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.

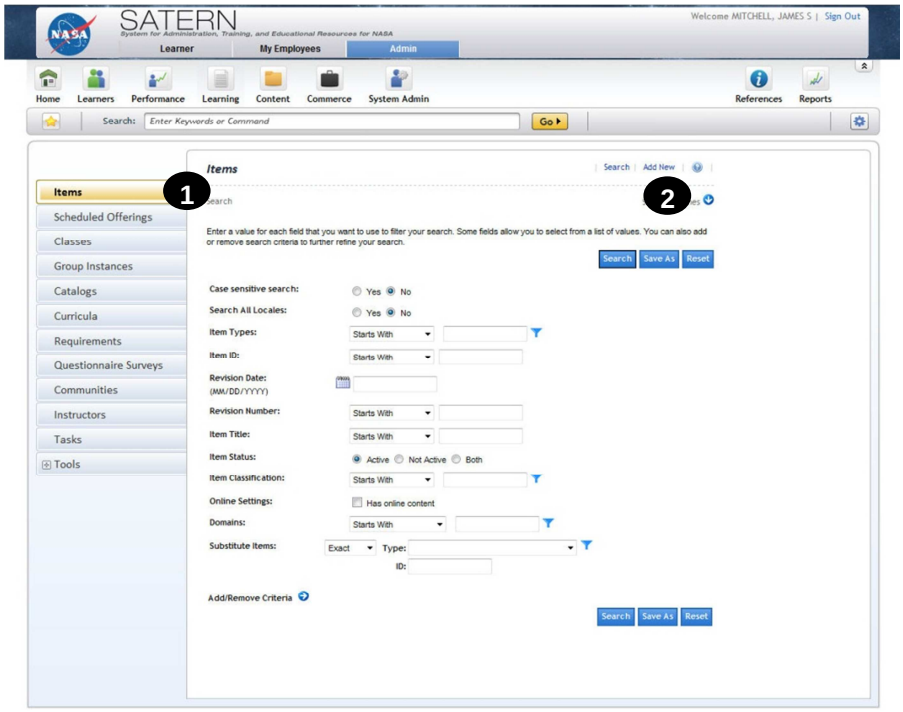
Blended Learning Item: A course that offers a combination of instructor-led training and online content.

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

Task A. Add an Instructor-Led Item

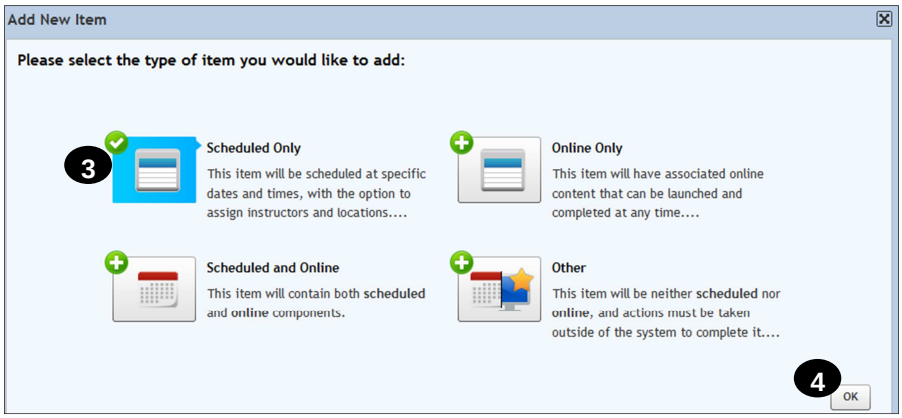
Verify the **Admin** tab is selected.

1. Navigate to **Learning > Items**.
2. Click the **Add New** link.



The Add New Item wizard displays.

