

Job Aid: Copy an Item

Course: Learning Needs Management

Topic Lab: Copy an Item

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of copying an item.

Tasks

- A. Copy an Item

Task A. Copy an Item

Verify the **Admin** tab is selected.

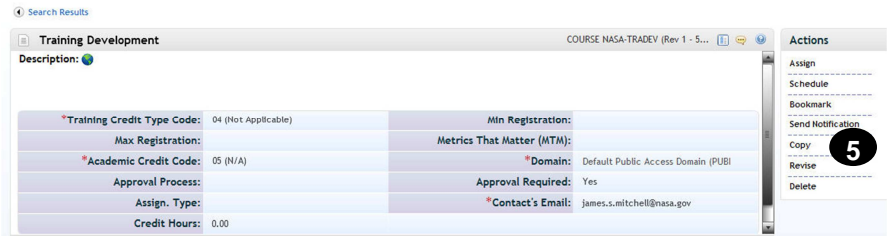
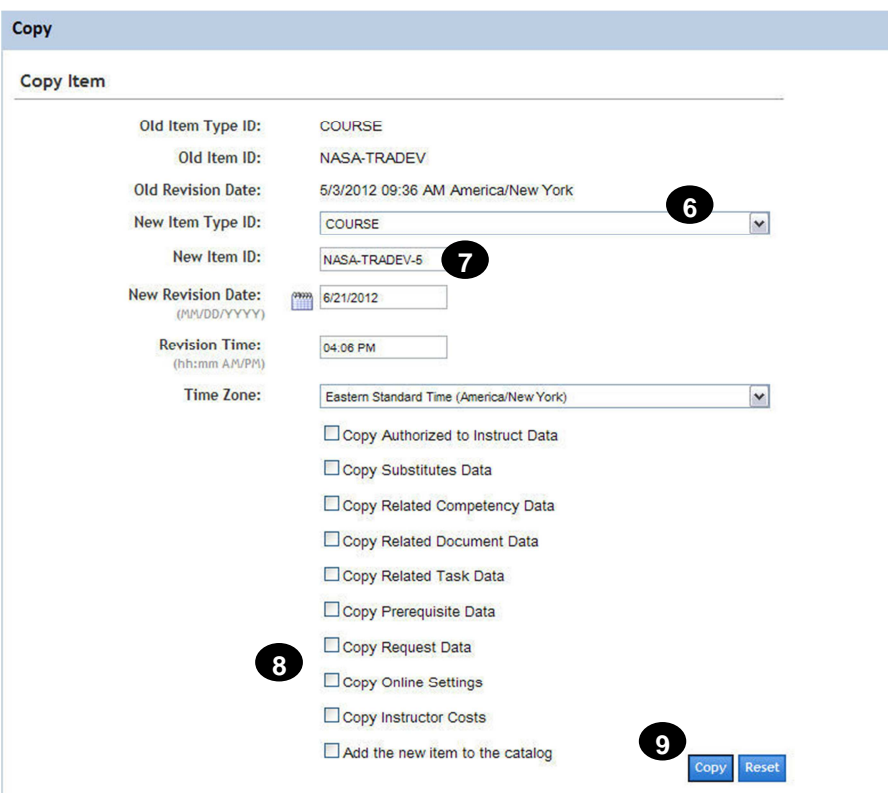
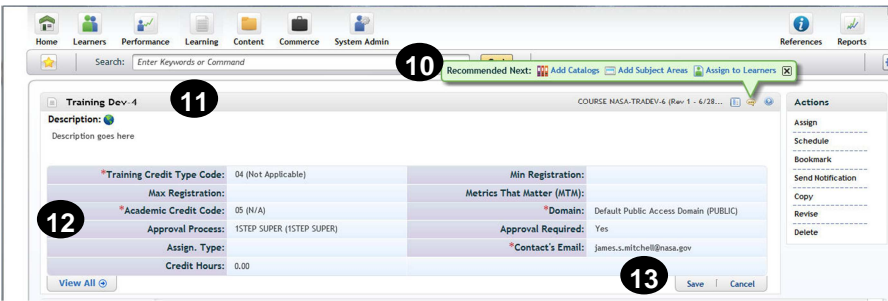
- 1 Navigate to **Learning > Items**.
- 2 Enter criteria to search for the item you wish to copy.
- 3 Click **Search**.

The screenshot shows the SATERN Learning Management System interface. The top navigation bar includes Home, Learners, Performance, Learning, Content, Commerce, and System Admin. The left sidebar has a list of items: Items (1), Scheduled Offerings, Classes, Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Communities, Instructors, Tasks, and Tools. The main content area is titled 'Items' and contains a search form. The search form has a 'Search' button (3) and a 'Save As' button. The search criteria are entered in the form (2).

- 4 Open the item you wish to revise by clicking the item ID.

Item	Title	Contact Hours	Domain ID	Initial Number	Length	Assignment Type	Retraining Number
COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)	Training Development	8.0	PUBLIC		8.0		
COURSE NASA-TRADEV-4 (Rev 1 - 5/3/2012 02:51 PM America/New York)	Training Dev-4	4.0	PUBLIC		4.0		
COURSE	Training	8.0	PUBLIC		8.0		

The screenshot shows a table of items. The item 'COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)' is highlighted (4). The table has columns for Item, Title, Contact Hours, Domain ID, Initial Number, Length, Assignment Type, and Retraining Number.

<p>5</p>	<p>In the Actions section, click Copy.</p>	 <p>The screenshot shows the 'Training Development' page for 'COURSE NASA-TRADEV (Rev 1 - 5...'. The 'Actions' menu on the right is open, and the 'Copy' option is highlighted with a circled '5'.</p>
<p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>Select a new Item Type ID.</p> <p>Enter a new Item ID.</p> <p>A new revision timestamp defaults to today's date and time.</p> <p>Choose the kind of data that you want to move from the original item to the new item.</p> <p>Click Copy.</p>	 <p>The screenshot shows the 'Copy Item' form. Fields include: Old Item Type ID: COURSE, Old Item ID: NASA-TRADEV, Old Revision Date: 5/3/2012 09:36 AM America/New York, New Item Type ID: COURSE (circled 6), New Item ID: NASA-TRADEV-5 (circled 7), New Revision Date: 6/21/2012, Revision Time: 04:06 PM, and Time Zone: Eastern Standard Time (America/New York). Below these are checkboxes for various data types to copy, such as 'Copy Authorized to Instruct Data', 'Copy Substitutes Data', etc. (circled 8). At the bottom are 'Copy' and 'Reset' buttons (circled 9).</p>
<p>10</p> <p>11</p> <p>12</p> <p>13</p>	<p>The new item is created.</p> <p>Recommended next steps appear.</p> <p>Edit the new item title by clicking in the field.</p> <p>Modify other item data, as necessary (be sure to complete all required fields).</p> <p>Click Save.</p>	 <p>The screenshot shows the 'Training Dev - 4' page for 'COURSE NASA-TRADEV 4 (Rev 1 - 4/28...'. The 'Recommended Next' section at the top has links for 'Add Catalogs', 'Add Subject Areas', and 'Assign to Learners' (circled 10). The 'Actions' menu on the right is open, showing options like 'Assign', 'Schedule', 'Bookmark', etc. (circled 11). The 'Description' field is empty (circled 12). At the bottom are 'View All', 'Save', and 'Cancel' buttons (circled 13).</p>