

**Job Aid: Managing Curricula**

**Course: Learning Needs Management**

- Lab 6: Add a Curriculum
- Lab 7: Associate Items to Curriculum
- Lab 8: Create a Curriculum Hierarchy (Subcurriculum)
- 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 a curriculum. Related terminology is provided.

**Tasks**

- A. Add a Curriculum
- B. Associate Items to Curriculum
- C. Create a Curriculum Hierarchy (Subcurriculum)
- D. Add Curriculum to a Catalog

**Terminology:**

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

## Task A. Add a Curriculum

Verify the **Admin** tab is selected.

1 Navigate to **Learning > Curricula**.

2 Click **Add New**.

3 Enter a Curriculum ID.

4 Enter curriculum title and description.

5 Select a domain.

6 Select a curriculum type.

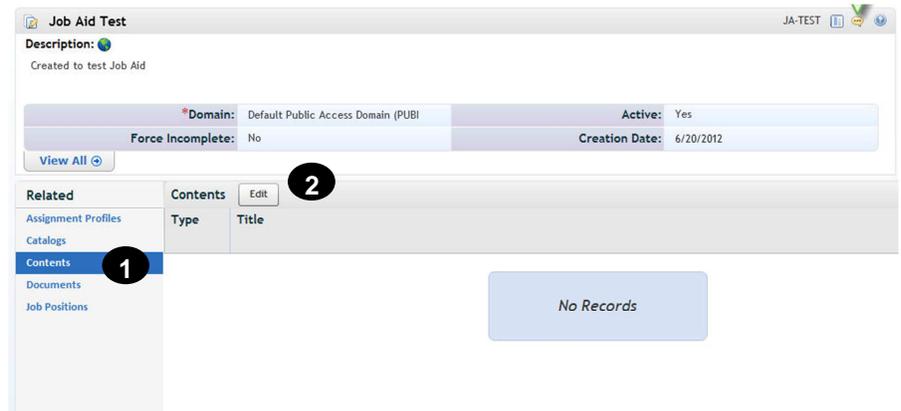
7 Leave the **Force Incomplete** checkbox unchecked.

*Note: When you select the Force Incomplete checkbox, the system calculates whether the status should be complete or incomplete based on the Learner's latest attempt at completing the item. If the Learner's latest attempt is incomplete, the system calculates the expiration and required dates based on the date and time of the last unsuccessful attempt.*

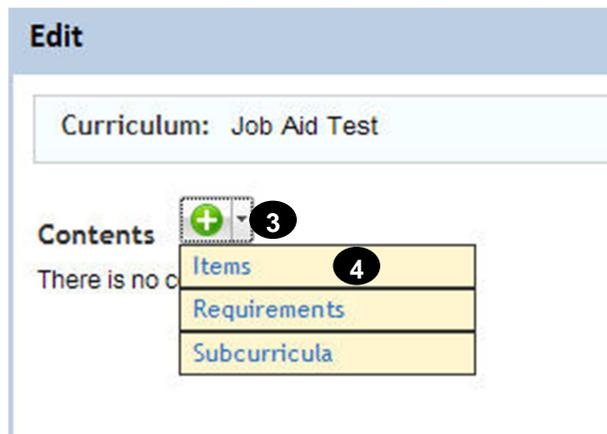
8 Click **Add**.

**Task B. Associate Items to Curriculum**

- 1 Select the **Contents** tab from the Related area of the curriculum just added.
- 2 Select **Edit**.

