

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.

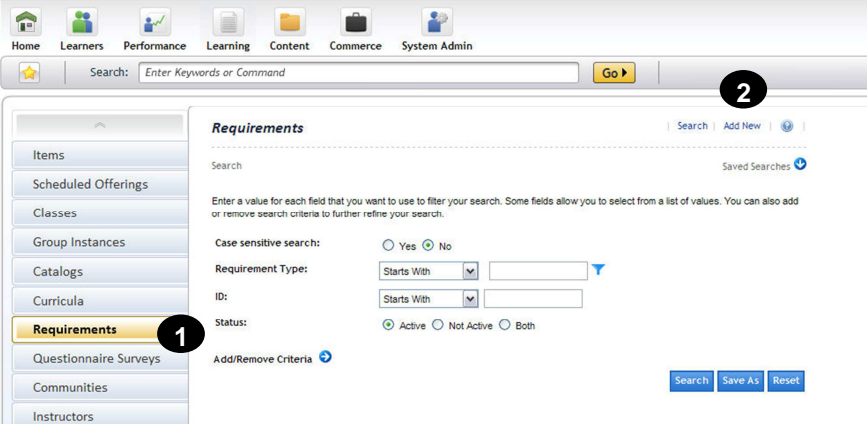
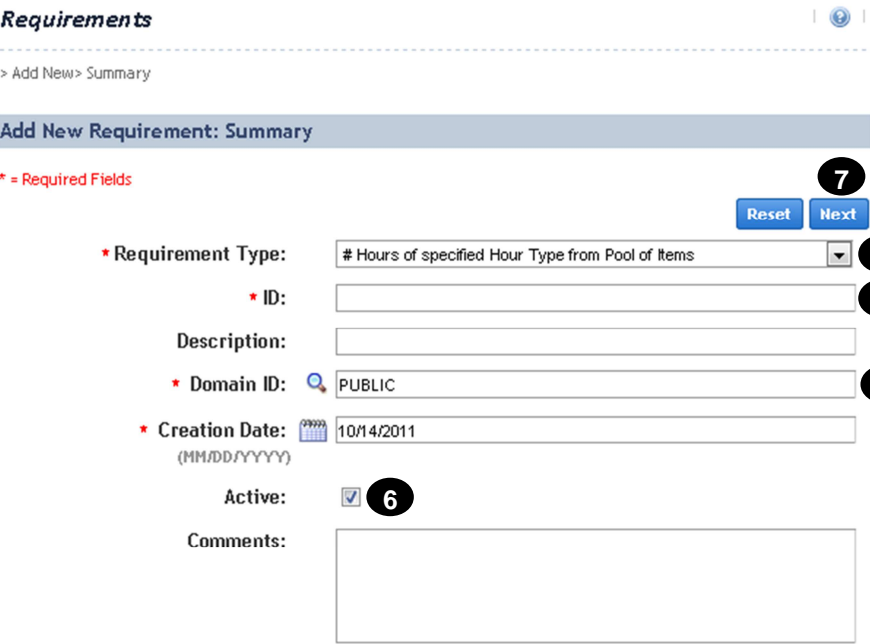
1 Navigate to Learning > Requirements.

2 Click Add New.

The screenshot displays the SATERN Learning Management System interface. At the top, there is a navigation bar with tabs: 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. On the left side, there is a sidebar menu with the following items: Items, Scheduled Offerings, Classes, Group Instances, Catalogs, Curricula, Requirements (highlighted with a yellow background and a circled '1'), Questionnaire Surveys, Communities, and Instructors. The main content area is titled 'Requirements' and contains a search section with a 'Search' button and a 'Add New' button (circled with a '2'). Below the search section, there are several filters: 'Case sensitive search' with radio buttons for 'Yes' and 'No' (selected), 'Requirement Type' with a 'Starts With' dropdown menu, 'ID' with a 'Starts With' dropdown menu, and 'Status' with radio buttons for 'Active' (selected), 'Not Active', and 'Both'. At the bottom right of the main content area, there are three buttons: 'Search', 'Save As', and 'Reset'.

