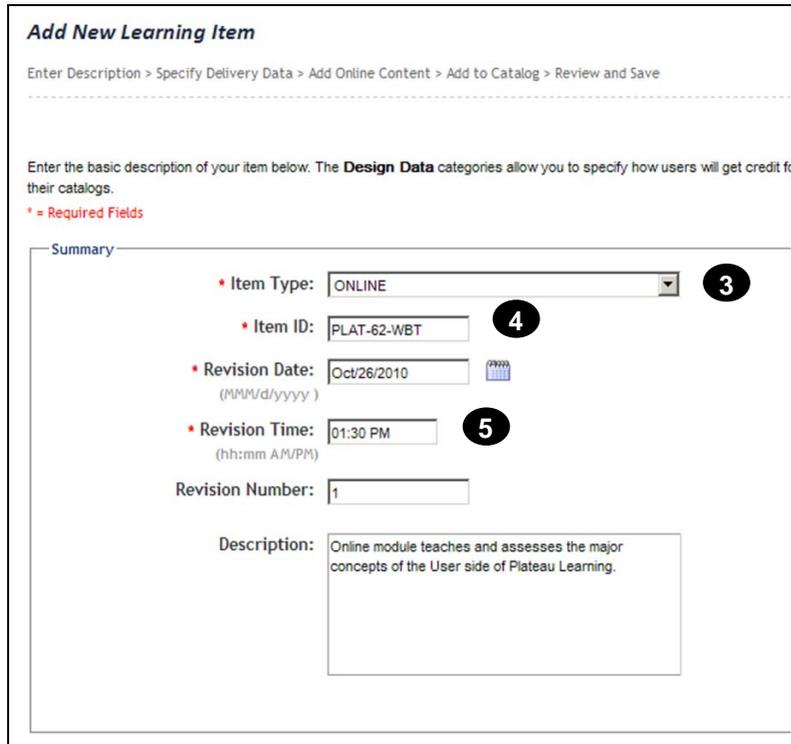


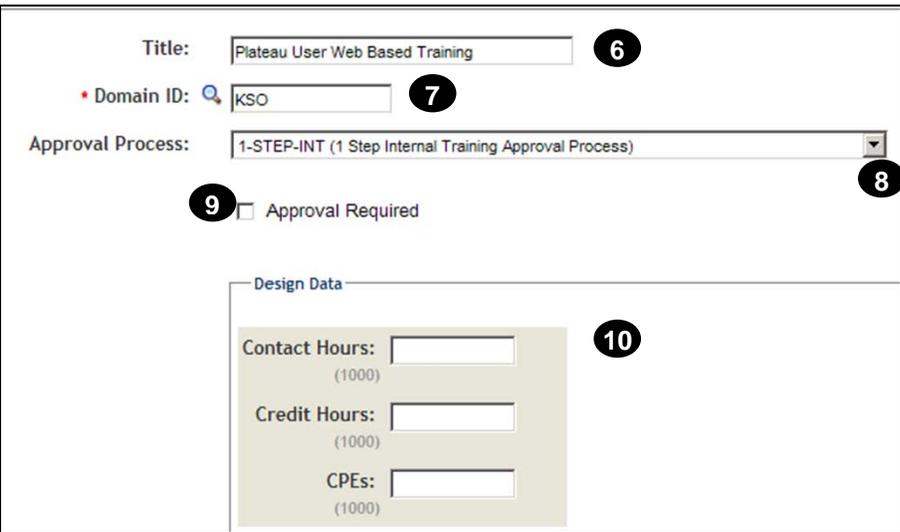
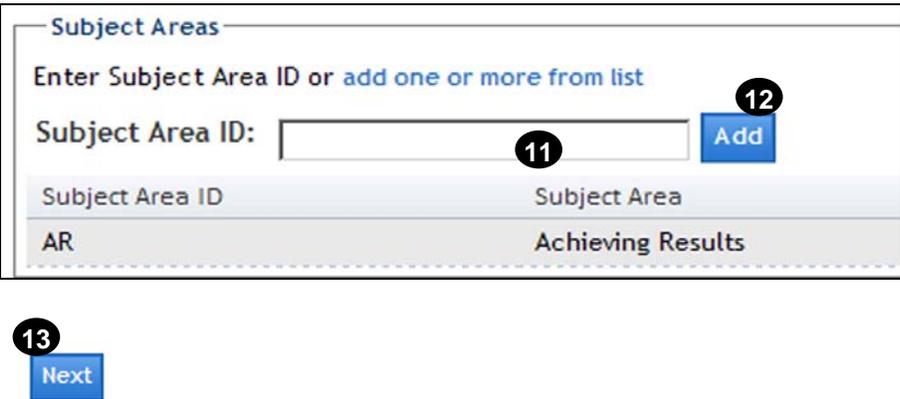
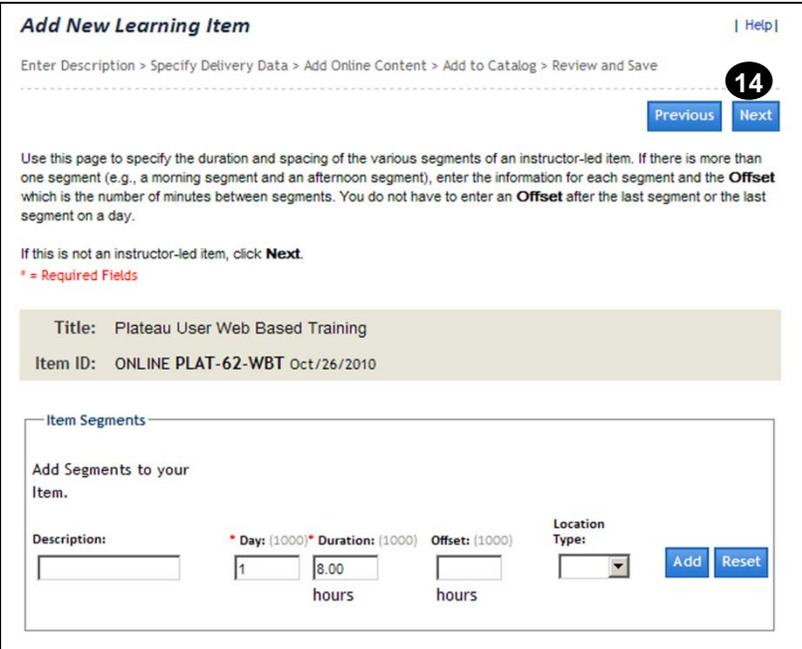