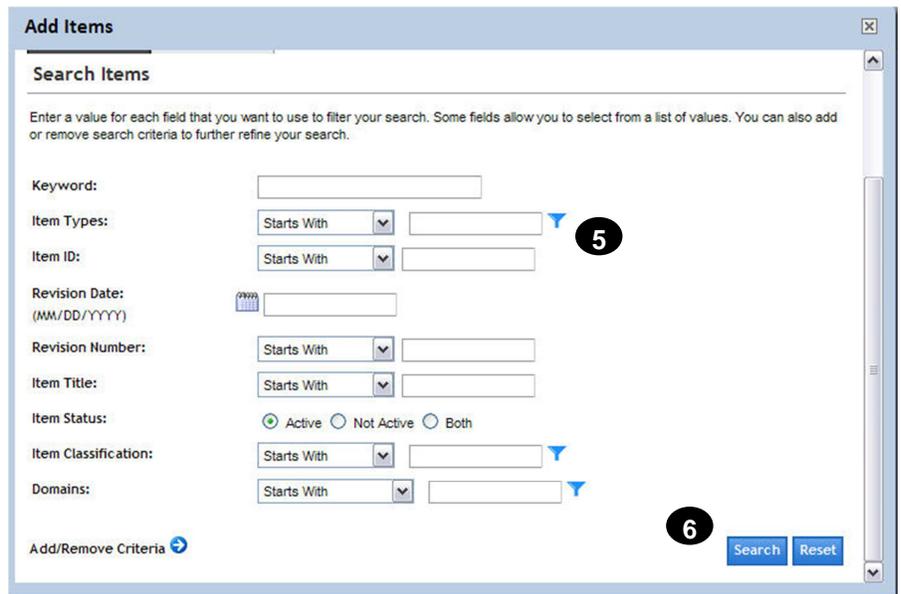


- 3 Click the **Add Content** button (+).
- 4 Select **Items** from the drop-down menu.



- 5 Enter criteria in any of the fields to search for the items to include in the curriculum.
- Note: You may need to select the Add/Remove Criteria function to gain additional search criteria.*

- 6 Click **Search**.



**7** Check the **Add** checkbox next to each item to add to the curriculum.

**8** Click **Add**.

**Add Items**

Item | Help

Search Results

**Add Items To Curriculum**

Select All / Deselect All

Item	Title	Add
COURSE NASA-TRADEV-4 (Rev 1 - 5/3/2012 02:51 PM America/New York)	Training Dev-4	<input type="checkbox"/>
COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)	Training Development	<input type="checkbox"/>
COURSE NASA-TRADEV-2 (Rev 1 - 5/3/2012 10:22 AM America/New York)	Training Development-2	<input type="checkbox"/>
COURSE NASA-TRADEV-3 (Rev 1 - 5/3/2012 02:24 PM America/New York)	Training Development 3	<input type="checkbox"/>

Select All / Deselect All

Add

**9** The selected item(s) is added to the contents list.

**10** Click the **Edit** link next to the last listed item.

**Edit**

Curriculum: Job Aid Test

Contents +

Remove Group Requirements

Select All / Deselect All

Entity ID	Title	Display Order	Select
COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)	Training Development	Edit	<input type="checkbox"/>
COURSE NASA-TRADEV-2 (Rev 1 - 5/3/2012 10:22 AM America/New York)	Training Development-2	Edit	<input type="checkbox"/>
COURSE NASA-TRADEV-3 (Rev 1 - 5/3/2012 02:24 PM America/New York)	Training Development 3	Edit	<input type="checkbox"/>

Select All / Deselect All

Remove Group Requirements

- 11 Enter initial assignments (number and period).
- 12 Select an initial basis (event).
- Do not enter retraining assignments.
- 13 Enter a basis date (if not defaulted) and an effective date (use the current date).
- 14 Select an assignment type. Select Required (REQ).
- 15 Click Apply Changes.
- Repeat steps 10-15 for each item in the curriculum.

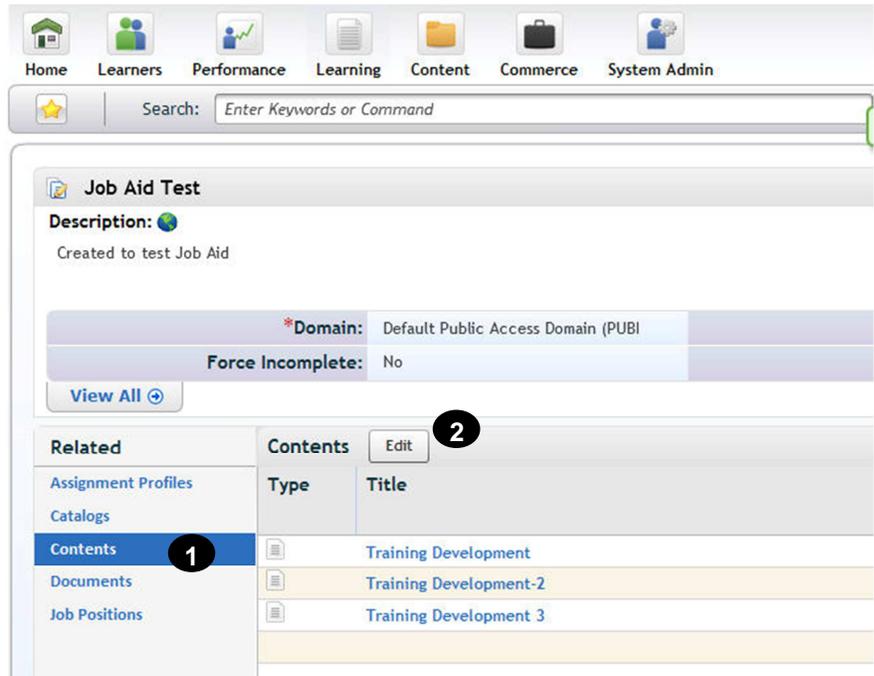
**Note:** For more information on initial assignments, retraining assignments, effective dates, and assignment type refer to the *Period-Based Curriculum job aid*.

