

Job Aid: Add an Instructor-Led Item**Course: Learning Needs Management****Lab 1: Add an Item****Description**

The purpose of this job aid is to guide Administrators through the step-by-step process of creating an Instructor-Led Item. Related terminology is provided.

Task

- A. Add an Instructor-Led Item

Terminology:

Item Type (Reference): This is a globally-defined reference that helps categorize items. When Administrators create a new item, they must choose from the defined list. Subsequently, each “type” has an associated “completion status.” This is an admin-defined reference used when recording a learning event.

Item ID: This is a unique identifier for each item within the SATERN. It is recommended that a standard ID naming convention be applied to items and all records in the system.

Revision Date/Time: SATERN automatically populates these fields if an admin leaves them alone when creating a new item. If needed, the admin can manually enter data into these fields. This field is what uniquely identifies an item that has been revised.

Classifications: Classifications are automatically assigned based on whether the item has segments and online content.

Instructor-Led Item: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.

Online Item: An item that is offered, deployed, tracked, and completed online through SATERN.

Blended Learning Item: A course that offers a combination of instructor-led training and online content.


Other Item: An item that is neither scheduled nor has online content, such as physical goods.

Task A. Add an Instructor-Led Item

- 1 Verify the **Admin** tab is selected.
- 2 Navigate to **Learning > Items**.
- 3 Click the **Add New** link.

- 3 The Add New Item wizard displays.
- 4 Click **Scheduled Only** to create an instructor-led, scheduled item.
- 5 Click **OK**.

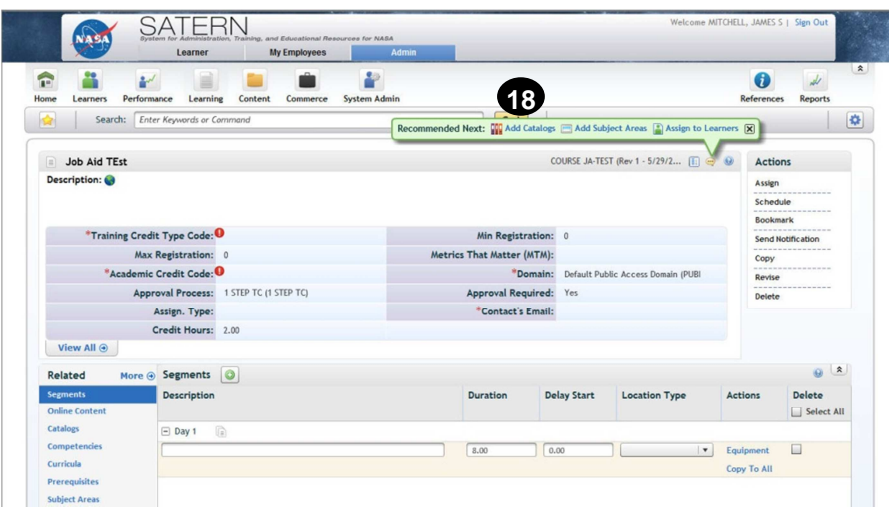
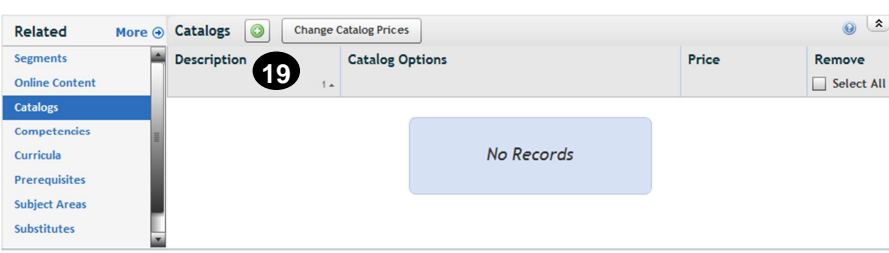
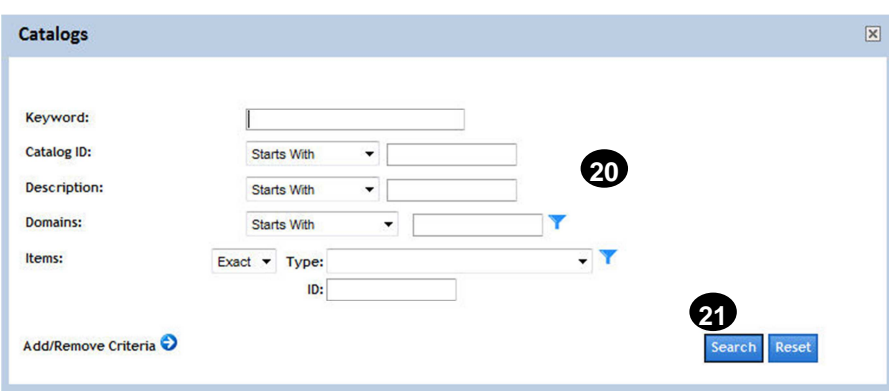
Enter Basic Information

