Job Aid: Requirements Based Curricula	Course: Learning Needs Management Topic Lab: Create a Requirement Topic Lab: Assign Requirements to a Curriculum

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of creating new curriculum requirements and adding the requirements to curricula.

Tasks

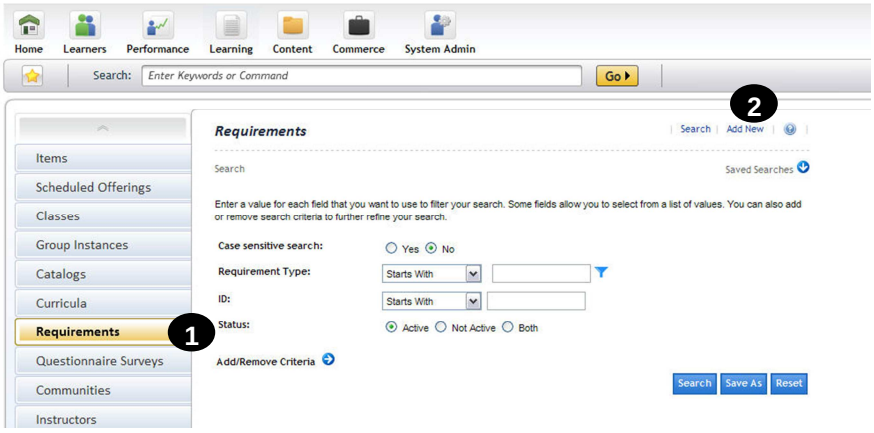
A. Add New Curriculum Requirements: # Hours of Specified Hour Type
B. Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items
C. Add New Curriculum Requirements: # Items from Pool of Items
D. Add Requirements to Curricula
E. Group Curriculum Requirements

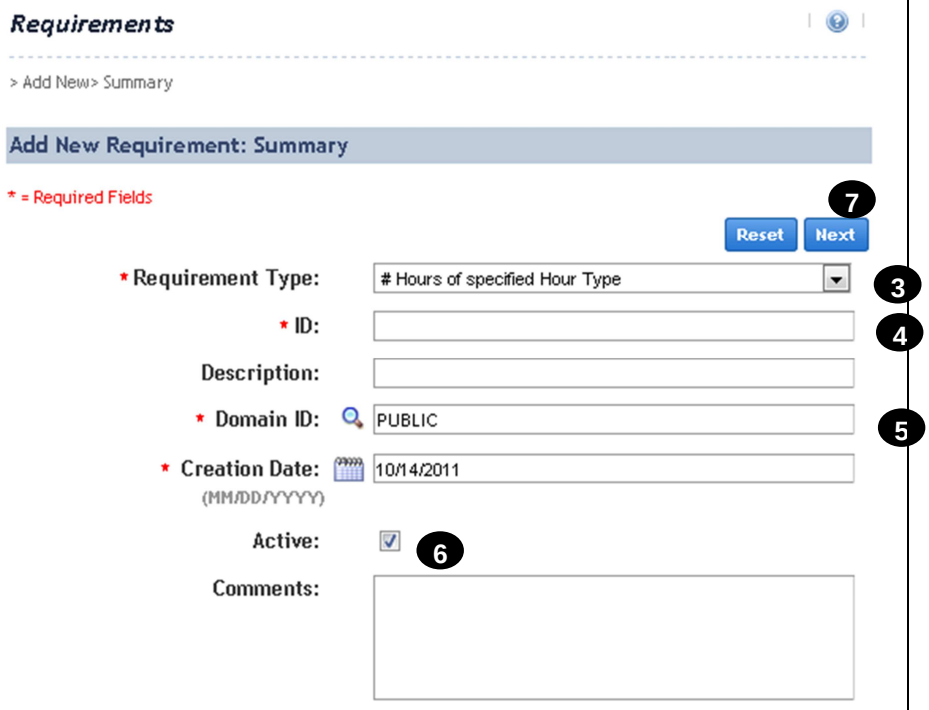
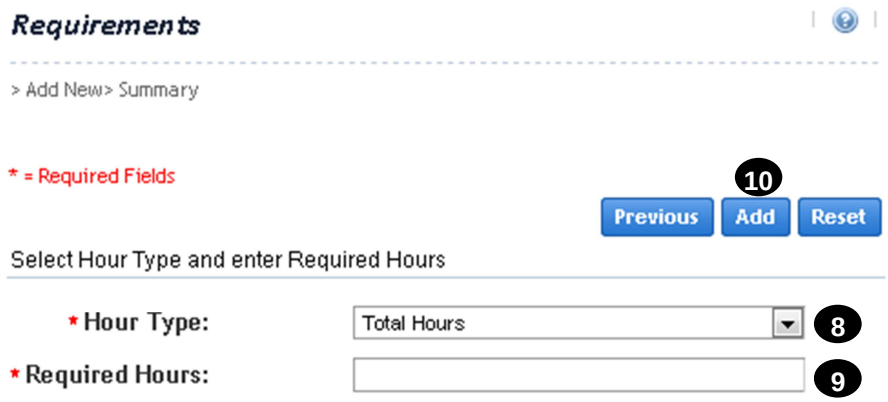
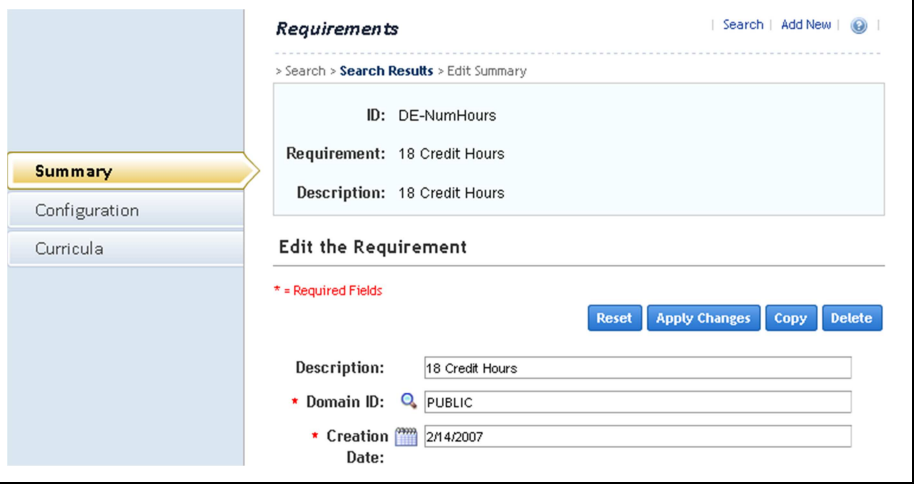
Task A. Add New Curriculum Requirements: # Hours of Specified Hour Type

