

Job Aid: Manage Curricula

Course: Learning Needs Management

Lab 6: Add a New Curriculum

Lab 7: Add Items to Curriculum

Lab 8: Add a Subcurriculum

Lab 15: Associate a Curriculum to a Job Position

Prerequisite Courses

- 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 a curriculum. Related terminology is provided.

Tasks

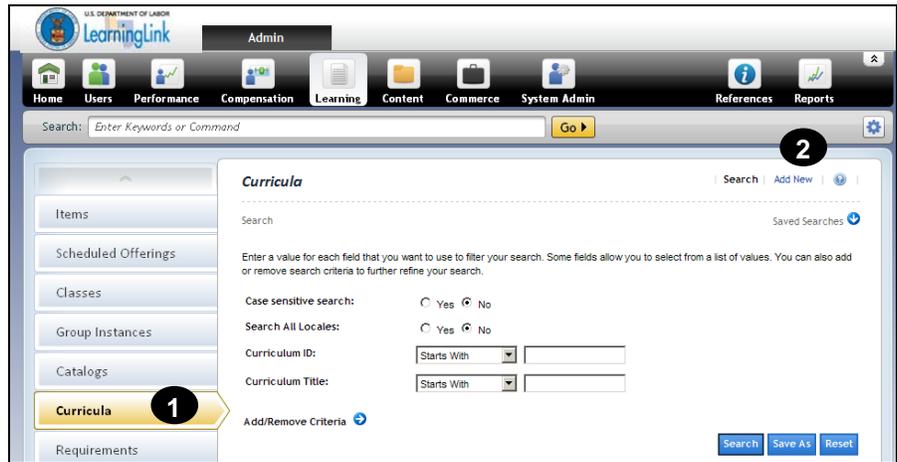
- A. Add a Curriculum
- B. Add Items to Curriculum
- C. Add a Subcurriculum
- D. Associate a Curriculum to Job Position

Terminology:

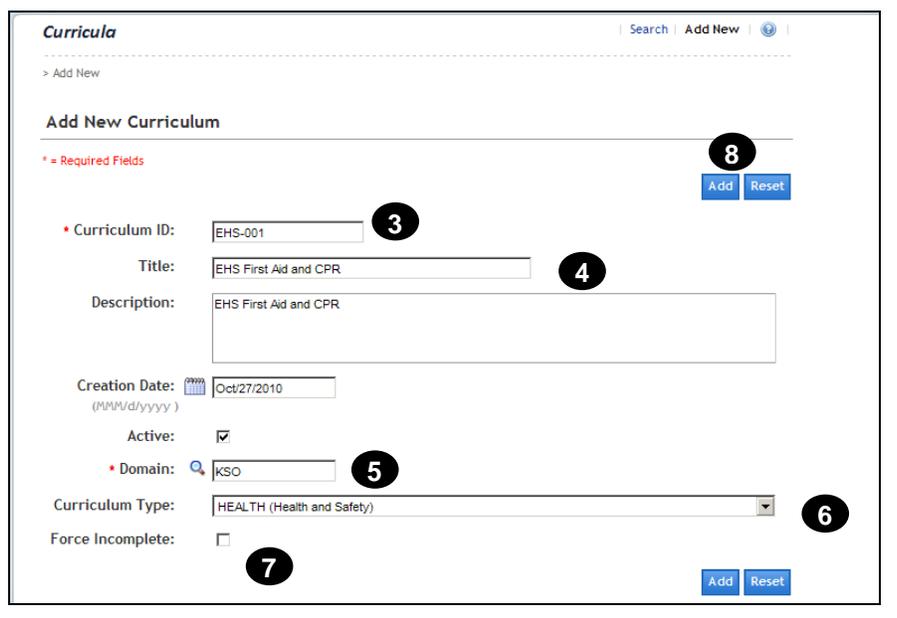
Title	Title of the curriculum. Displays to the user on the Curriculum Status screen.
Creation Date	Indicates the date the curriculum was created.
Active	Indicates whether the curriculum is active or inactive in the database.
Domain	Identifies administrative ownership of the record.
Curriculum Type	Indicates an area that the curriculum is specific to (HR, IT, Safety, etc.).
Basis Date	Indicates the start date of your company's calendar. Used with calendar basis for items within the curriculum.
Force Incomplete	If checked, calculates if the curriculum status should be complete or incomplete based on user's latest attempt at completing any required item assigned to the curriculum.
Description	This field is for admin informational purposes only.
Enable electronic signature	If checked, an electronic signature (PIN) is required when a learning event is recorded for items in this curriculum.

