

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

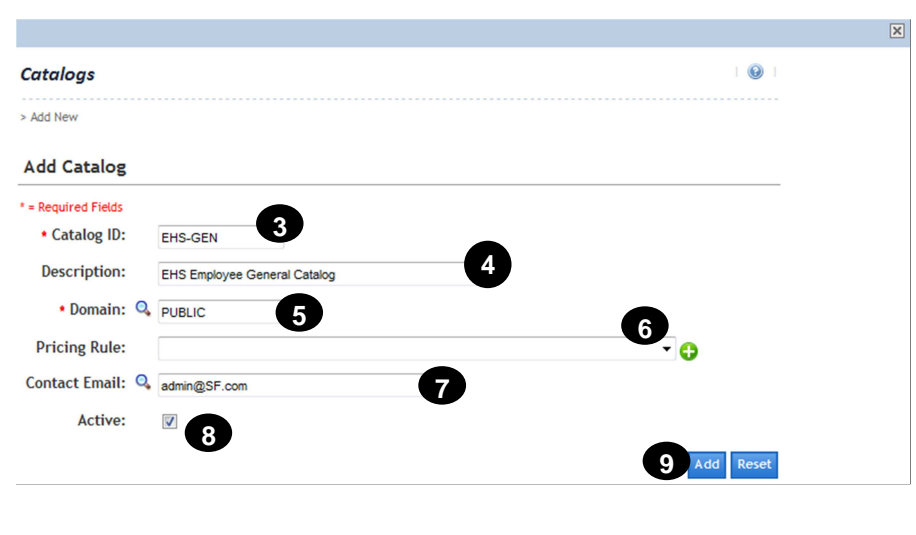
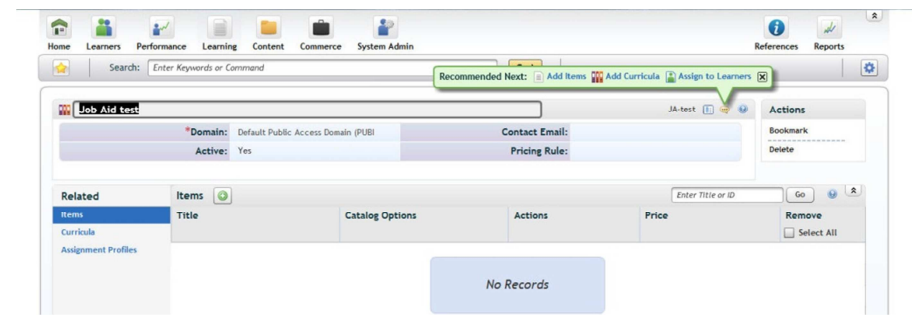
Task A. Adding Catalogs

Verify the Admin tab is selected.

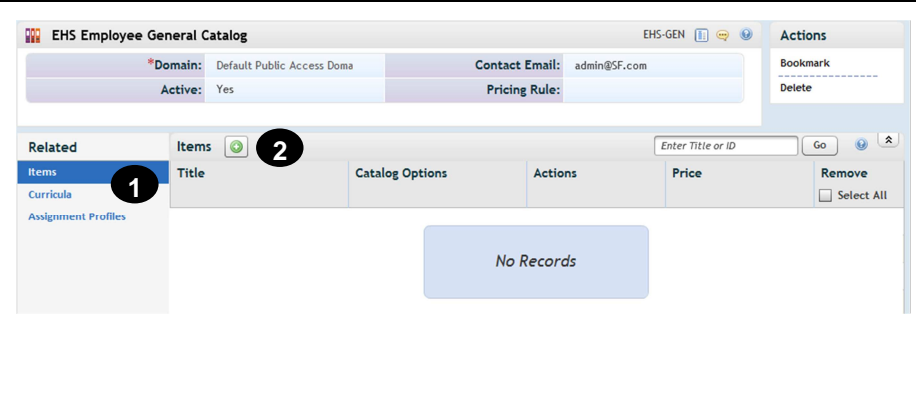
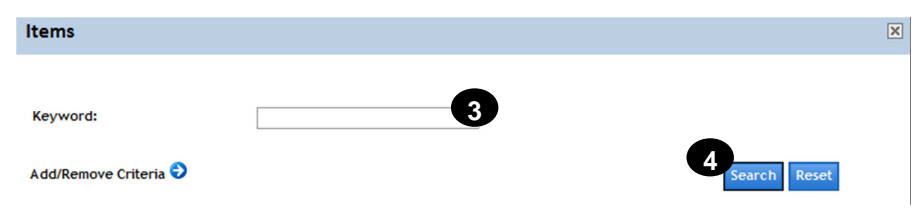
1 Navigate to **Learning > Catalogs**.