Verify the **Admin** tab is selected.

1 Navigate to **Learning > Requirements**.

2 Click **Add New**.

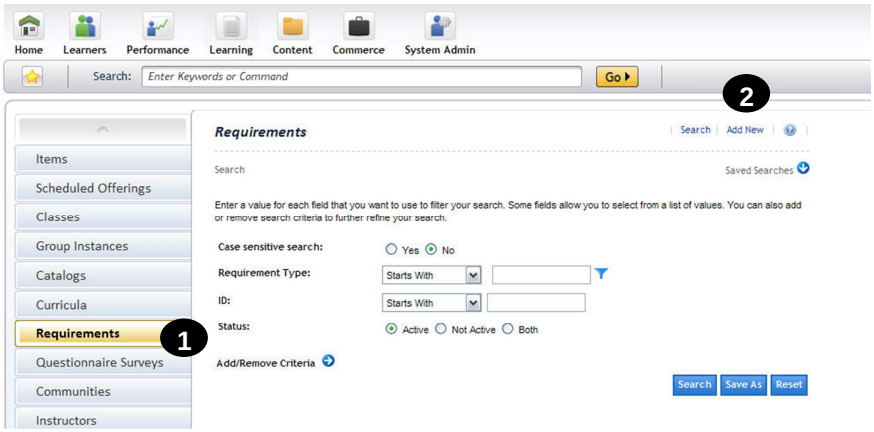


3	Select the requirement type (# Hours of specified Hour Type) from drop-down menu.	
4	Enter the new requirement ID and description.	
5	Enter or Search for a domain for this new requirement (the default is PUBLIC).	
	The creation date defaults to today's date.	
6	Verify the **Active** checkbox is checked.	
7	Click **Next**.	
	Because the requirement type '*# Hours of specified Hour Type*' was selected above, you must enter the hour type and required hours.	
8	Select the hour type from drop-down menu.	
9	Enter required hours.	
10	Click **Add**.	
	A new requirement has been added.	

Task B. Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items

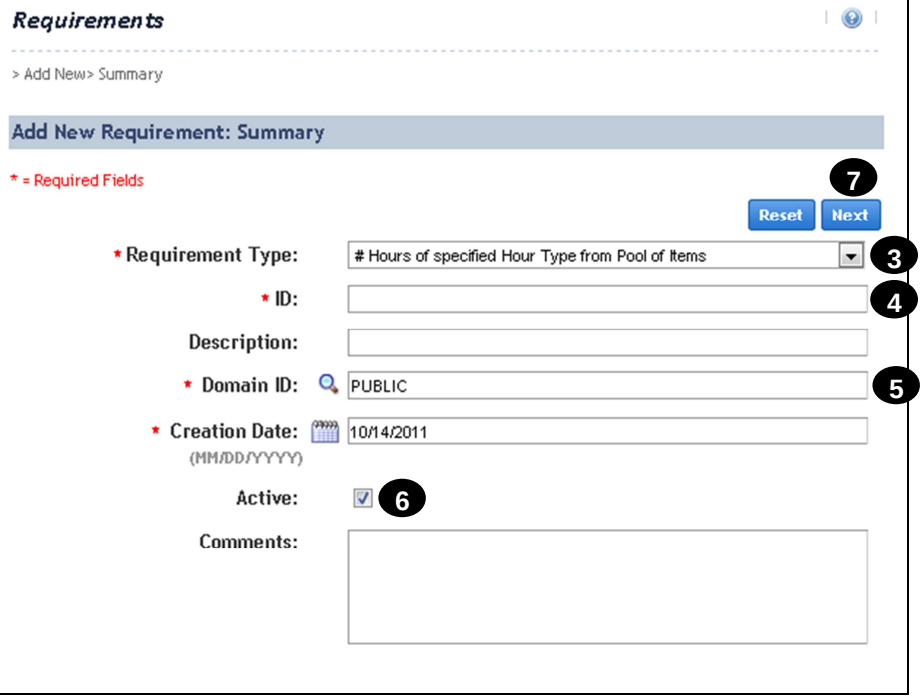
Verify the **Admin** tab is selected.

