

Job Aid: Catalog Management

Course: Learning Needs Management

Lab 9: Add Curriculum to a Catalog

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

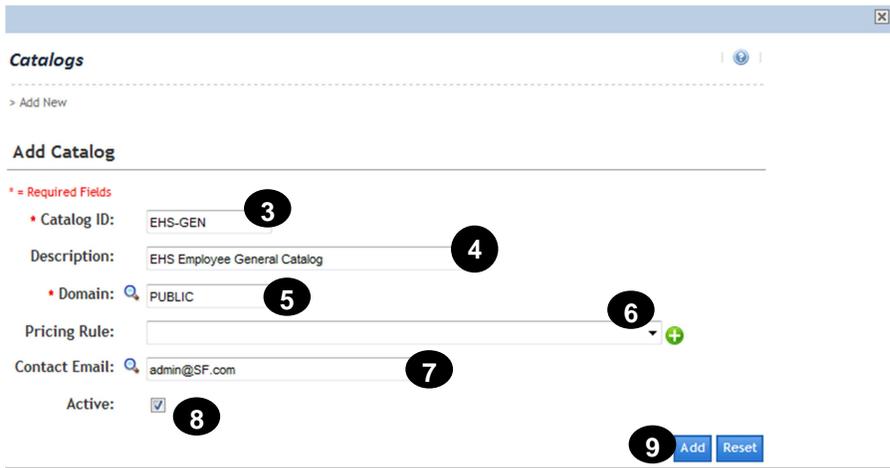
- A. Adding Catalogs
- B. Adding Items to Catalogs
- C. Adding Curricula to Catalogs
- D. Associating a Catalog to an Assignment Profile

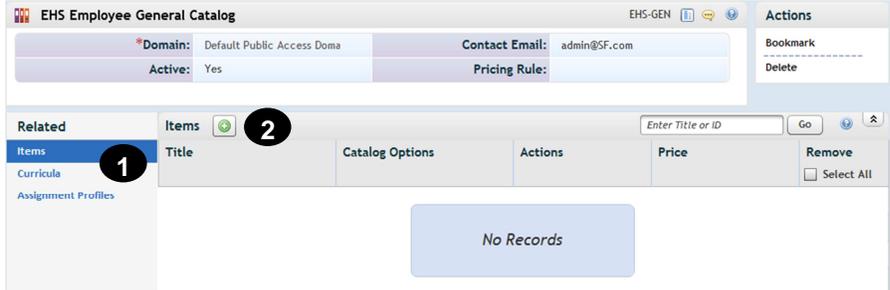
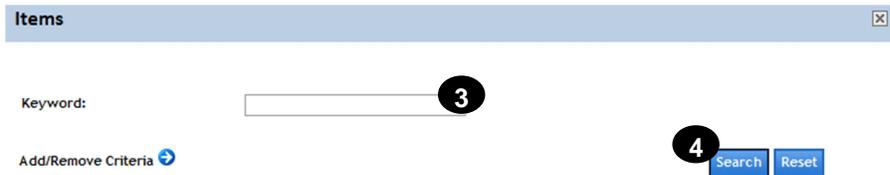
Task A. Adding Catalogs

Verify the Admin tab is selected.