Task A. Add a Curriculum

- 1 Verify the Admin tab is selected.
- 1 Navigate to Learning > Curricula.
- 2 Select Add New.

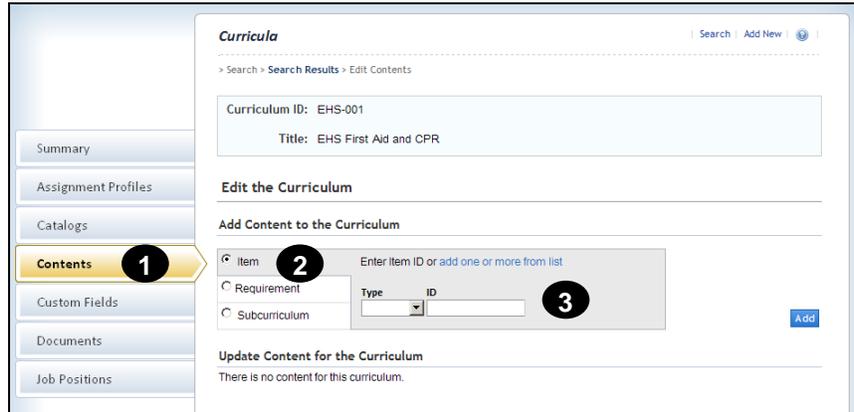


- 3 Enter a Curriculum ID.
- 4 Enter curriculum title and description.
- 5 Select a domain.
- 6 Select a curriculum type.
- 7 Leave the Force Incomplete checkbox unchecked.
- 8 Select Add.



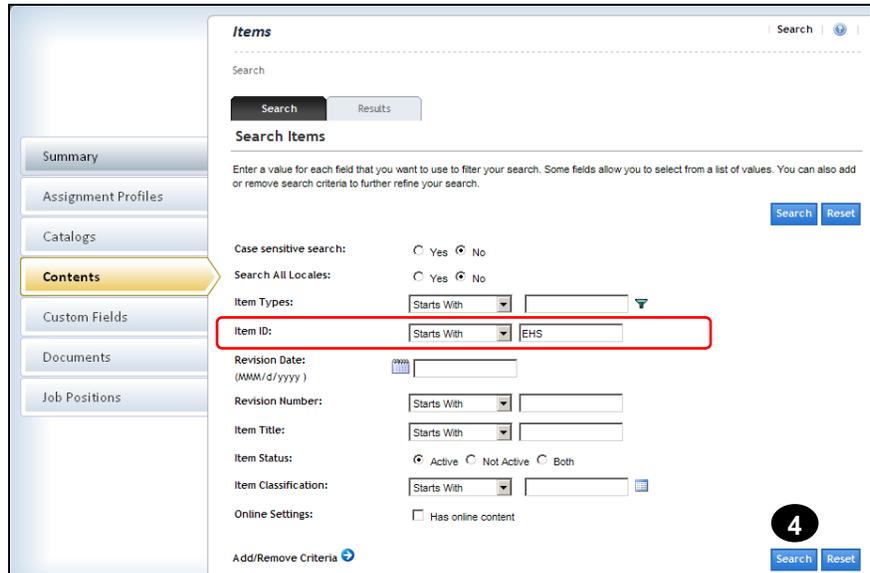
Task B. Adding Items to Curriculum

- 1 Select the **Contents** tab of the new curriculum just added.
 - 2 Select **Item** in the Add Content to the Curriculum section.
 - 3 Enter the Item ID and select **Add**.
- or**
- Select the **add one or more from list** link to search for and select a Item ID



The screenshot shows the 'Curricula' page with the 'Contents' tab selected. The 'Add Content to the Curriculum' section is active, and the 'Item' radio button is selected. The 'Add' button is highlighted with a blue circle.