1. Navigate to **Learning > Requirements**.
2. Click **Add New**.



3. Select the requirement type (# Hours of specified Hour Type from Pool of Items) from drop-down menu.
4. Enter the new requirement ID and description.
5. Enter or Search for a domain for this new requirement (the default is PUBLIC).

   The creation date defaults to today's date.
6. Verify the **Active** checkbox is checked.
7. Click **Next**.



Because the requirement type selected was '*# Hours of specified Hour Type from Pool of Items*', the next step requests the hour type, required hours, and selected pool of items.

8 Select hour type from drop-down menu.

9 Enter required hours.

Add items to the pool:

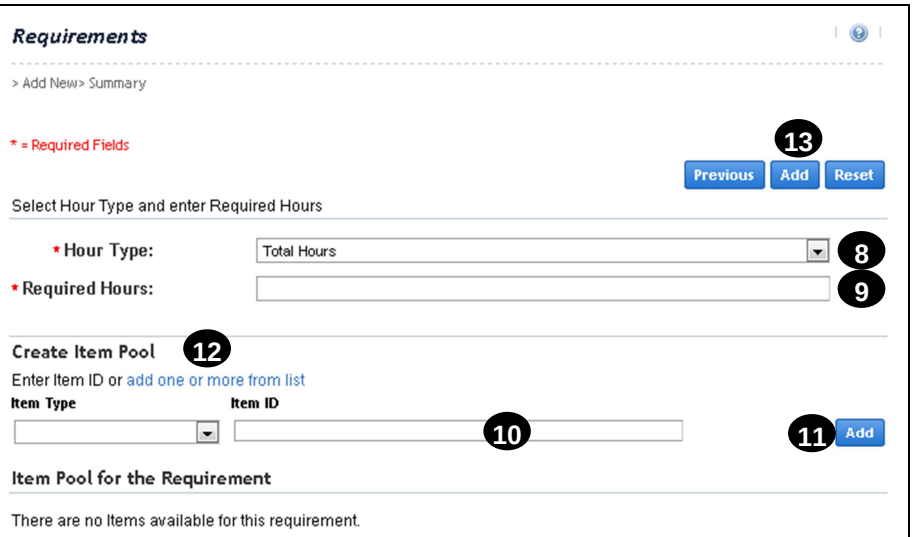
10 Enter exact item type and item ID.