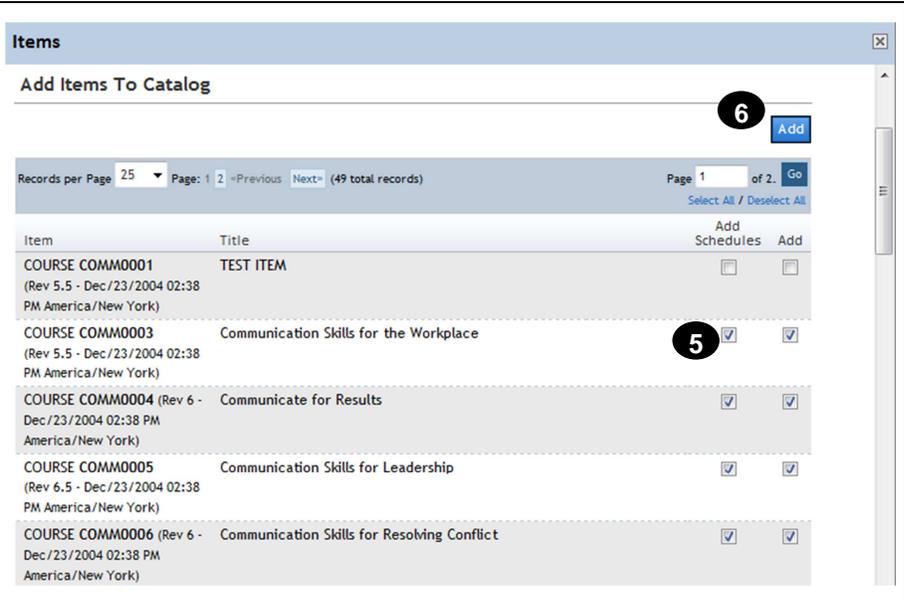
- 1 Navigate to Learning > Catalogs.
- 2 Click Add New.

The screenshot displays the SATERN Learning Management System interface. At the top, there is a navigation bar with tabs for Home, Learners, Performance, Learning, Content, Commerce, and System Admin. Below this is a search bar with the placeholder text "Enter Keywords or Command" and a "Go" button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: Items, Scheduled Offerings, Classes, Group Instances, Catalogs (highlighted with a yellow arrow and a circled '1'), Curricula, Requirements, Questionnaire Surveys, and Communities. The main panel is titled "Catalogs" and features an "Add New" button circled with a '2'. Below the title, there is a search section with the text "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." This section includes a "Case sensitive search:" option with radio buttons for "Yes" and "No" (selected), and two "Starts With" dropdown menus for "Catalog ID:" and "Description:". At the bottom of the main panel, there are radio buttons for "Active:" status: "Active" (selected), "Not Active", and "Both". There are also "Add/Remove Criteria" and "Search", "Save As", and "Reset" buttons.

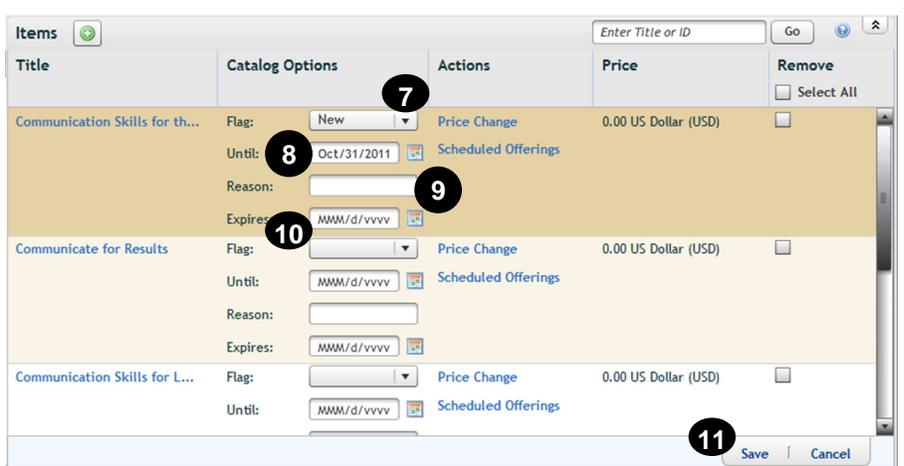
<ol style="list-style-type: none"> 3 Enter a catalog ID. 4 Enter a description of the catalog. 5 Select a domain. 6 Select a pricing rule from the drop-down menu, if applicable. 7 Enter contact email. 8 Verify the Active checkbox is selected. 9 Click Add. 	
<p>The new catalog is successfully added.</p> <p>The recommend next step suggests adding Items.</p>	

<h2>Task B. Adding Items to Catalogs</h2>	
<ol style="list-style-type: none"> 1 Using the catalog record created in the previous task, select Items in the Related area. 2 Click (📁) to add associate the Item with a new catalog. 	
<ol style="list-style-type: none"> 3 Enter a keyword. 4 Click Search. <p><i>Note: To use additional search criteria, click the Add/Remove Criteria button.</i></p>	

- 5 Click the **Add Schedules** and **Add** checkboxes for one or more Items.
- 6 Click **Add**.