<p>3 Select the requirement type (# Hours of specified Hour Type) from drop-down menu.</p> <p>4 Enter the new requirement ID and description.</p> <p>5 Enter or Search for a domain for this new requirement (the default is PUBLIC).</p> <p>The creation date defaults to today's date.</p> <p>6 Verify the Active checkbox is checked.</p> <p>7 Click Next.</p>	<div> <div>Requirements</div> <div>> Add New> Summary</div> <div>Add New Requirement: Summary</div> <div>* = Required Fields</div> <div> <div>Requirement Type:</div> <div># Hours of specified Hour Type</div> </div> <div> <div>ID:</div> <div></div> </div> <div> <div>Description:</div> <div></div> </div> <div> <div>Domain ID:</div> <div>PUBLIC</div> </div> <div> <div>Creation Date:</div> <div>10/14/2011</div> </div> <div> <div>Active:</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Comments:</div> <div></div> </div> <div> <div>Reset</div> <div>Next</div> </div> </div>
<p>Because the requirement type '<i># Hours of specified Hour Type</i>' was selected above, you must enter the hour type and required hours.</p> <p>8 Select the hour type from drop-down menu.</p> <p>9 Enter required hours.</p> <p>10 Click Add.</p>	<div> <div>Requirements</div> <div>> Add New> Summary</div> <div>* = Required Fields</div> <div> <div>Previous</div> <div>Add</div> <div>Reset</div> </div> <div>Select Hour Type and enter Required Hours</div> <div> <div>Hour Type:</div> <div>Total Hours</div> </div> <div> <div>Required Hours:</div> <div></div> </div> </div>
<p>A new requirement has been added.</p>	<div> <div>Requirements</div> <div>Search Add New</div> <div>> Search > Search Results > Edit Summary</div> <div> <div>ID: DE-NumHours</div> <div>Requirement: 18 Credit Hours</div> <div>Description: 18 Credit Hours</div> </div> <div>Edit the Requirement</div> <div>* = Required Fields</div> <div> <div>Reset</div> <div>Apply Changes</div> <div>Copy</div> <div>Delete</div> </div> <div> <div>Description:</div> <div>18 Credit Hours</div> </div> <div> <div>Domain ID:</div> <div>PUBLIC</div> </div> <div> <div>Creation Date:</div> <div>2/14/2007</div> </div> </div>

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

<p>Verify the Admin tab is selected.</p> <p>1 Navigate to Learning > Requirements.</p> <p>2 Click Add New.</p>	
<p>3 Select the requirement type (# Hours of specified Hour Type from Pool of Items) from drop-down menu.</p> <p>4 Enter the new requirement ID and description.</p> <p>5 Enter or Search for a domain for this new requirement (the default is PUBLIC).</p> <p>The creation date defaults to today's date.</p> <p>6 Verify the Active checkbox is checked.</p> <p>7 Click Next.</p>	

<p>Because the requirement type selected was '<i># Hours of specified Hour Type from Pool of Items</i>', the next step requests the hour type, required hours, and selected pool of items.</p> <p>8 Select hour type from drop-down menu.</p> <p>9 Enter required hours.</p> <p>Add items to the pool:</p> <p>10 Enter exact item type and item ID.</p> <p>11 Click Add.</p> <p>or</p> <p>12 Click the add one or more from list link to search for and select the items.</p> <p>13 Once you have a pool of items, click Add to add the new requirement.</p>	<div> <div>Requirements</div> <div> Add New Summary </div> <div> <div>* = Required Fields</div> <div> <div> <div>Previous</div> <div>Add</div> <div>Reset</div> </div> <div> <div>Select Hour Type and enter Required Hours</div> <div> <div> <div>* Hour Type:</div> <div>Total Hours</div> </div> <div> <div>* Required Hours:</div> <div></div> </div> </div> <div> <div>Create Item Pool</div> <div>Enter Item ID or add one or more from list</div> <div> <div>Item Type</div> <div>Item ID</div> </div> </div> <div> <div>Item Pool for the Requirement</div> <div>There are no Items available for this requirement.</div> </div> </div> </div> </div> </div>
<p>A new requirement has been added.</p>	<div> <div>Requirements</div> <div> Search Add New </div> <div> <div>> Search > Search Results > Edit Summary</div> <div> <div>ID: EHS-002</div> <div>Requirement: 24 Total Hours from item pool</div> <div>Description: EHS Organization Requirements 2</div> </div> <div> <div>Edit the Requirement</div> <div> <div>* = Required Fields</div> <div> <div>Reset</div> <div>Apply Changes</div> <div>Copy</div> <div>Delete</div> </div> <div> <div>Description:</div> <div>EHS Organization Requirements 2</div> </div> <div> <div>* Domain ID:</div> <div>PUBLIC</div> </div> <div> <div>* Creation Date:</div> <div>10/14/2011</div> </div> <div> <div>(MM/DD/YYYY)</div> </div> <div> <div>Active:</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Comments:</div> <div></div> </div> </div> </div> </div> </div>