11 Click **Add**.

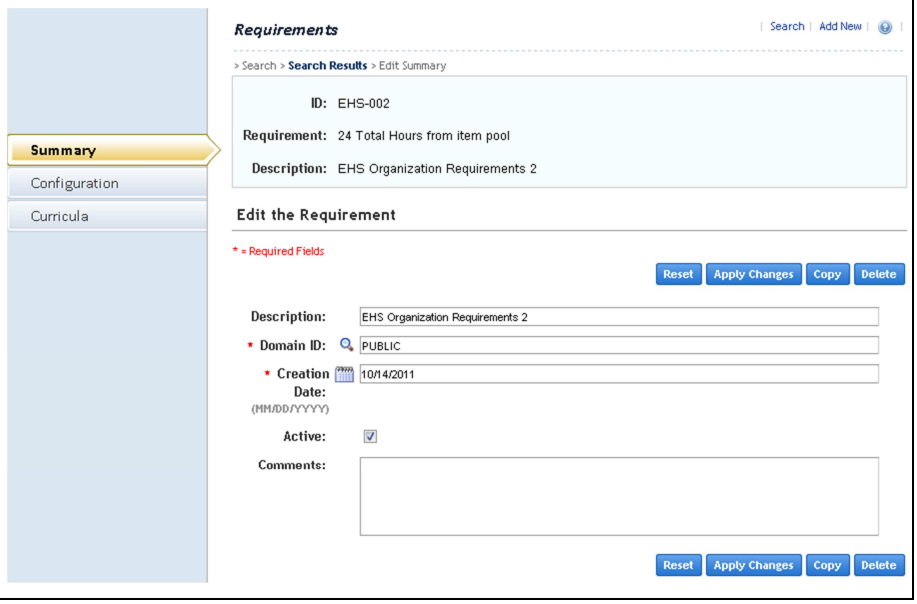
or

12 Click the **add one or more from list** link to search for and select the items.

13 Once you have a pool of items, click **Add** to add the new requirement.

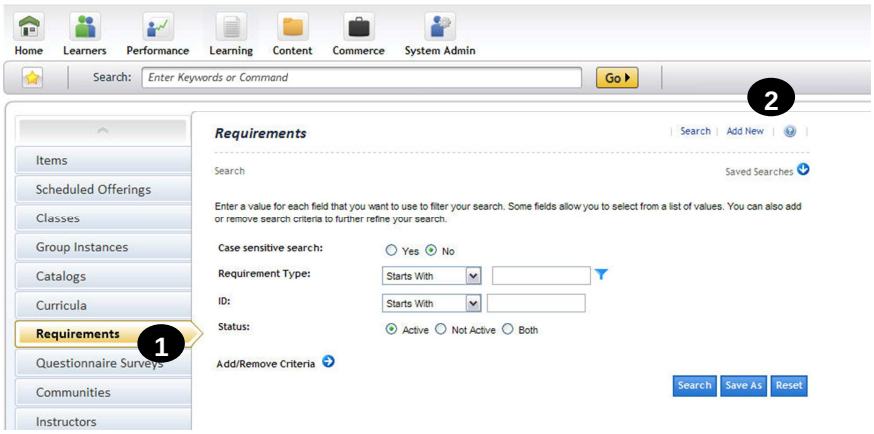


A new requirement has been added.



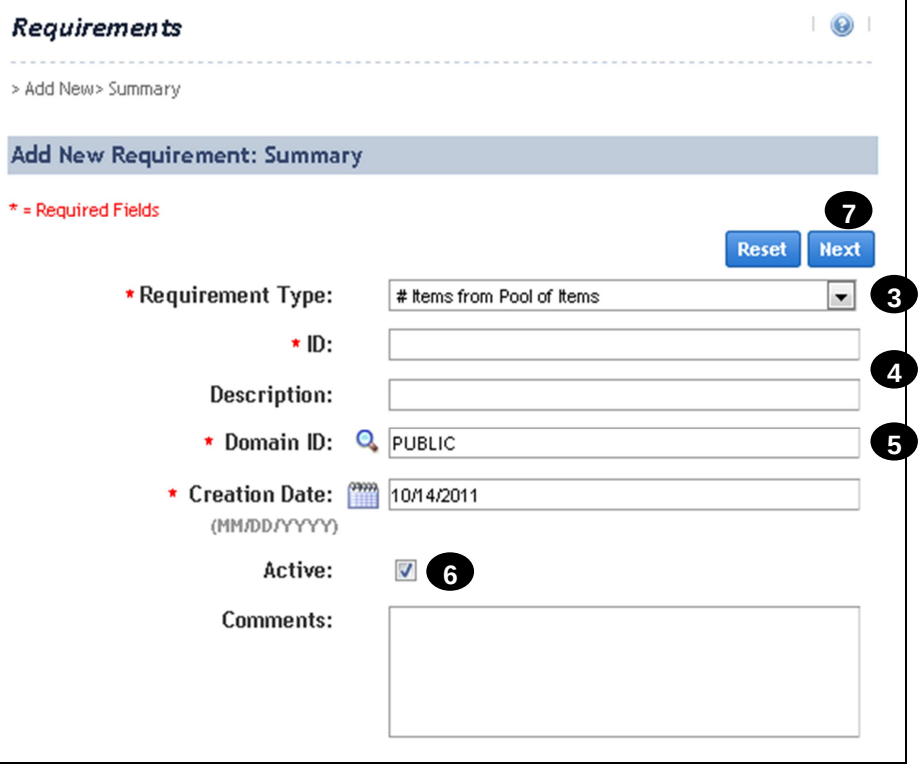
Task C. Add New Curriculum Requirements: # Items from Pool of Items

1. Navigate to **Learning > Requirements**.
2. Click **Add New**.



3. Select the requirement type (# Items from Pool of Items) from drop-down menu.
4. Enter the new requirement ID and description.
5. Enter or Search for a domain for this new requirement (the default is PUBLIC).

   The creation date defaults to today's date.
6. Verify the **Active** checkbox is checked.
7. Click **Next**.



Because the requirement type selected was '*# Items from Pool of Items*', the next step requests the required number of items and selected pool of items.

8 Enter required number of items.

Add items to the pool:

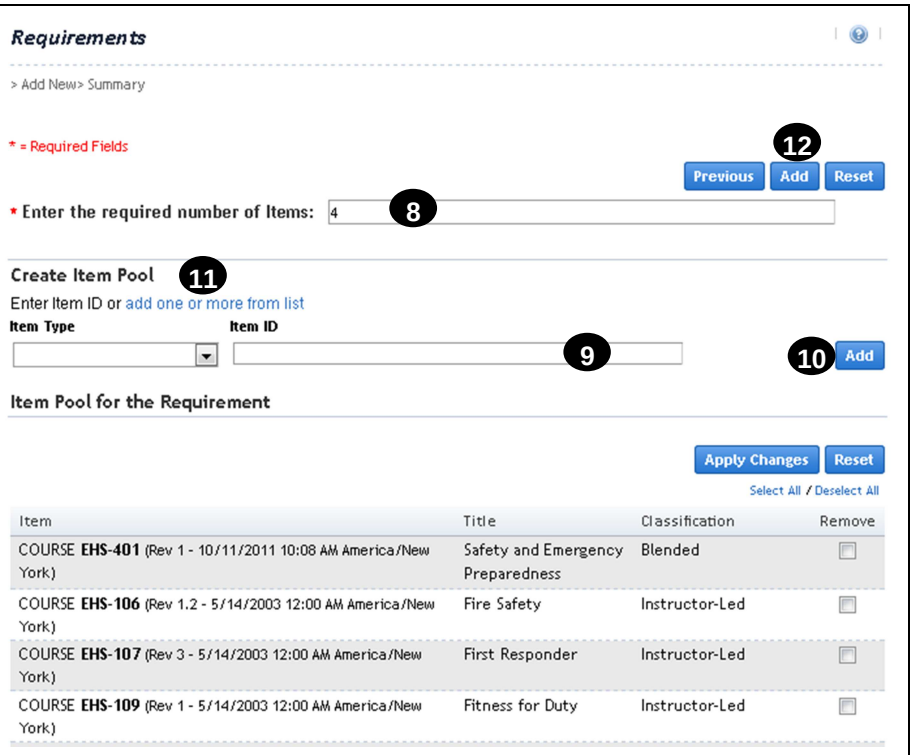
9 Enter exact item type and item ID.

10 Click **Add**.

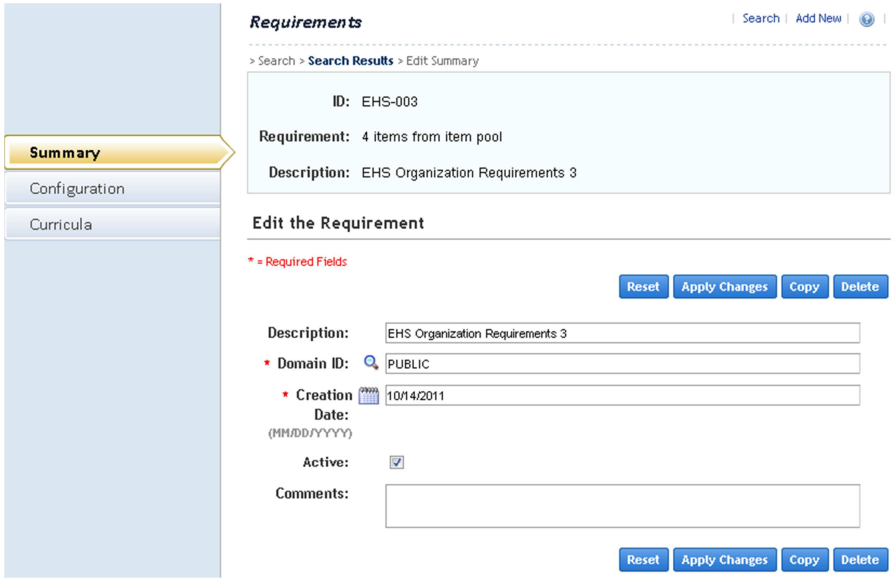
or

11 Click the **add one or more from list** link to search for the items.

12 Once you have a pool of items, click **Add** to add the new requirement.

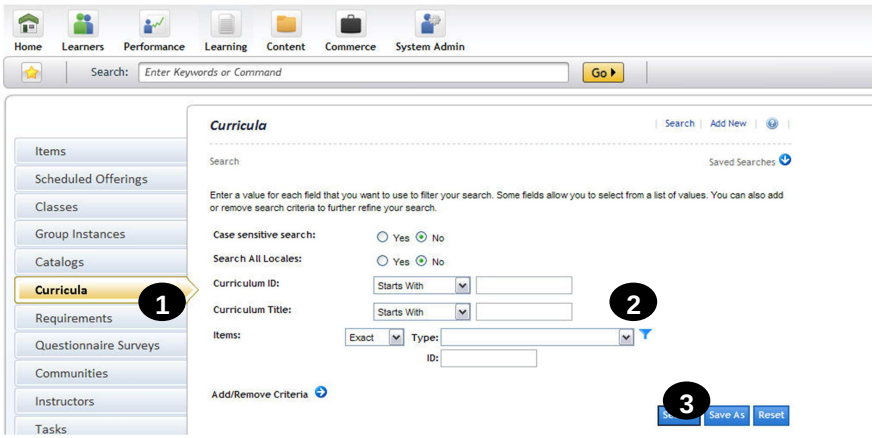


A new requirement has been added.