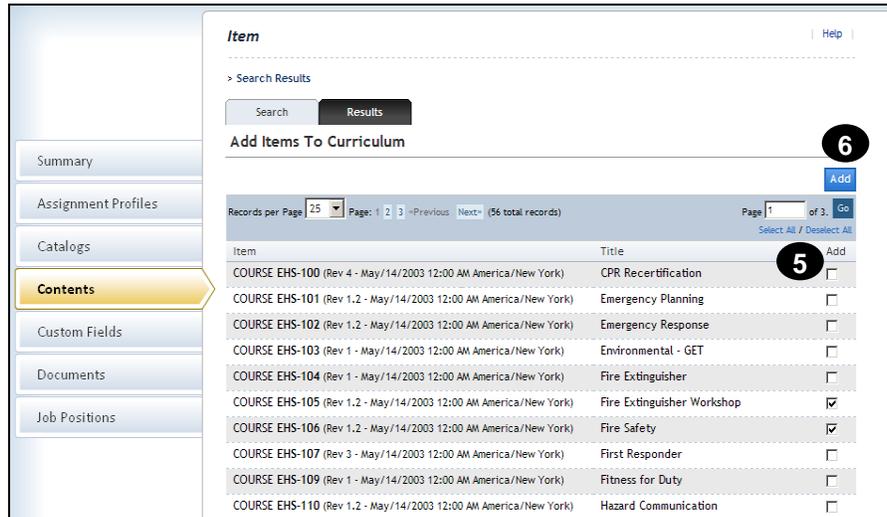
- 4 Search for the item(s) to add to the curriculum. In this example, we are searching for all item IDs that start with *EHS*.
- 4 Select **Search**.



The screenshot shows the 'Items' search page. The 'Item ID' search criteria is set to 'EHS', and the 'Search' button is highlighted with a blue circle.

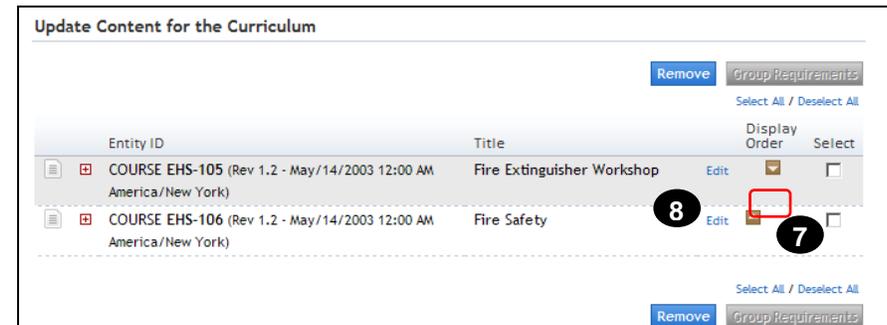
5 Select the **Add** checkbox next to each item to add to the curriculum.

6 Select **Add**.



7 Select the **Move Up** (⬆️) or **Move Down** (⬇️) icons to change the Display Order.

8 Select the **Edit** link next to the first item in the list.



9 Enter an initial number.

10 Select an initial period.

11 Select an initial basis.

Do not enter retraining assignments.