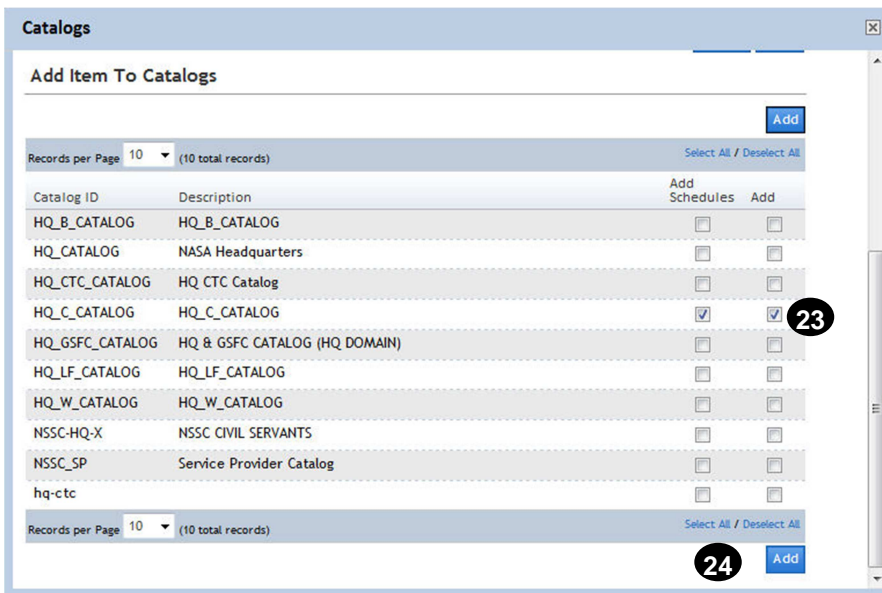


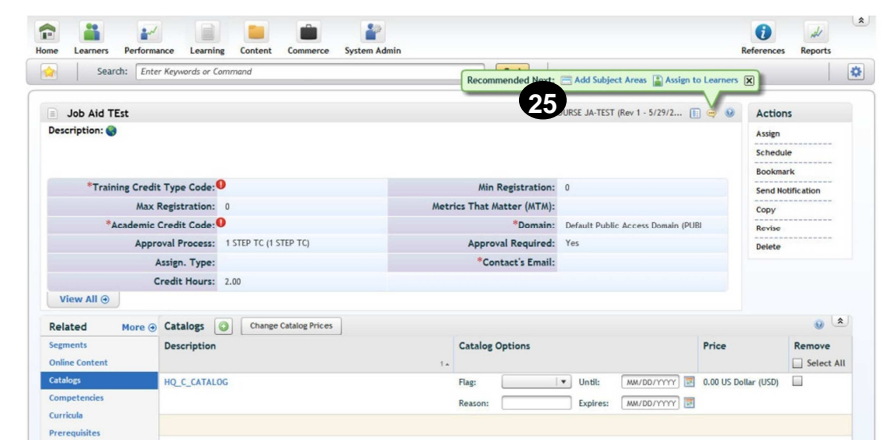
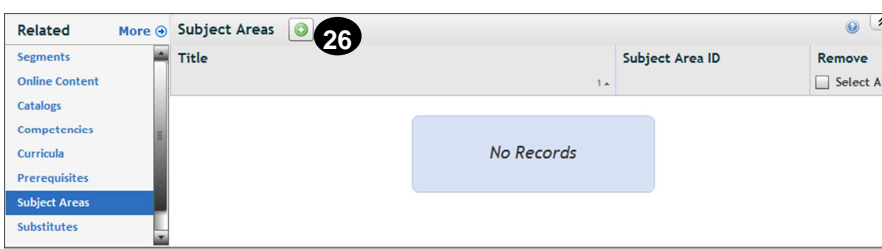
- 5 Select the Item Type from the drop-down menu.
 - 6 Enter an Item ID.
 - 7 Enter an Item Title and description.
 - 8 Enter or select a Domain ID.
 - 9 Select **Approval required** if applicable.
 - 10 Select an **Approval Process**.
 - 11 Enter Contact and Credit Hours.
 - 12 Revise the Revision Date, Revision Time and Revision Number as appropriate (*you may need to click the Expand  icon to see these fields*).
- Note: By default the system will auto-populate a revision date and time with today's date and time.*
- 13 Enter **CPEs**, as necessary.
- ## Enter Schedule Template information.
- 14 Select number of days.
 - 15 Enter hours per day.
 - 16 Click **Go To Advanced Schedule** for more complex schedule requirements.
 - 17 Click **Save & Exit**.