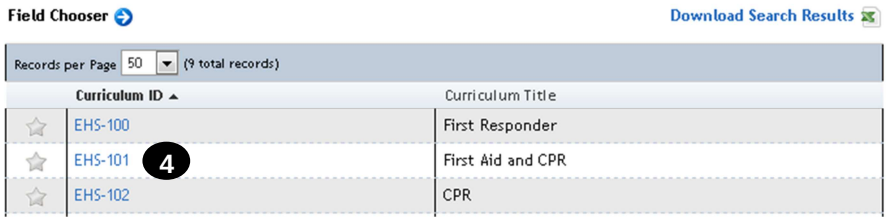


Task D. Add Requirements to Curricula

1. Navigate to **Learning > Curricula**.
2. Enter search criteria to find curriculum.
3. Click **Search**.

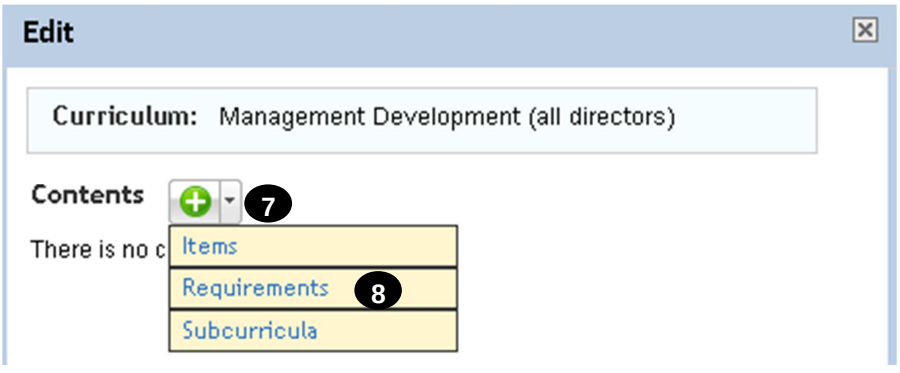


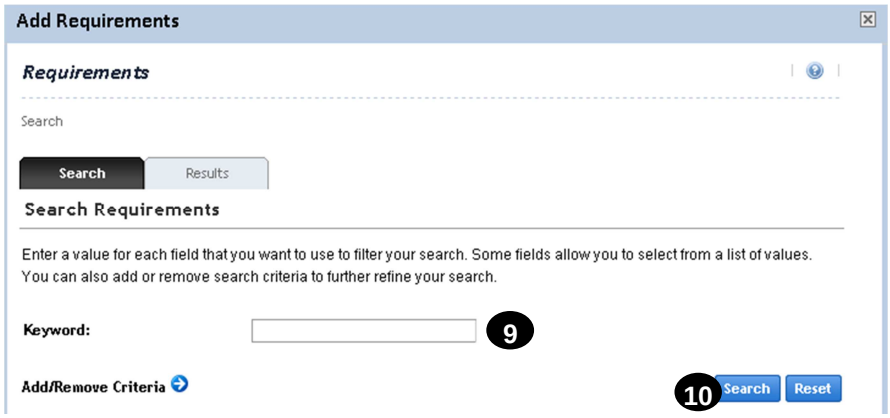
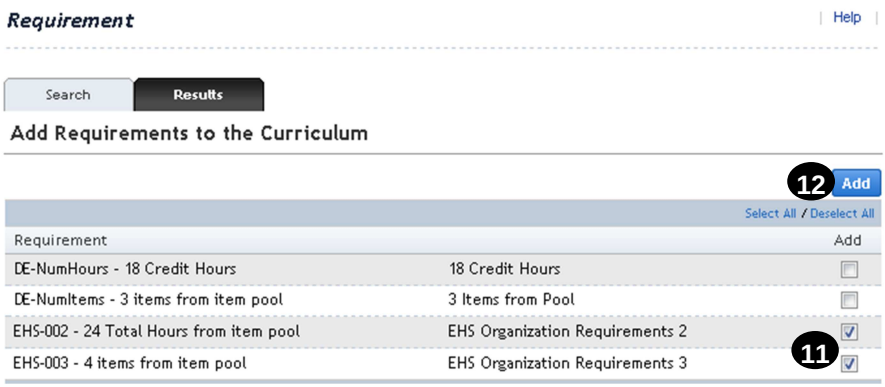
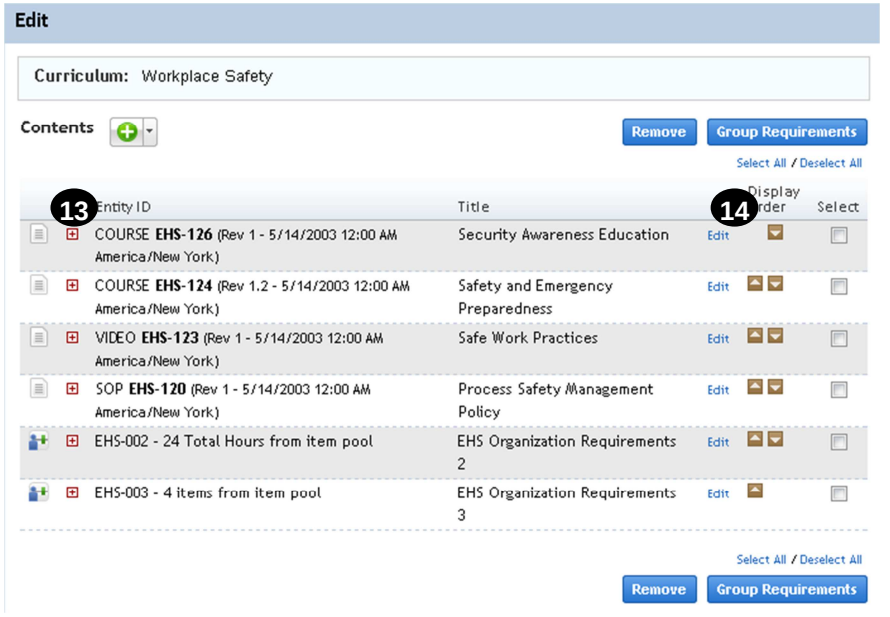
4. Click the curriculum ID link for the curriculum you wish to select.