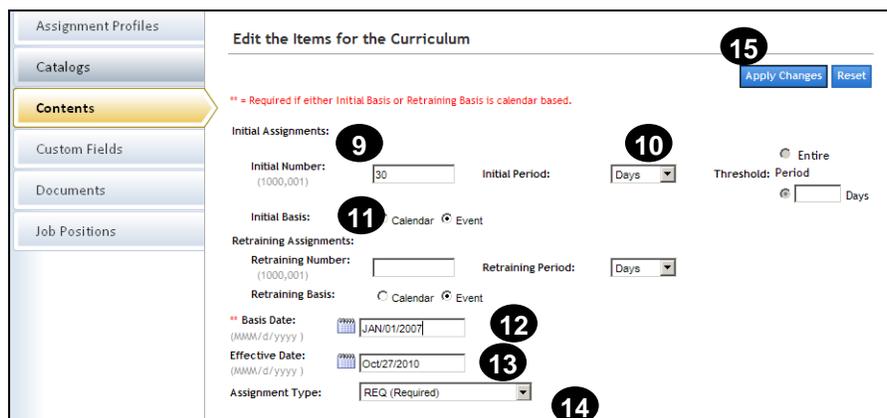
12 Enter a basis date.

13 Enter an effective date.

14 Select an assignment type.

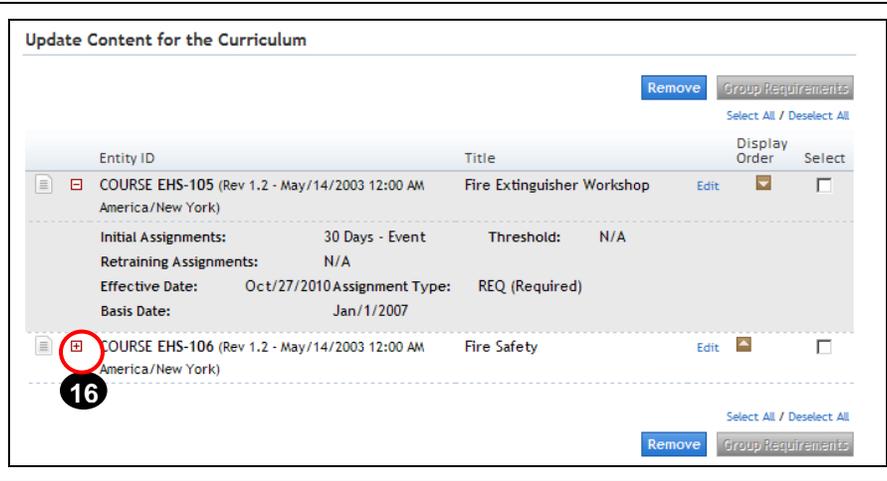
15 Select **Apply Changes**.

Repeat steps 7-14 for each item in the curriculum.



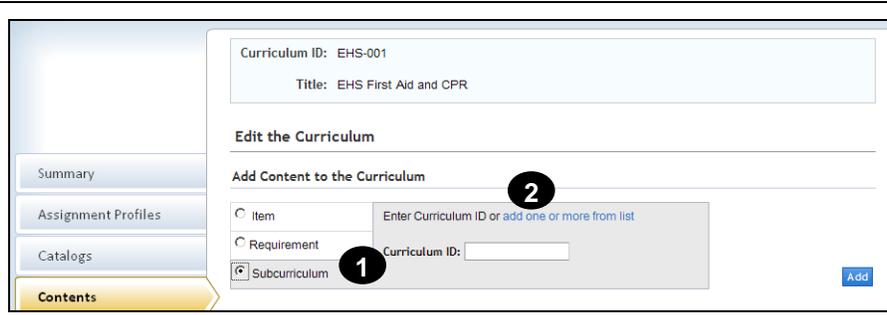
*Note: for more information on initial assignments, retraining assignments, effective dates, and assignment type click the **Help** link at the top of the page, or refer to the Period-Based Curriculum job aid.*