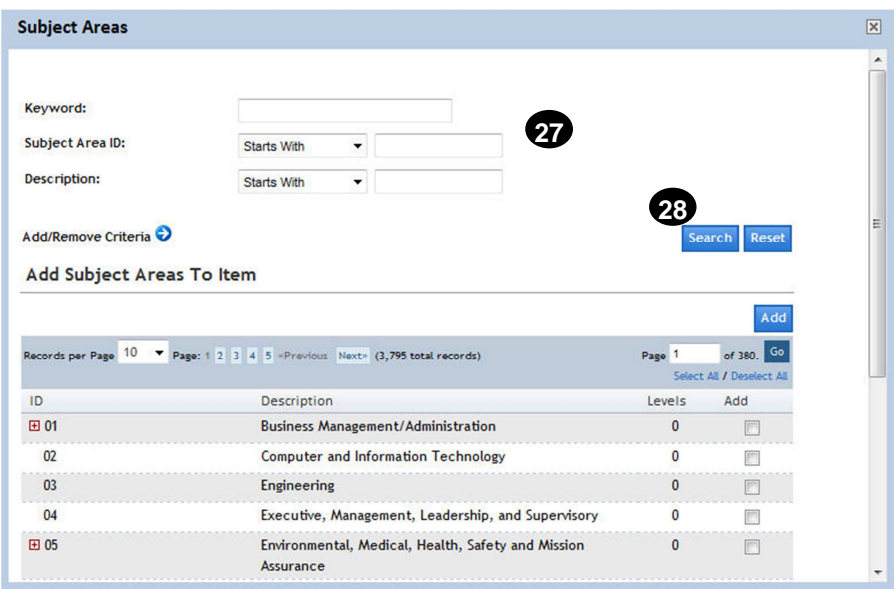
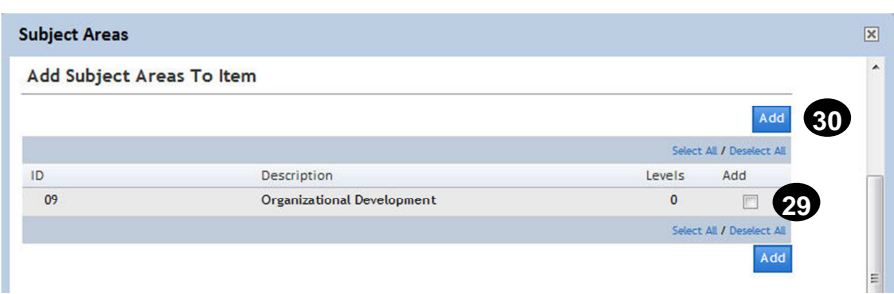
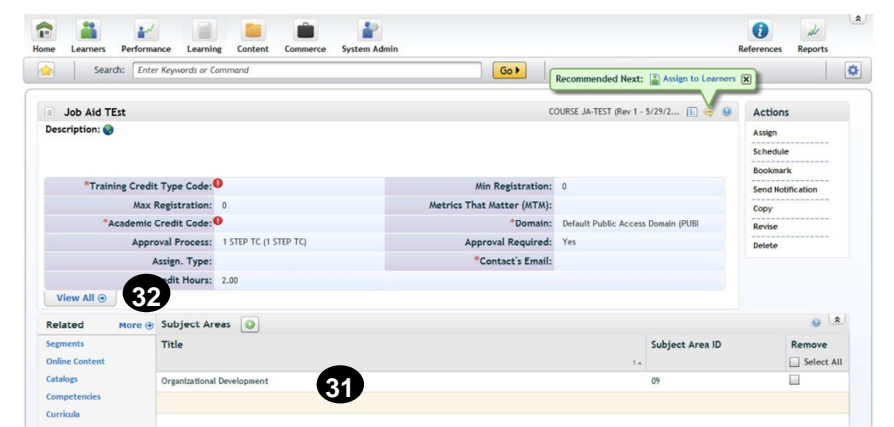
The screenshot shows the 'Add New Item' form with the following fields and annotations:

- Enter Basic Information:**
 - Required Fields:**
 - Item Type: Course (COURSE) (5)
 - Item ID: JA-TEST (6)
 - Title: Job Aid Test (7)
 - Description: (7)
 - Domain ID: PUBLIC (8)
 - Approval Required: ☒ (9)
 - Approval Process: 1 STEP TC, (1 STEP TC) (10)
 - Contact Hours: 2 (11)
 - Credit Hours: 2 (11)
- Schedule Template:**
 - Number of days: 1 (14)
 - Hours per day: 8.00 (15)
 - Go To Advanced Schedule (16)
- Additional Options:**
 - Revision Date: 5/29/2012 (12)
 - Revision Time: 02:09 PM (12)
 - Revision Number: 1 (12)
 - CPEs: (1000) (13)
- Buttons:** Save & Exit (17), Cancel

Note: Required fields for the item are marked by an asterisk ().*

<p>18</p>	<p>A new item has been created and a recommended next step dialog appears.</p> <p>Click Add Catalogs.</p>	
<p>19</p>	<p><i>Note: The Catalogs tab is selected in the Related section.</i></p> <p>Click the Add New Catalogs (+) button.</p>	
<p>20</p> <p>21</p>	<p>The Catalogs search screen appears.</p> <p>Enter a keyword or other search criteria.</p> <p>Click Search.</p>	

<div>22</div>	<div>Review search results.</div> <div>Check Add Schedules checkbox to allow Learners to self-register for future scheduled offerings of the item in SATERN (when appropriate).</div>	<div></div>
<div>23</div>	<div>Select the Add check box to add the newly created item to the selected Catalog.</div>	<div></div>
<div>24</div>	<div>Click the Add button.</div>	<div></div>
<div>25</div>	<div>The newly created item is associated with a Catalog.</div> <div>Return to the recommended next step dialog.</div> <div>Click Add Subject Areas.</div>	<div></div>
<div>26</div>	<div><i>Note: The Subject Areas tab is selected in the Related section.</i></div> <div>Click the Add New Subject Areas (+) button.</div>	<div></div>

<p>27 If your subject area does not show in the list, enter a keyword or other search criteria.</p> <p>28 Click Search.</p>	<p>A list of subject areas displays.</p>	
<p>29 Select the Add check box to add the Subject Area to the item.</p> <p>30 Click Add.</p>	<p>Review search results.</p>	
<p>31 The newly created item now has one or more Subject Areas associated with the record.</p> <p><i>Note: You may now Assign Learners; however for purposes of this Job Aid, we will proceed to Header completion.</i></p> <p>32 Click View All to see all required fields.</p>		 <p><i>Note: Fields labeled with a red asterisk (*) must be completed.</i></p>

33 You may need to scroll down to reveal all required fields.

34 Once all required fields are complete, click **Save**.

Note: Required fields may change based on the information entered in earlier steps.

Additional Settings

Required Fields

Summary

*Training Credit Type Code:	04 (Not Applicable)	Min Registration:	0
Max Registration:	0	Metrics That Matter (MTM):	
*Academic Credit Code:	05 (N/A)	*Domain:	Default Public Access Domain (PUBLIC)
Approval Process:	1 STEP TC (1 STEP TC)	Approval Required:	Yes
Assign. Type:		*Contact's Email:	james.s.mitchell@nasa.gov
Credit Hours:	2.00		

Extended Summary

Classification:	Instructor-Led	Active:	Yes
Creation Date:	5/29/2012	*Source:	Internal (INTERNAL)
Length:	8.00	Self Registration:	No
Comments:			
Budget Line Item:		*Type of Training Sub-Code:	01-05 (Human Resources)
*Source of Training:	01 (Government Internal)	*Direct Cost Code:	0 (No Direct Cost)
*Indirect Cost Code:	0 (No Indirect Cost)	PO Number:	
Category Code:		Funding Organization:	
Sub Category Code:		POC:	
P/PM RE-CERTIFICATION:		Training Vendor (ORG ID):	

Design

*Contact Hours:	2.00	CPE Hours:	0.00
Initial Basis:		Initial Number:	0
Initial Period:		Retraining Basis:	

Save

Cancel

Reference: To learn more about scheduling items, refer to the **Scheduling** course and job aid(s).