5. Select the **Contents** tab.
6. Click **Edit**.

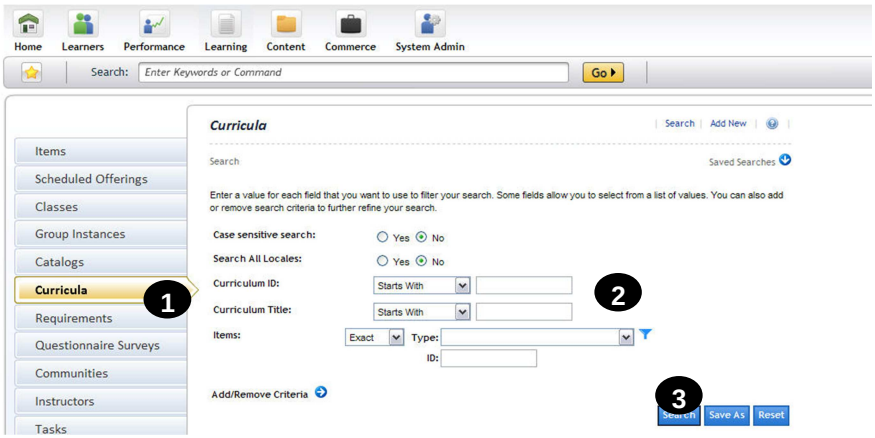
7. Click the **Add Content** button ( ).
8. Select **Requirements** from the drop-down menu.



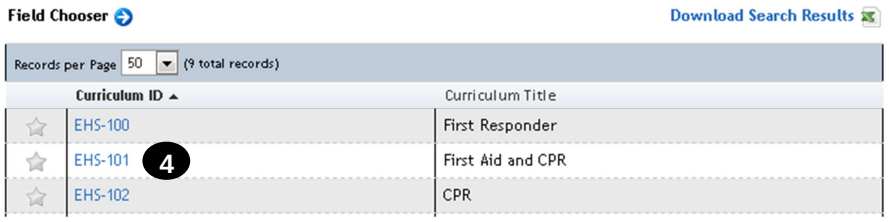
9 Enter criteria to search for the desired requirements. 10 Click **Search**.	
11 Check **Add** next to each requirement to add. 12 Click **Add**.	
13 Click the **expand icon** (⊞) to view assignment details. 14 Click the **edit** link to update assignment information (i.e., initial and retraining details).	

Task E. Group Curriculum Requirements

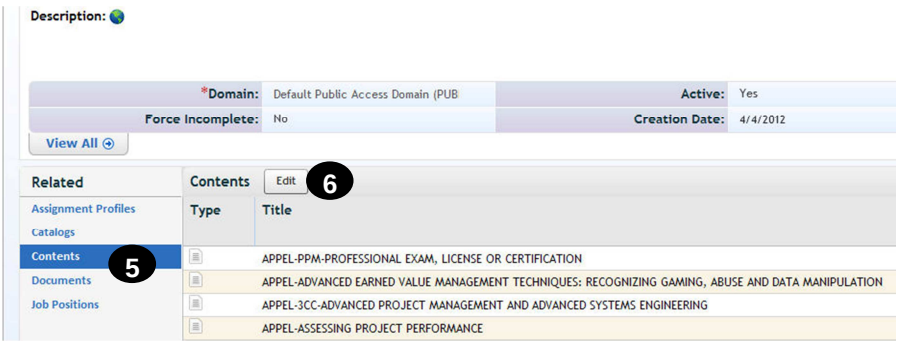
1. Navigate to **Learning > Curricula**.
2. Enter search criteria to find curriculum.
3. Click **Search**.



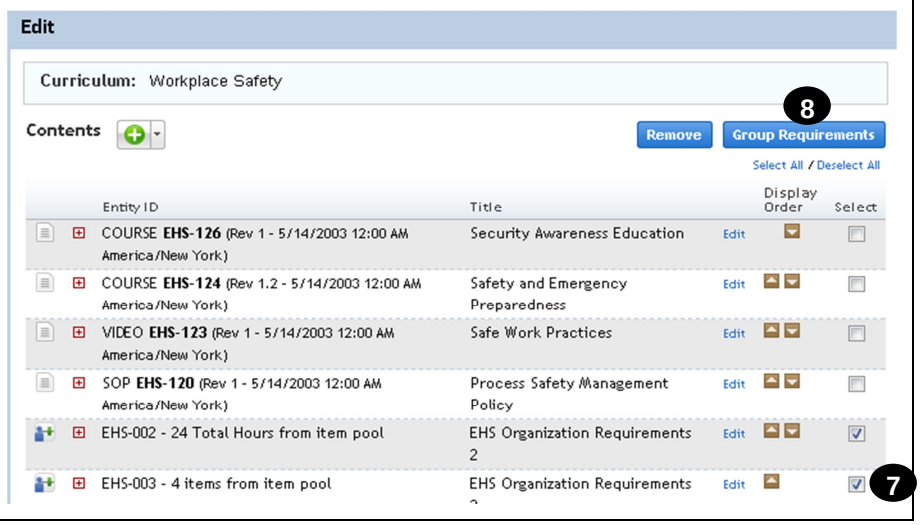
4. Click the curriculum ID link for the curriculum you wish to select.