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**.

Task D. Add Requirements to Curricula

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

Home Learners Performance Learning Content Commerce System Admin

Search: Enter Keywords or Command **Go**

Curricula Search Add New

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.

Case sensitive search: ☐ Yes ☒ No

Search All Locales: ☐ Yes ☒ No

Curriculum ID: Starts With

Curriculum Title: Starts With

Items: Exact Type: ID:

Add/Remove Criteria

3 Save As Reset

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

Field Chooser Download Search Results

Records per Page 50 (9 total records)

Curriculum ID	Curriculum Title
EHS-100	First Responder
EHS-101	First Aid and CPR
EHS-102	CPR

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

Description:

*Domain: Default Public Access Domain (PUB) Active: Yes

Force Incomplete: No Creation Date: 4/4/2012

View All

Related Contents Edit

Assignment Profiles Catalogs Contents Documents Job Positions

Type	Title
Contents	APPEL-PPM-PROFESSIONAL EXAM, LICENSE OR CERTIFICATION
Contents	APPEL-ADVANCED EARNED VALUE MANAGEMENT TECHNIQUES: RECOGNIZING GAMING, ABUSE AND DATA MANIPULATION
Contents	APPEL-3CC-ADVANCED PROJECT MANAGEMENT AND ADVANCED SYSTEMS ENGINEERING
Contents	APPEL-ASSESSING PROJECT PERFORMANCE

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

Edit

Curriculum: Management Development (all directors)

Contents +

There is no content for this curriculum.

Items Requirements Subcurricula

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

Task E. Group Curriculum Requirements

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

Home Learners Performance Learning Content Commerce System Admin

Search: Enter Keywords or Command **Go**

Curricula Search Add New

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.

Case sensitive search: ☐ Yes ☒ No

Search All Locales: ☐ Yes ☒ No

Curriculum ID: Starts With

Curriculum Title: Starts With

Items: Exact Type: ID:

Add/Remove Criteria

3 Search Save As Reset

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

Field Chooser [Download Search Results](#)

Records per Page 50 (9 total records)

Curriculum ID	Curriculum Title
EHS-100	First Responder
EHS-101	First Aid and CPR
EHS-102	CPR

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

Description:

*Domain: Default Public Access Domain (PUB) Active: Yes

Force Incomplete: No Creation Date: 4/4/2012

[View All](#)

Related Contents **6**

Type	Title
Contents 5	APPEL-PPM-PROFESSIONAL EXAM, LICENSE OR CERTIFICATION
Documents	APPEL-ADVANCED EARNED VALUE MANAGEMENT TECHNIQUES: RECOGNIZING GAMING, ABUSE AND DATA MANIPULATION
Job Positions	APPEL-3CC-ADVANCED PROJECT MANAGEMENT AND ADVANCED SYSTEMS ENGINEERING
	APPEL-ASSESSING PROJECT PERFORMANCE