3. Click **Scheduled Only** to create an instructor-led, scheduled item.
4. Click **OK**.



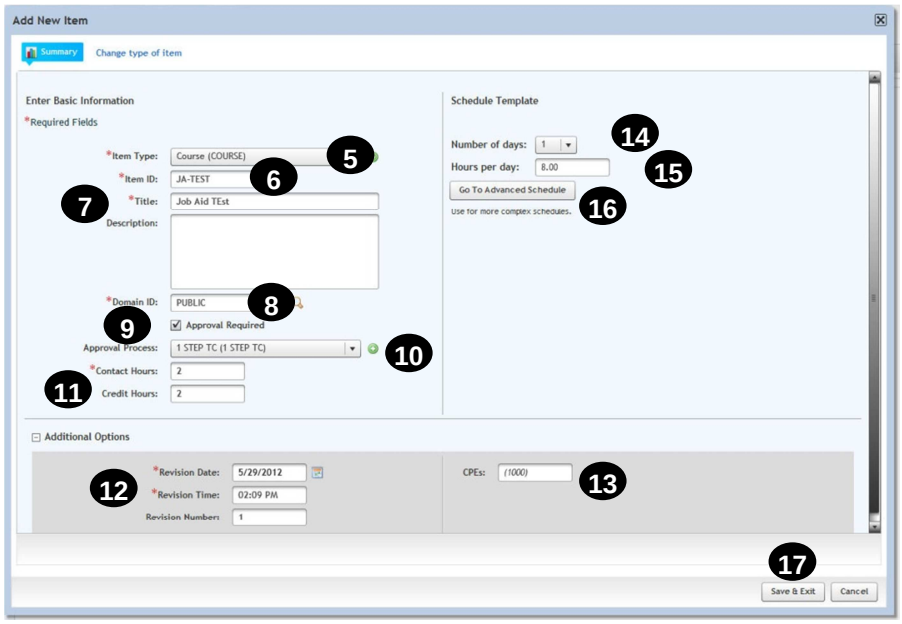
Enter Basic Information

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)*.

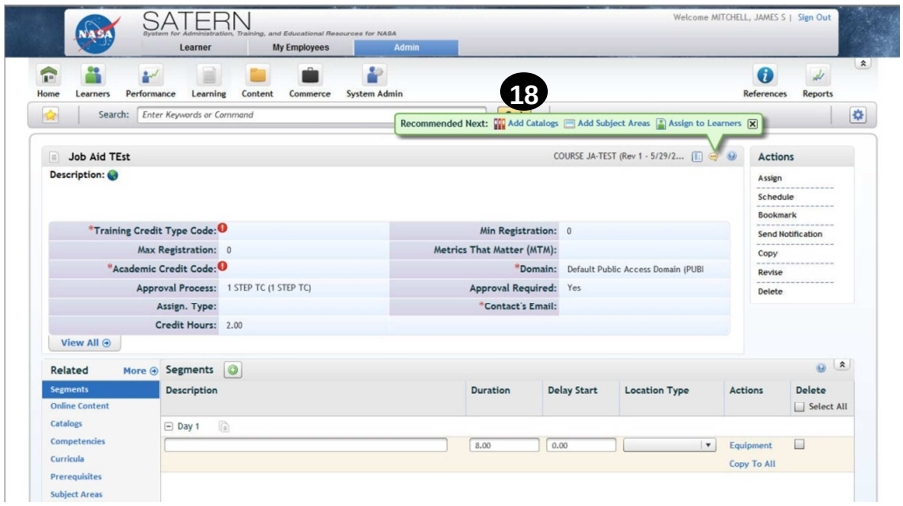
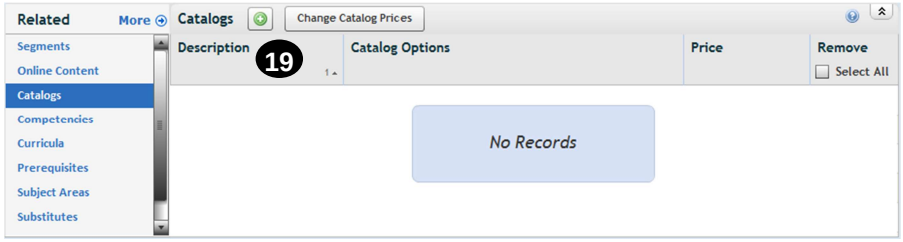
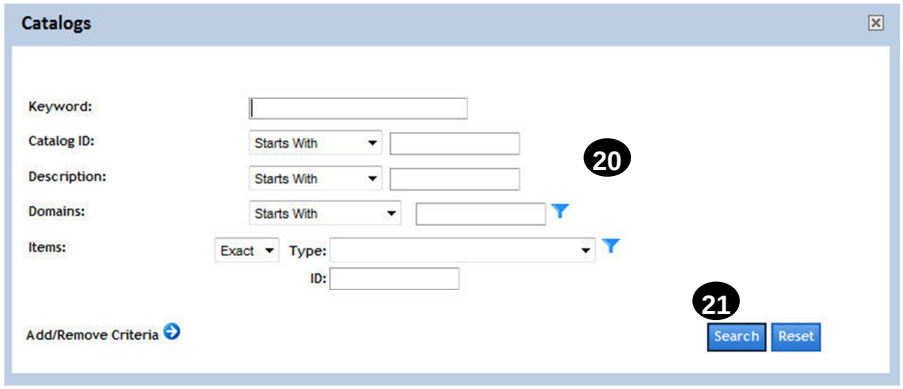
    ***Note**: By default the system will auto-populate a revision date and time with today's date and time.*
13. Enter **CPEs**, as necessary.