Step 1: Enter Description

Select the **Item Type** from the drop-down menu.

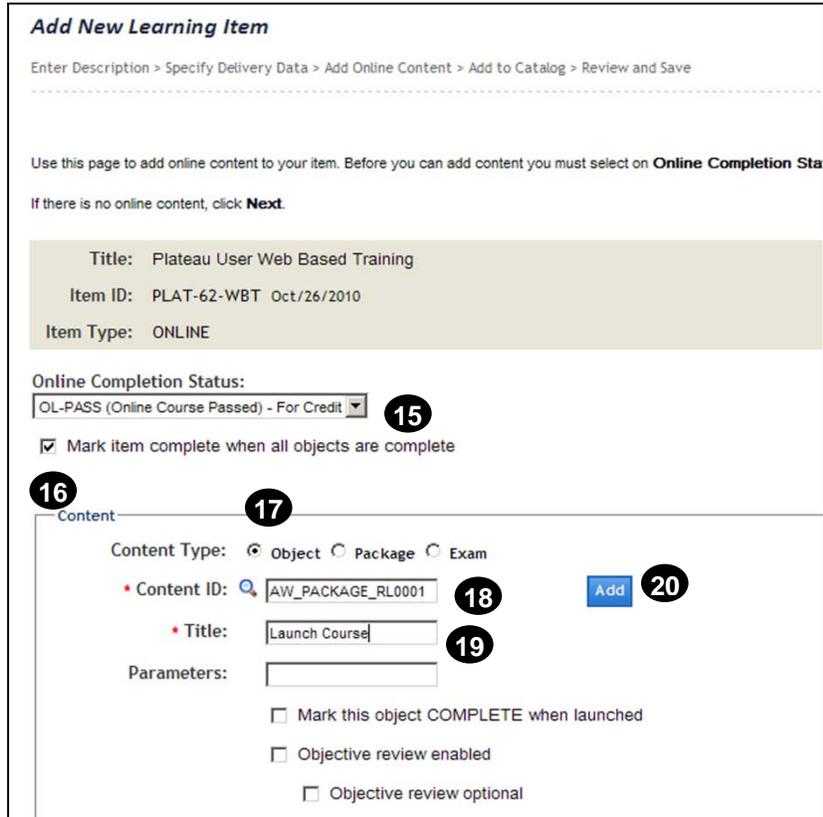
Enter an Item ID.