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

Edit

Curriculum: Workplace Safety

Contents **8** Remove Group Requirements

Select All / Deselect All

Entity ID	Title	Display Order	Select
COURSE EHS-126 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Security Awareness Education	Edit	<input checked="" type="checkbox"/>
COURSE EHS-124 (Rev 1.2 - 5/14/2003 12:00 AM America/New York)	Safety and Emergency Preparedness	Edit	<input checked="" type="checkbox"/>
VIDEO EHS-123 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Safe Work Practices	Edit	<input checked="" type="checkbox"/>
SOP EHS-120 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Process Safety Management Policy	Edit	<input checked="" type="checkbox"/>
EHS-002 - 24 Total Hours from item pool	EHS Organization Requirements 2	Edit	<input checked="" type="checkbox"/>
EHS-003 - 4 items from item pool	EHS Organization Requirements	Edit	<input checked="" type="checkbox"/>

7

<p>9 Edit requirements group details:</p> <p>10 Enter group description.</p> <p>10 Edit initial assignment details.</p> <p>11 Edit retraining assignment details.</p> <p>12 Click Create Group.</p>		<h3>Create Requirements Group</h3> <p>12 Create Group Reset</p> <p><small>** = Required if either Initial Basis or Retraining Basis is calendar based.</small></p> <p>Group Description: <input type="text"/> 9</p> <p>Initial Assignments:</p> <p>10 Initial Number: <input type="text"/> (1000,001) Initial Period: Days <input type="text"/></p> <p>Initial Basis: <input type="radio"/> Calendar <input checked="" type="radio"/> Event Threshold: <input type="radio"/> Entire Period <input checked="" type="radio"/> Days <input type="text"/></p> <p>Retraining Assignments:</p> <p>11 Retraining Number: <input type="text"/> (1000,001) Retraining Period: Days <input type="text"/></p> <p>Retraining Basis: <input type="radio"/> Calendar <input checked="" type="radio"/> Event</p> <p>** Basis Date: <input type="text"/> (MM/DD/YYYY) 1/1/2010</p> <p>Effective Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Create Group Reset</p>																								
<p>Review requirement group details.</p>		<p>Curriculum: Workplace Safety</p> <p>Contents </p> <p>Remove Group Requirements</p> <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>Entity ID</th> <th>Title</th> <th>Display Order</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td> COURSE EHS-126 (Rev 1 - 5/14/2003 12:00 AM America/New York)</td> <td>Security Awareness Education</td> <td>Edit </td> <td><input type="checkbox"/></td> </tr> <tr> <td> COURSE EHS-124 (Rev 1.2 - 5/14/2003 12:00 AM America/New York)</td> <td>Safety and Emergency Preparedness</td> <td>Edit </td> <td><input type="checkbox"/></td> </tr> <tr> <td> VIDEO EHS-123 (Rev 1 - 5/14/2003 12:00 AM America/New York)</td> <td>Safe Work Practices</td> <td>Edit </td> <td><input type="checkbox"/></td> </tr> <tr> <td> SOP EHS-120 (Rev 1 - 5/14/2003 12:00 AM America/New York)</td> <td>Process Safety Management Policy</td> <td>Edit </td> <td><input type="checkbox"/></td> </tr> <tr> <td> Requirement Group</td> <td>Requirement Group</td> <td>Edit </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Initial Assignments: N/A Threshold: N/A</p> <p>Retraining Assignments: N/A</p> <p>Effective Date:</p> <p>Basis Date: 1/1/2010</p> <p> EHS-002 - 24 Total Hours from item pool EHS Organization Requirements 2</p> <p>--OR--</p> <p> EHS-003 - 4 items from item pool EHS Organization Requirements 3</p> <p>Select All / Deselect All</p> <p>Remove Group Requirements</p>	Entity ID	Title	Display Order	Select	COURSE EHS-126 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Security Awareness Education	Edit	<input type="checkbox"/>	COURSE EHS-124 (Rev 1.2 - 5/14/2003 12:00 AM America/New York)	Safety and Emergency Preparedness	Edit	<input type="checkbox"/>	VIDEO EHS-123 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Safe Work Practices	Edit	<input type="checkbox"/>	SOP EHS-120 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Process Safety Management Policy	Edit	<input type="checkbox"/>	Requirement Group	Requirement Group	Edit	<input type="checkbox"/>
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