- 16 Click the Move Up (▲) or Move Down (▼) icons to change the display order.
- 17 Click the Expand icon (⊕) next to each item to review assignment details.

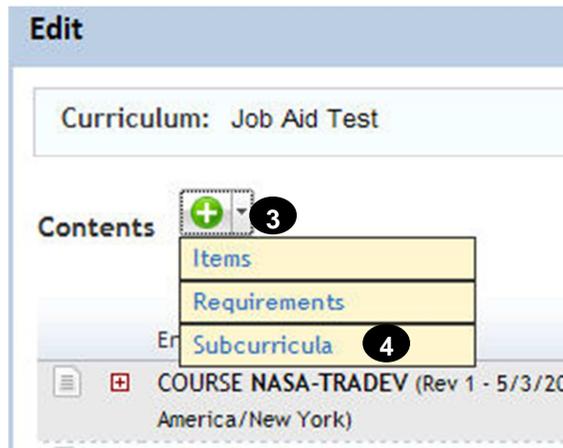
Entity ID	Title	Expand
COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)	Training Development	▲ ▼ ⊕
COURSE NASA-TRADEV-2 (Rev 1 - 5/3/2012 10:22 AM America/New York)	Training Development-2	▲ ▼ ⊕
COURSE NASA-TRADEV-3 (Rev 1 - 5/3/2012 02:24 PM America/New York)	Training Development 3	▲ ▼ ⊕

**Task C. Create a Curriculum Hierarchy (Subcurriculum)**

- 1 Select the **Contents** tab from the Related area of the curriculum just added.
- 2 Select **Edit**.



- 3 Click the **Add Content** button (+).
- 4 Select **Subcurricula** from the drop-down menu.



**5** Enter criteria in any of the fields to search for the curriculum to add as the subcurricula.

*Note: You may need to select the Add/Remove Criteria function to gain additional search criteria.*

**6** Click Search.

**7** Check the Add checkbox next to each curriculum to add as the subcurricula.

**8** Click Add.

Curriculum ID	Title	Add
APPEL-UAT-TEST	APPEL-UAT-TEST	<input type="checkbox"/>
GRC-UAT-CURRICULUM	UAT Curriculum Testing	<input type="checkbox"/>
GRC-UAT-TEST	GRC UAT Test Curriculum	<input type="checkbox"/>
NSSC-TEST-	UAT TEST SCRIPT	<input type="checkbox"/>

**9** The subcurriculum is added to the bottom of the contents list.

**10** Click the Details link next to the subcurriculum in the list.

Entity ID	Title	Display Order	Select
COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)	Training Development	▼	<input type="checkbox"/>
COURSE NASA-TRADEV-2 (Rev 1 - 5/3/2012 10:22 AM America/New York)	Training Development-2	▼	<input type="checkbox"/>
COURSE NASA-TRADEV-3 (Rev 1 - 5/3/2012 02:24 PM America/New York)	Training Development 3	▼	<input type="checkbox"/>
APPEL-UAT-TEST	APPEL-UAT-TEST	Details	<input type="checkbox"/>