16 Select the expand icon (⊕) next to each item to review assignment details.

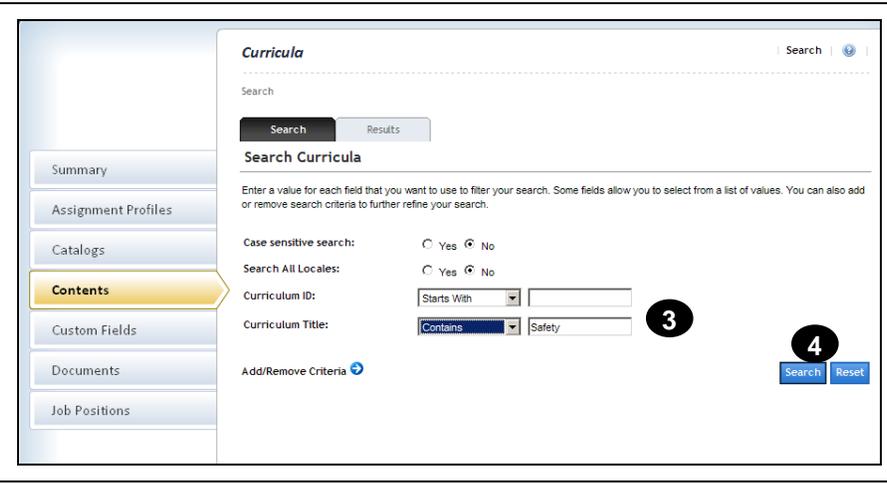


Task C. Add a Subcurriculum

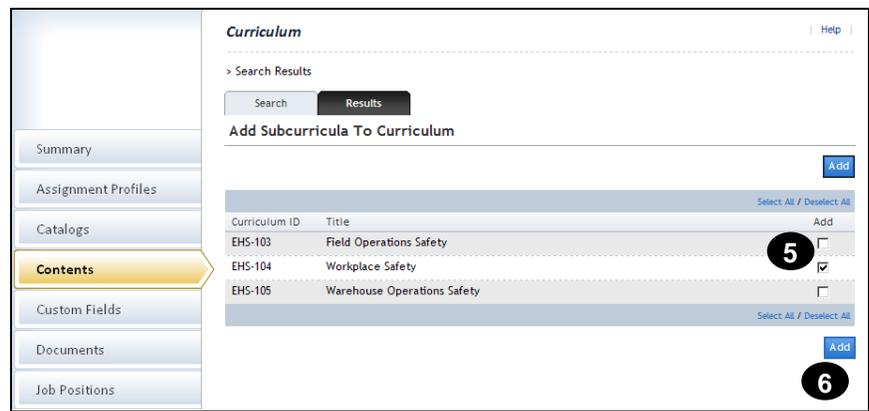
1 Select **Subcurriculum** in the Add Content to the Curriculum section of the new curriculum just added.
2 Select the **add one or more from list** link.



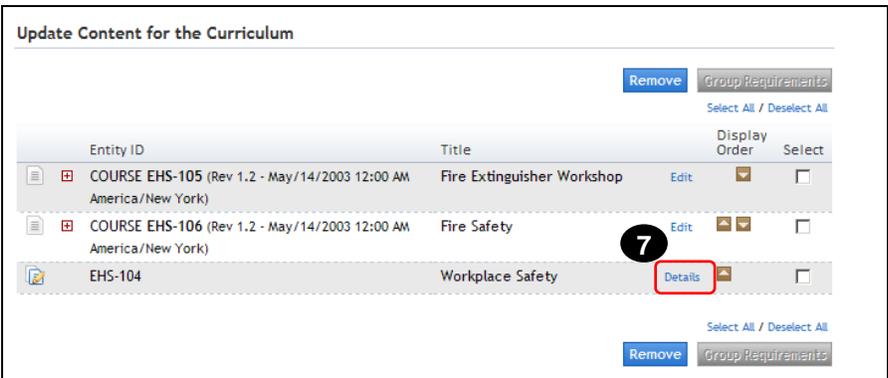
3 Search for the subcurricula to add to the curriculum. In this example, we are searching for all curricula titles which contain the word *Safety*.
4 Select **Search**.