- 7 The Item(s) is successfully added to the catalog.
- 7 To modify catalog options, click the **Flag** drop-down box and select one of the displayed options.
- 8 Enter an **Until** date.
- 9 Enter a **Reason**.
- 10 Enter an expiration date (if desired).
- 11 Click **Save**.



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 learner 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. It is automatically removed after this date from the catalog by the purged expired catalog APM.

Task C. Adding Curricula to Catalogs

- 1 Using the same catalog from the previous task, select **Curricula** in the **Related** area.
- 2 Click (📁) to add associate the Item with a new catalog.

- 3 Enter a keyword.
- 4 Click **Search**.
Note: To use additional search criteria, click the Add/Remove Criteria button.

- 5 Click the **Add Schedules** and **Add** checkboxes for one or more Items.
- 6 Click **Add**.

- 7 The curriculum is successfully added to the catalog.
- 7 To modify catalog options, click the **Flag** drop-down box and select one of the displayed options.
- 8 Enter an **Until** date.
- 9 Enter a **Reason**.
- 10 Enter an expiration date (if desired).
- 11 Click **Save**.

Notes:

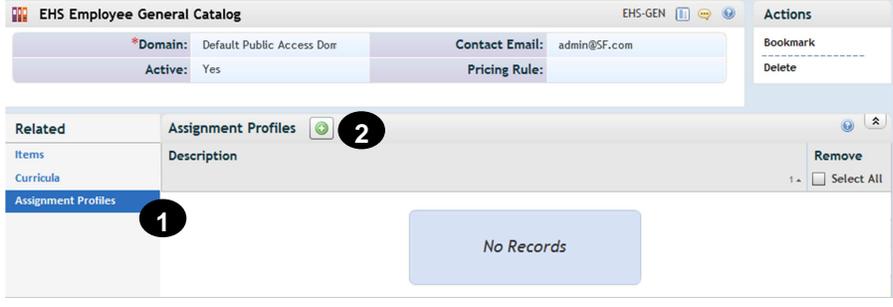
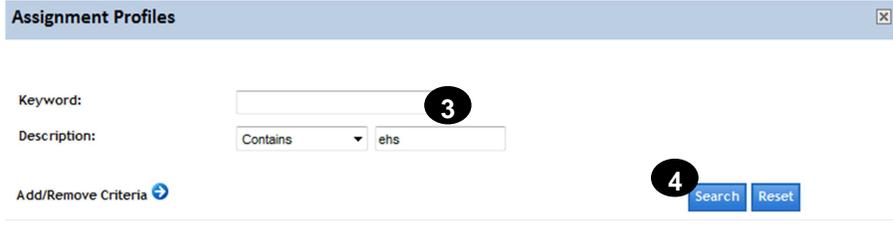
Item Flag: A flag that appears with the Item in the catalog.

Until: The date that the flag no longer appears with the Item in the catalog.

Reason: What the learner 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. It is automatically removed after this date from the catalog by the purged expired catalog APM.

Task D. Associating a Catalog to an Assignment Profile

<p>1 Using the same catalog from the previous task, select the Assignment Profiles tab in the Related area.</p> <p>2 Click (📁) to add associate the Item with a new catalog.</p>	
<p>3 Enter a keyword.</p> <p>4 Click Search.</p> <p><i>Note: To use additional search criteria, click the Add/Remove Criteria button.</i></p>	
<p>5 Select the Add checkboxes for one or more Items.</p> <p>6 Click Add.</p>	
<p>The assignment profile is successfully added to the catalog.</p> <p>7 Click the Assignment Profile name to navigate to the profile.</p>	