**11** A separate pop-up window displays details of the sub-curriculum just added.

**12** Review the list of items.

**12** Click Close.

**Curricula**

> Search > View Items

Curriculum ID: APPEL-UAT-TEST  
Title: APPEL-UAT-TEST

**12** Close

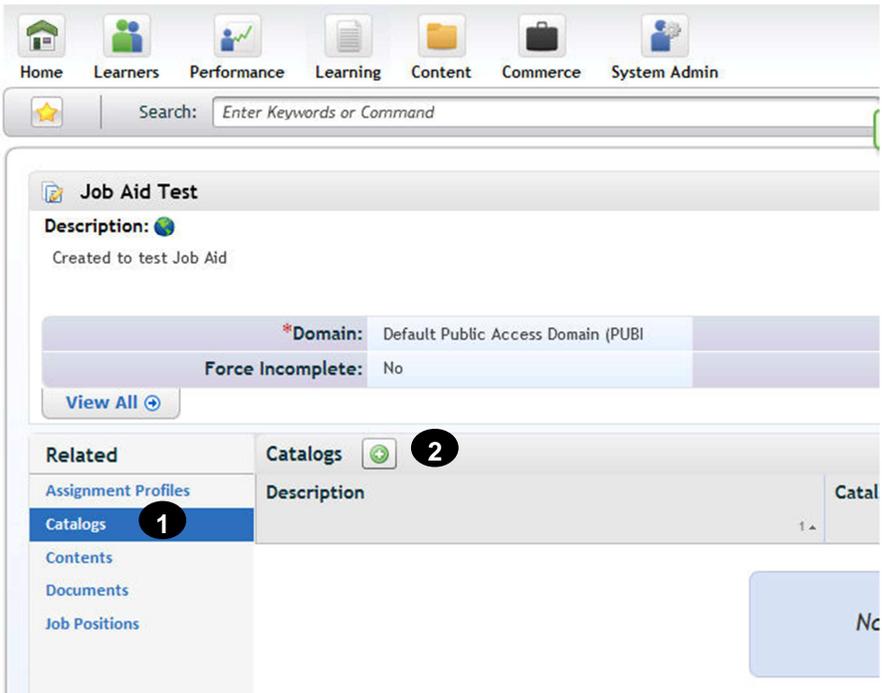
**View the Items for the Curriculum**

Item	Title		
CERT APPEL-PPM-PROF-EXAM-LIC-CERT <small>(Rev 7/28/2009 04:29 PM America/New York)</small>	APPEL-PPM-PROFESSIONAL EXAM, LICENSE OR CERTIFICATION	Initial Assignments: Retraining Assignments: Assignment Type: Effective Date:	N/A N/A
COURSE APPEL-AEVMT <small>(Rev 5/8/2007 11:42 AM America/New York)</small>	APPEL-ADVANCED EARNED VALUE MANAGEMENT TECHNIQUES: RECOGNIZING GAMING, ABUSE AND DATA MANIPULATION	Initial Assignments: Retraining Assignments: Assignment Type: Effective Date:	N/A N/A
COURSE APPEL-APM8ASE <small>(Rev 10/10/2007 01:02 PM America/New York)</small>	APPEL-3CC-ADVANCED PROJECT MANAGEMENT AND ADVANCED SYSTEMS ENGINEERING	Initial Assignments: Retraining Assignments: Assignment Type: Effective Date:	N/A N/A Highly Recommended
COURSE APPEL-APP <small>(Rev 5/8/2007 11:47 AM America/New York)</small>	APPEL-ASSESSING PROJECT PERFORMANCE	Initial Assignments: Retraining Assignments:	N/A N/A

**Task D. Add Curriculum to a Catalog**

**1** Select the **Catalogs** tab from the Related area of the curriculum record.

**2** Click the **Add New Catalogs** button (  ).



The screenshot shows the 'Job Aid Test' curriculum record. At the top, there are navigation tabs: Home, Learners, Performance, Learning, Content, Commerce, and System Admin. Below these is a search bar. The main content area shows the curriculum details, including a description 'Created to test Job Aid' and a table with columns for 'Domain' (Default Public Access Domain (PUBI)) and 'Force Incomplete' (No). Below this is a 'View All' button. In the 'Related' section, 'Catalogs' is selected (1). In the 'Catalogs' section, there is an 'Add New' button (2).

- 3** Enter criteria to search for the catalog to add the curriculum.  
*Note: You may need to select the Add/Remove Criteria function to gain additional search criteria.*
- 4** Click **Search**.
- 5** Check the **Add** checkbox next to the catalog.  
*Note: The Add Items checkbox should be checked if you also want to add all items contained in the curriculum to this catalog.*
- 6** Click **Add**.

- 7** Verify that the selected catalog is displayed.
- 8** Click the **Flag** drop-down menu and select **New** from the drop-down menu.
- 9** Click the **Until** calendar icon.
- 10** Select the last date to display the flag.
- 11** In the Reason field, enter why this curriculum is flagged (Learner viewable).
- 12** Click **Save**.