- 3
- 4 Enter the revision date, or select the calendar icon
- 5 (📅) to select a date. Enter the revision time.



<p>6 Enter item title</p> <p>7 Enter or select a Domain ID.</p> <p>8 Select an Approval Process from the drop-down menu.</p> <p>9 If an approval process has been selected, check the Approval Required checkbox.</p> <p>10 If applicable, enter Design Data information (credit hours, etc.).</p>	
<p>11 Enter a Subject Area ID and select Add.</p> <p>or</p> <p>12 Select the add one or more from list link to search for and select a Subject Area ID.</p> <p>13 Select Next at the top right side of the screen.</p>	
<p><i>Step 2: Specify Delivery Data</i></p> <p>Since this item is an online item only, skip this step in the system.</p> <p>14 Select Next.</p>	

- 15 Select an online completion status from the drop-down menu.
- 16 Check the **Mark item complete when all objects are complete** checkbox.
- 17 Select the content type.
- 18 Select the search icon (🔍) to search for and select a content object.
- 19 Enter a title (users will view this title).
- 20 Select **Add**.
- 21 Select **Next** to continue.



Add New Learning Item

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

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 Web Based Training
Item ID: PLAT-62-WBT Oct/26/2010
Item Type: ONLINE

Online Completion Status:
OL-PASS (Online Course Passed) - For Credit **15**

Mark item complete when all objects are complete

16 Content **17**

Content Type: Object Package Exam

Content ID: 🔍 AW_PACKAGE_RL0001 **18** **Add** **20**

Title: Launch Course **19**

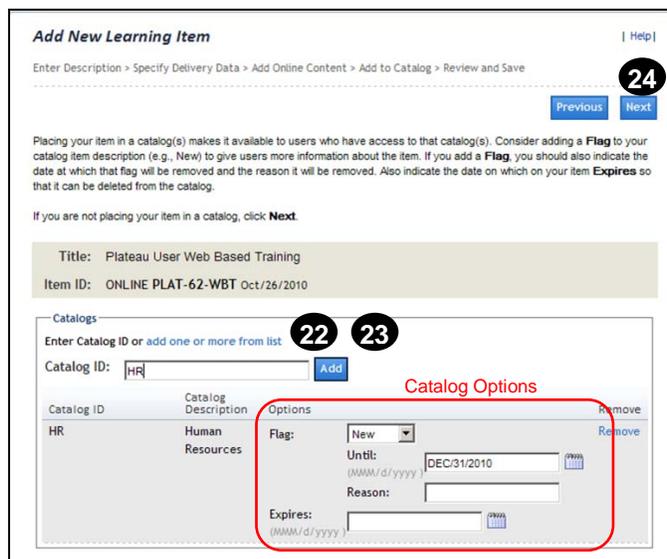
Parameters:

Mark this object COMPLETE when launched
 Objective review enabled
 Objective review optional

Note: Repeat steps 15-20 to add another content object.