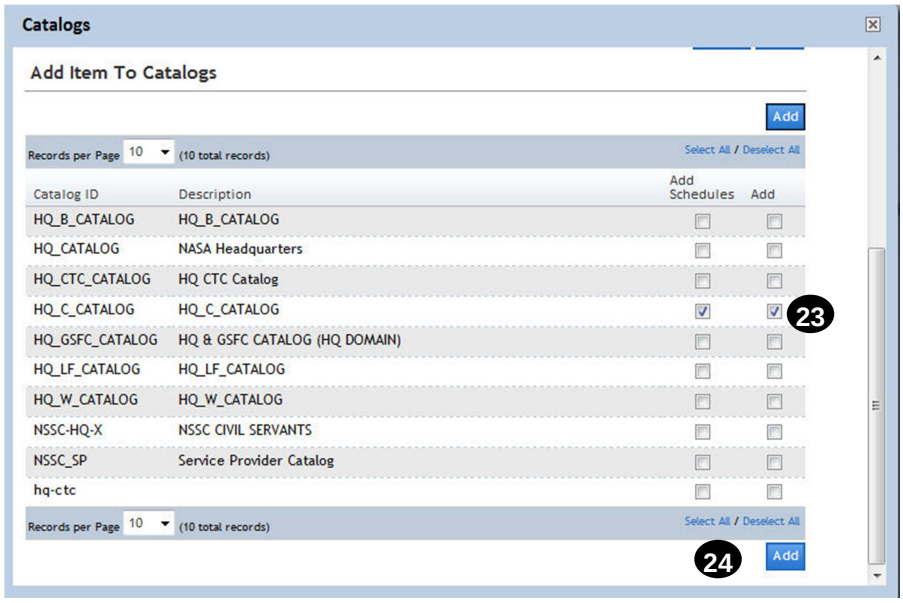
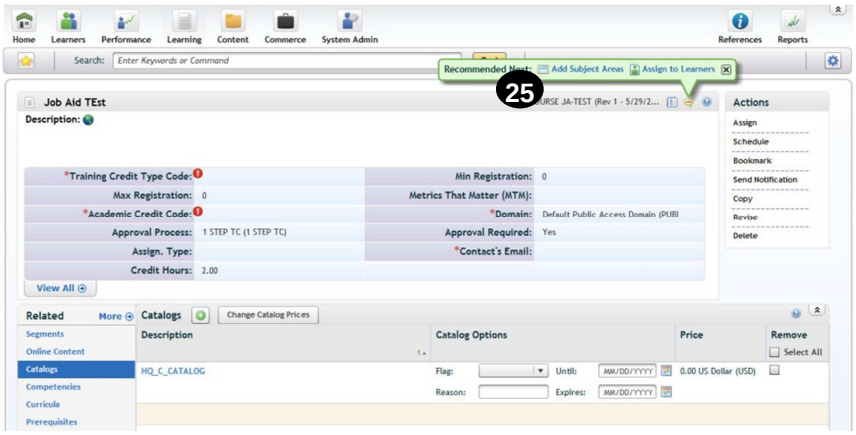
Enter Schedule Template information.