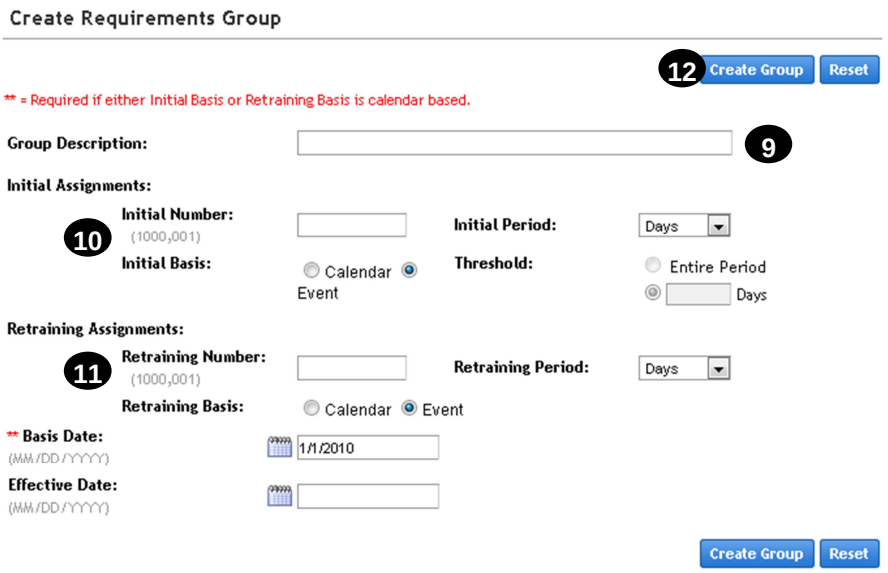
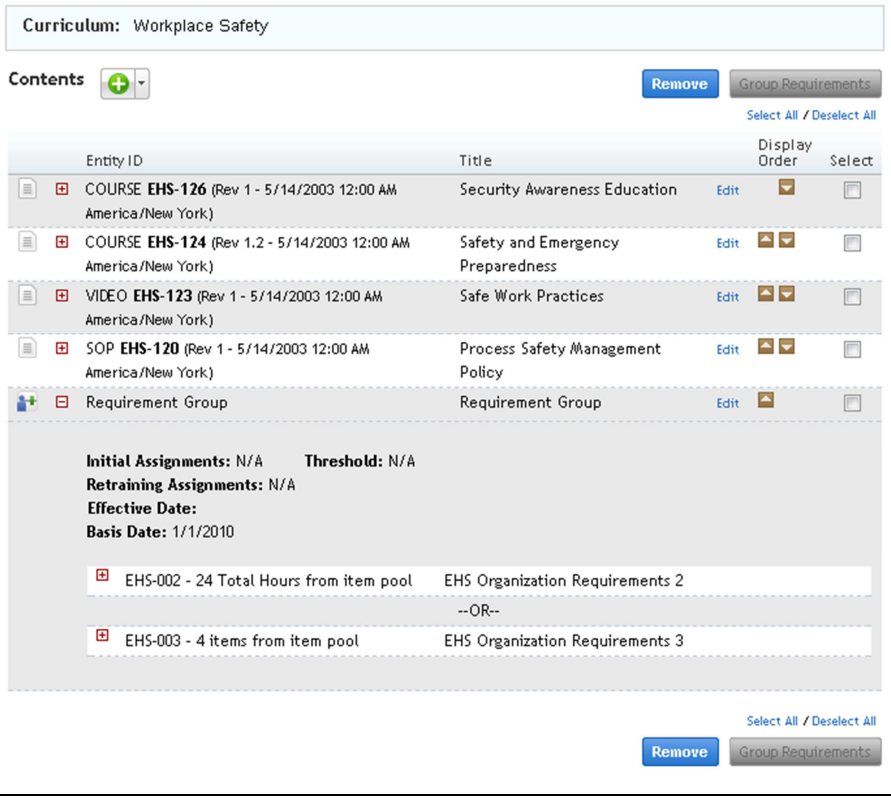


5. Select the **Contents** tab.
6. Click **Edit**.



7. Select at least two requirements by checking the corresponding **Select** checkboxes to group requirements.
8. Click **Group Requirements**.



	Edit requirements group details: 9 Enter group description. 10 Edit initial assignment details. 11 Edit retraining assignment details. 12 Click **Create Group**.	
	Review requirement group details.