Previous **Next** **21**

- Step 4: Add to Catalogs*
- 22 Enter a Catalog ID and select **Add**.
 - or
 - 23 Select the **add one or more from list** link to search for and select a Catalog ID.
 - 24 Select **Next**.



Add New Learning Item | Help **24**

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

Previous **Next**

Placing your item in a catalog(s) makes it available to users who have access to that catalog(s). Consider adding a **Flag** to your catalog item description (e.g., New) to give users more information about the item. If you add a **Flag**, you should also indicate the date at which that flag will be removed and the reason it will be removed. Also indicate the date on which your item **Expires** so that it can be deleted from the catalog.

If you are not placing your item in a catalog, click **Next**.

Title: Plateau User Web Based Training
Item ID: ONLINE PLAT-62-WBT Oct/26/2010

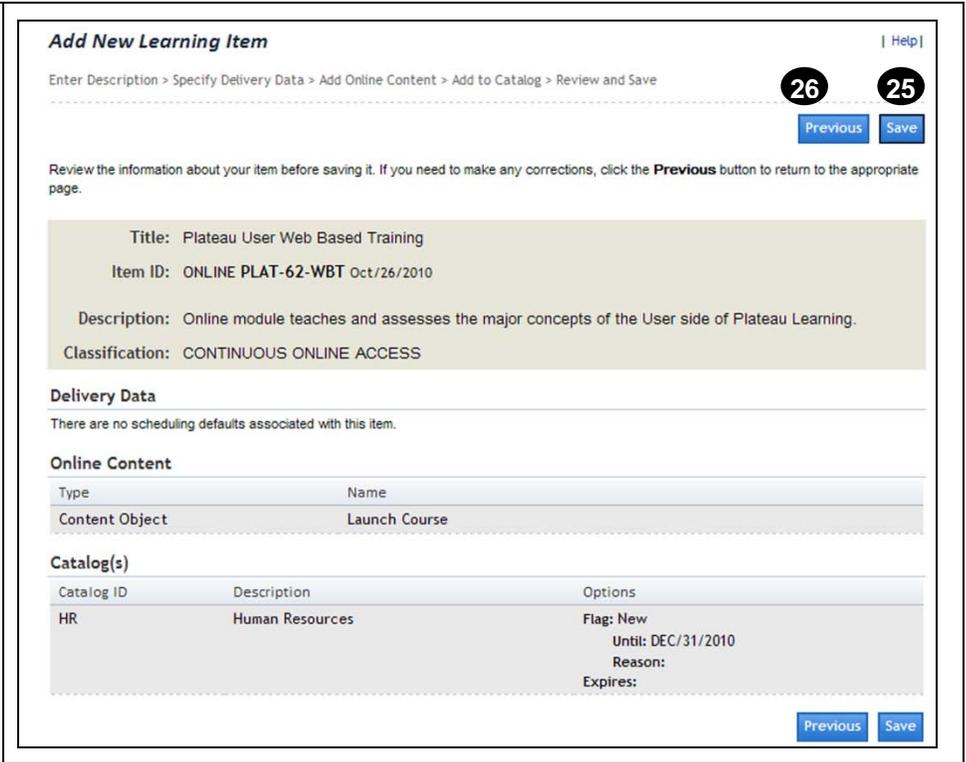
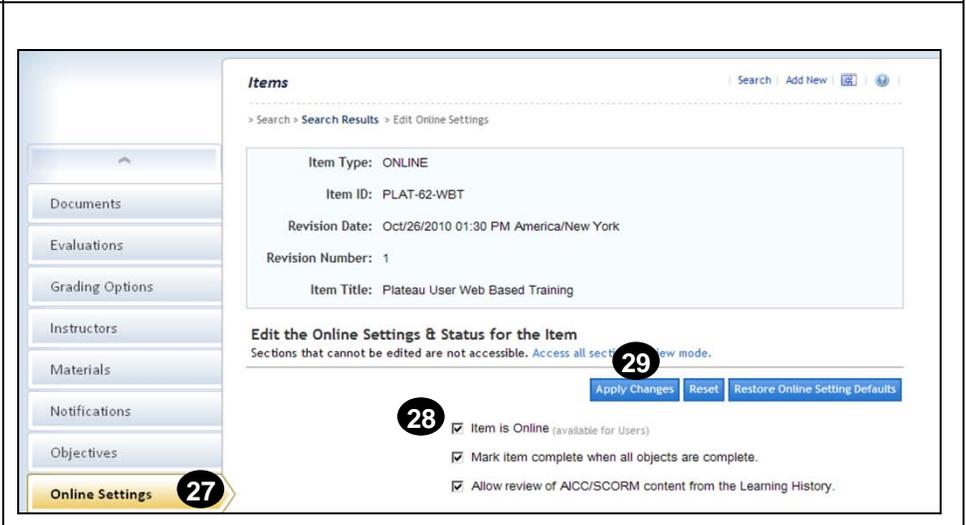
Catalogs