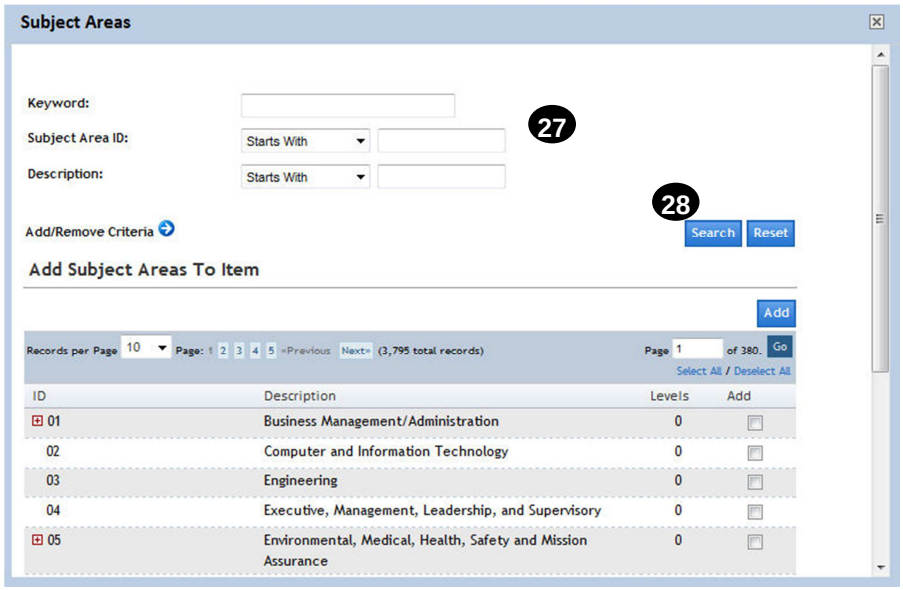
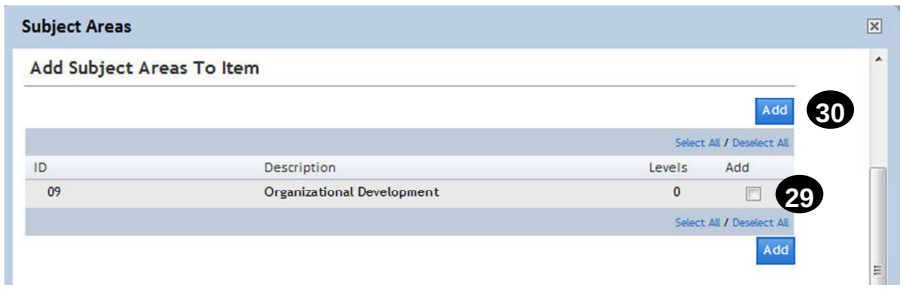
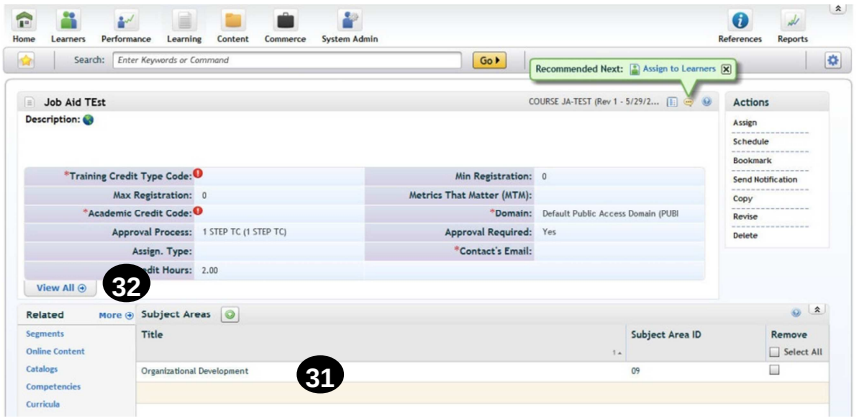
14. Select number of days.
15. Enter hours per day.
16. Click **Go To Advanced Schedule** for more complex schedule requirements.
17. Click **Save & Exit**.



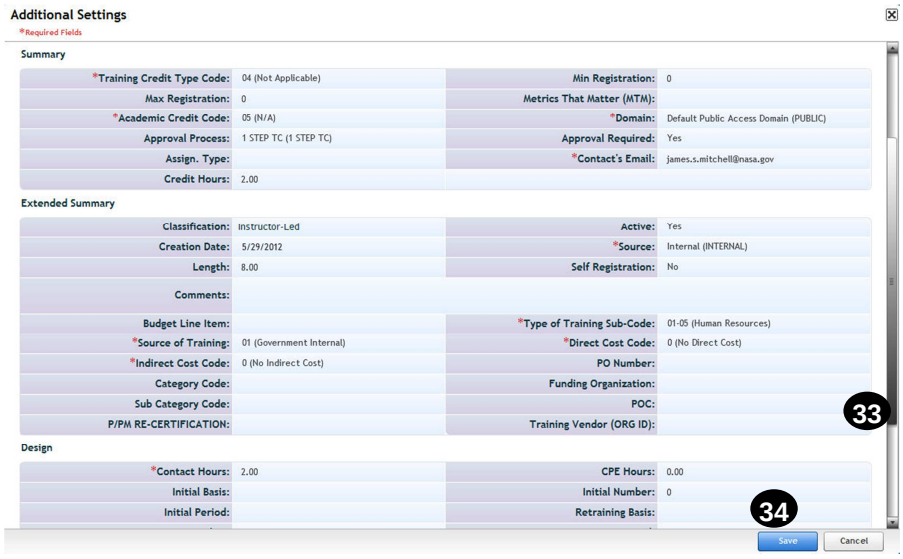
***Note**: Required fields for the item are marked by an asterisk (*****).*

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

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

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

Note: *Fields labeled with a red asterisk (*) must be completed.*

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.*	

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