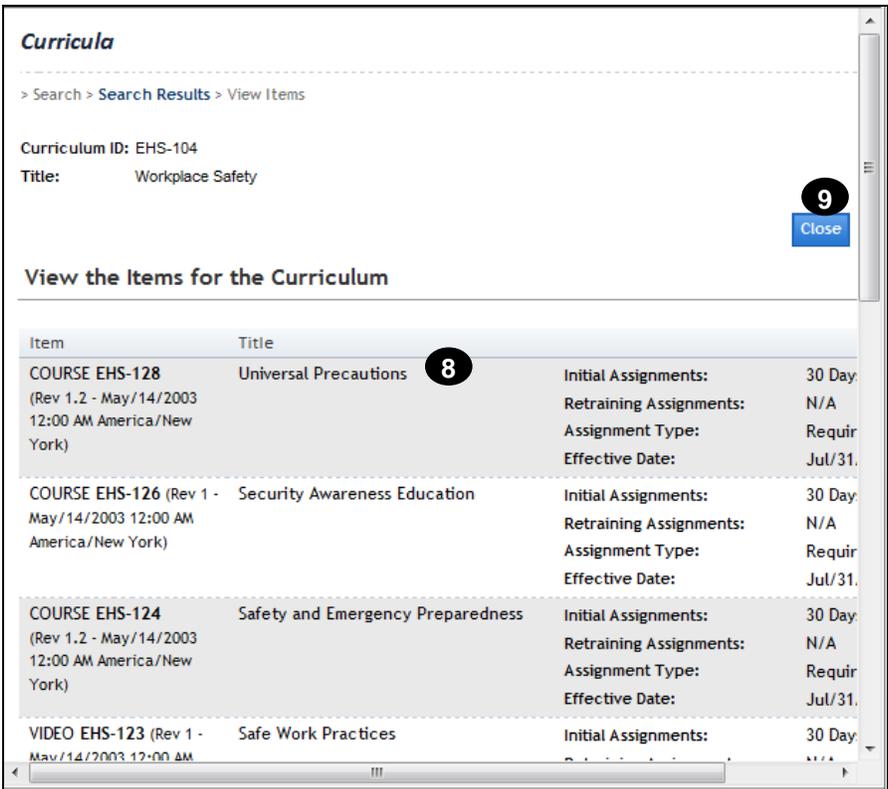
- 5 Select the **Add** checkbox next to each curriculum to add to the curriculum as a sub-curriculum.
- 6 Select **Add**.



- 7 Select the **Details** link next to the curriculum in the list.



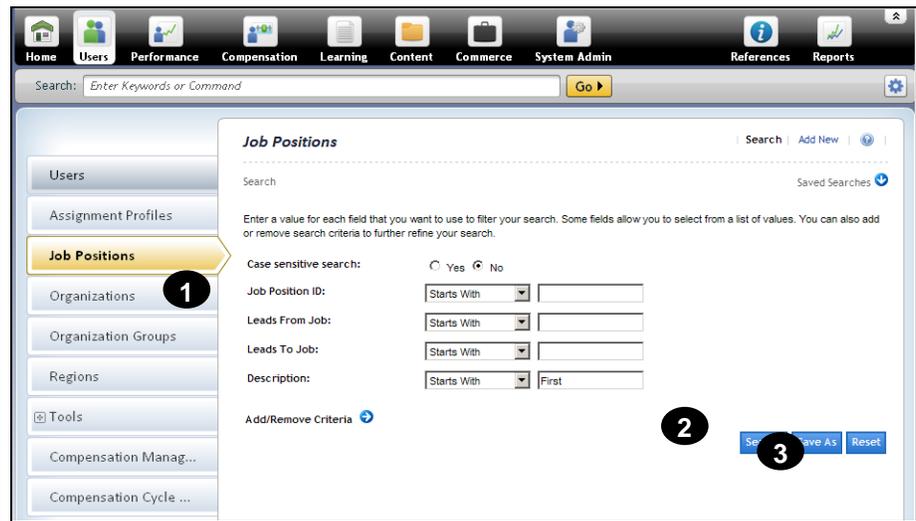
- 8 A separate pop-up window displays details of the sub-curriculum just added.
- 8 Review the list of items.
- 9 Select **Close**.