2 Click **Add New**.

The screenshot displays the SATERN Learning Management System interface. At the top, the 'Admin' tab is selected in the navigation bar. The left sidebar contains a list of menu items: Home, Learners, Performance, Learning, Content, Commerce, System Admin, Items, Scheduled Offerings, Classes, Group Instances, **Catalogs** (highlighted with a yellow arrow and a circled '1'), Curricula, Requirements, Questionnaire Surveys, and Communities. The main content area shows the 'Catalogs' page. At the top right of this page, there is a circled '2' next to the 'Add New' button. Below this, there is a search bar with the placeholder text 'Enter Keywords or Command' and a 'Go' button. The search criteria section includes a 'Case sensitive search' dropdown set to 'No', a 'Catalog ID' field with a 'Starts With' dropdown, a 'Description' field with a 'Starts With' dropdown, and an 'Active' status section with radio buttons for 'Active' (selected), 'Not Active', and 'Both'. At the bottom right, there are buttons for 'Search', 'Save As', and 'Reset'.

<p>3 Enter a catalog ID.</p> <p>4 Enter a description of the catalog.</p> <p>5 Select a domain.</p> <p>6 Select a pricing rule from the drop-down menu, if applicable.</p> <p>7 Enter contact email.</p> <p>8 Verify the Active checkbox is selected.</p> <p>9 Click Add.</p>	
<p>The new catalog is successfully added.</p> <p>The recommend next step suggests adding Items.</p>	

Task B. Adding Items to Catalogs

<p>1 Using the catalog record created in the previous task, select Items 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>	

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

6 Click **Add**.

Items

Add Items To Catalog

Records per Page: 25 Page: 1 of 2 (49 total records) Select All / Deselect All

Item	Title	Add Schedules	Add
COURSE COMM0001 (Rev 5.5 - Dec/23/2004 02:38 PM America/New York)	TEST ITEM	<input type="checkbox"/>	<input type="checkbox"/>
COURSE COMM0003 (Rev 5.5 - Dec/23/2004 02:38 PM America/New York)	Communication Skills for the Workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COURSE COMM0004 (Rev 6 - Dec/23/2004 02:38 PM America/New York)	Communicate for Results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COURSE COMM0005 (Rev 6.5 - Dec/23/2004 02:38 PM America/New York)	Communication Skills for Leadership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COURSE COMM0006 (Rev 6 - Dec/23/2004 02:38 PM America/New York)	Communication Skills for Resolving Conflict	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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**.

Items

Enter Title or ID Go

Title	Catalog Options	Actions	Price	Remove
Communication Skills for th...	Flag: New Until: Oct/31/2011 Reason: Expires: MMM/d/yyyy	Price Change Scheduled Offerings	0.00 US Dollar (USD)	<input type="checkbox"/> Select All
Communicate for Results	Flag: Until: MMM/d/yyyy Reason: Expires: MMM/d/yyyy	Price Change Scheduled Offerings	0.00 US Dollar (USD)	<input type="checkbox"/>
Communication Skills for L...	Flag: Until: MMM/d/yyyy	Price Change Scheduled Offerings	0.00 US Dollar (USD)	<input type="checkbox"/>

Save Cancel

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:

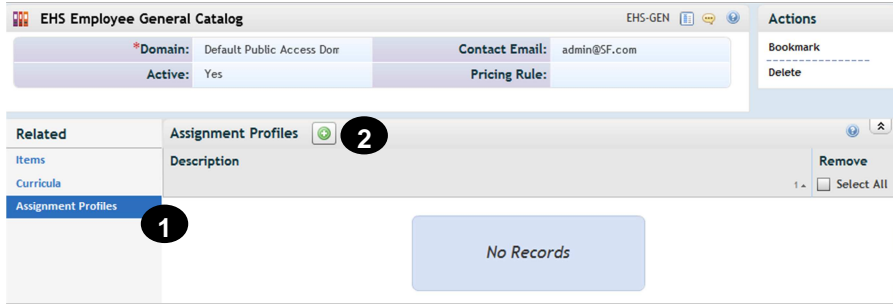


Item Flag: A flag that appears with the Item in the catalog.

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>	