Enter Catalog ID or **add one or more from list** **22** **23**

Catalog ID: HR **Add**

Catalog ID	Catalog Description	Options	Remove
HR	Human Resources	Flag: New Until: DEC/31/2010 Reason: Expires:	Remove

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

<p>Step 5: Review and Save</p> <p>Verify that the item created is associated with a catalog in the system and the delivery data is entered correctly.</p> <p>25 If the information is accurate, select Save.</p> <p>26 If the information is not accurately represented, select Previous to make changes.</p>	 <p>Add New Learning Item Help</p> <p>Enter Description > Specify Delivery Data > Add Online Content > Add to Catalog > Review and Save</p> <p>26 25</p> <p>Previous Save</p> <p>Review the information about your item before saving it. If you need to make any corrections, click the Previous button to return to the appropriate page.</p> <p>Title: Plateau User Web Based Training Item ID: ONLINE PLAT-62-WBT Oct/26/2010</p> <p>Description: Online module teaches and assesses the major concepts of the User side of Plateau Learning. Classification: CONTINUOUS ONLINE ACCESS</p> <p>Delivery Data There are no scheduling defaults associated with this item.</p> <p>Online Content</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Content Object</td> <td>Launch Course</td> </tr> </tbody> </table> <p>Catalog(s)</p> <table border="1"> <thead> <tr> <th>Catalog ID</th> <th>Description</th> <th>Options</th> </tr> </thead> <tbody> <tr> <td>HR</td> <td>Human Resources</td> <td>Flag: New Until: DEC/31/2010 Reason: Expires:</td> </tr> </tbody> </table> <p>Previous Save</p>	Type	Name	Content Object	Launch Course	Catalog ID	Description	Options	HR	Human Resources	Flag: New Until: DEC/31/2010 Reason: Expires:
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<p>27 Once the new item is created, select the Online Settings tab.</p> <p>28 Check the Item is Online checkbox to make it available for launch.</p> <p>29 Select Apply Changes.</p>	 <p>Items Search Add New [Grid Icon] [Refresh Icon]</p> <p>> Search > Search Results > Edit Online Settings</p> <p>Item Type: ONLINE Item ID: PLAT-62-WBT Revision Date: Oct/26/2010 01:30 PM America/New York Revision Number: 1 Item Title: Plateau User Web Based Training</p> <p>Edit the Online Settings & Status for the Item Sections that cannot be edited are not accessible. Access all sections in new mode.</p> <p>Apply Changes Reset Restore Online Setting Defaults</p> <p>28</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Item is Online (available for Users) <input checked="" type="checkbox"/> Mark item complete when all objects are complete. <input checked="" type="checkbox"/> Allow review of AICC/SCORM content from the Learning History. <p>27</p>										



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LearningLink

Plateau Learning v 6.3
Administrator Job Aid
Create Online Items

Notes