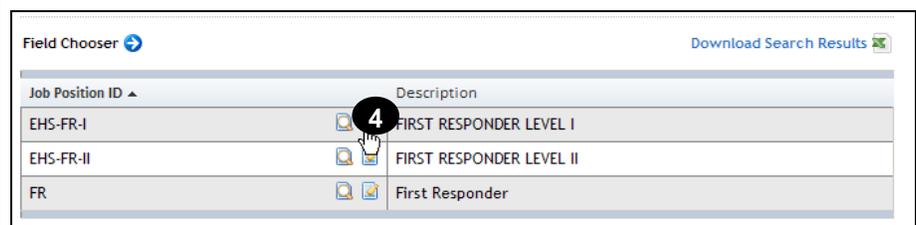
Item	Title	Initial Assignments:	Retraining Assignments:	Assignment Type:	Effective Date:
COURSE EHS-128 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Universal Precautions	30 Day	N/A	Requir	Jul/31
COURSE EHS-126 (Rev 1 - May/14/2003 12:00 AM America/New York)	Security Awareness Education	30 Day	N/A	Requir	Jul/31
COURSE EHS-124 (Rev 1.2 - May/14/2003 12:00 AM America/New York)	Safety and Emergency Preparedness	30 Day	N/A	Requir	Jul/31
VIDEO EHS-123 (Rev 1 - May/14/2003 12:00 AM)	Safe Work Practices	30 Day	N/A	Requir	Jul/31

Task D. Associate a Curriculum to Job Position

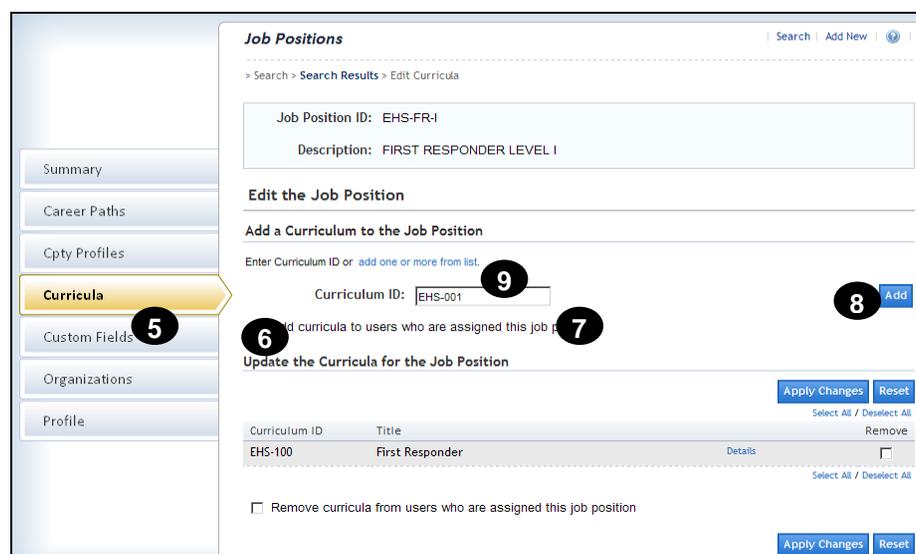
- 1 Navigate to Users > Job Positions.
- 2 Enter criteria to find the job position to which to add a curriculum.
- 3 Select Search.



- 4 In the search results list, select the edit icon (✎) to select the job position.



- 5 Select the Curricula tab.
- 6 Select the Add curricula to users who are assigned this job position checkbox, if necessary.
- 7 To add a curriculum, enter the curriculum ID exactly.
- 8 Select Add.
- or
- 9 Select the add one or more from list link to search for and select one or more curriculum.



Reference: To learn more about assignments reference the *Learning Needs Management* classroom guide, or view other job aids related to assignments (Assignment Profiles or Basic Learning Assignments).



Notes