

Job Aid: Managing Substitutes and

Course: Learning Needs Management

Topic Lab: Establish a Substitute Relationship

Topic Lab: Establish a Prerequisite Relationship

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of creating substitute and prerequisite item relationships. Related terminology is provided.

Task

- A. Create a Substitute Item
- B. Create a Prerequisite Item

Terminology:

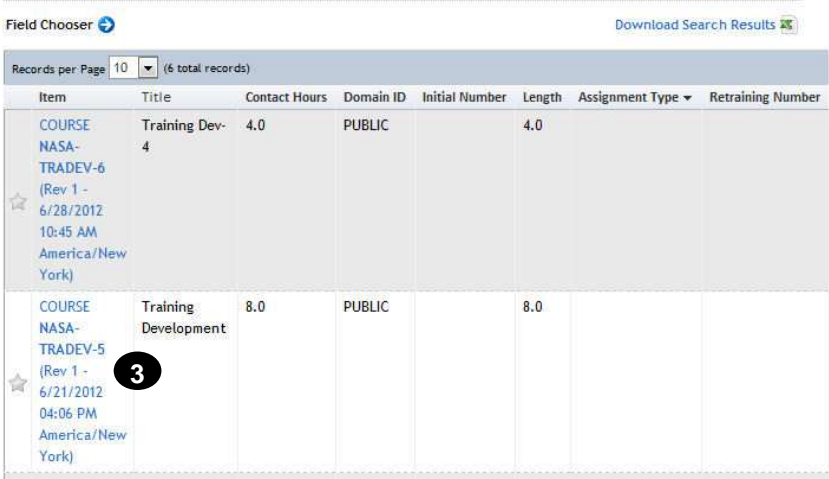

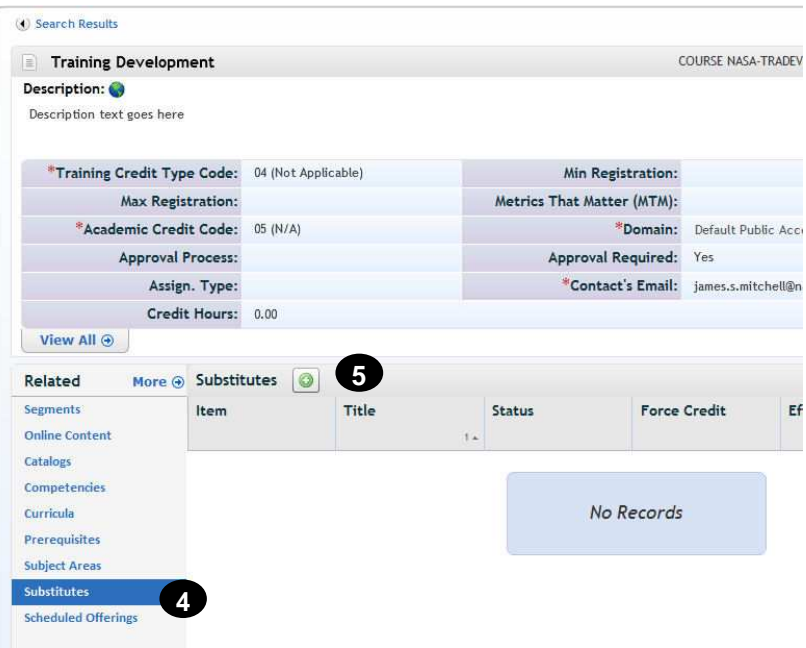
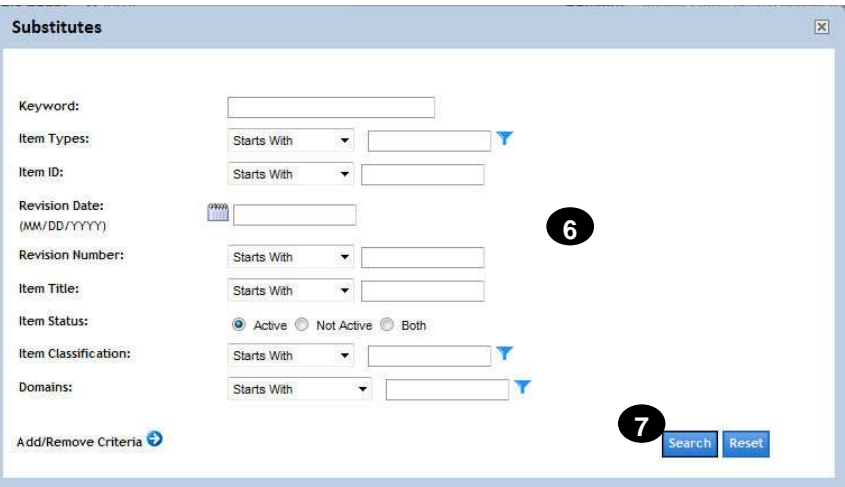
Substitute: A feature of SATERN that allows you to indicate that the successful completion of a particular item also provides credit for another item. The substitute is automatically entered by the system as a separate learning event for a given Learner when a learning event for the originating item is entered.


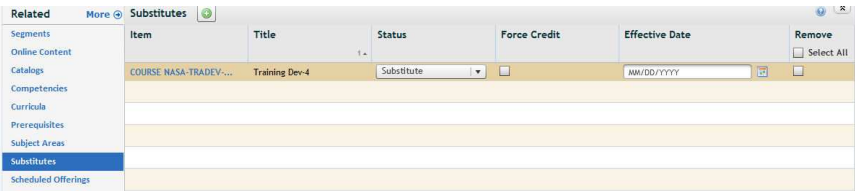
Prerequisite: Items that must be completed before the current item can be attempted.

Task A. Create a Substitute Item

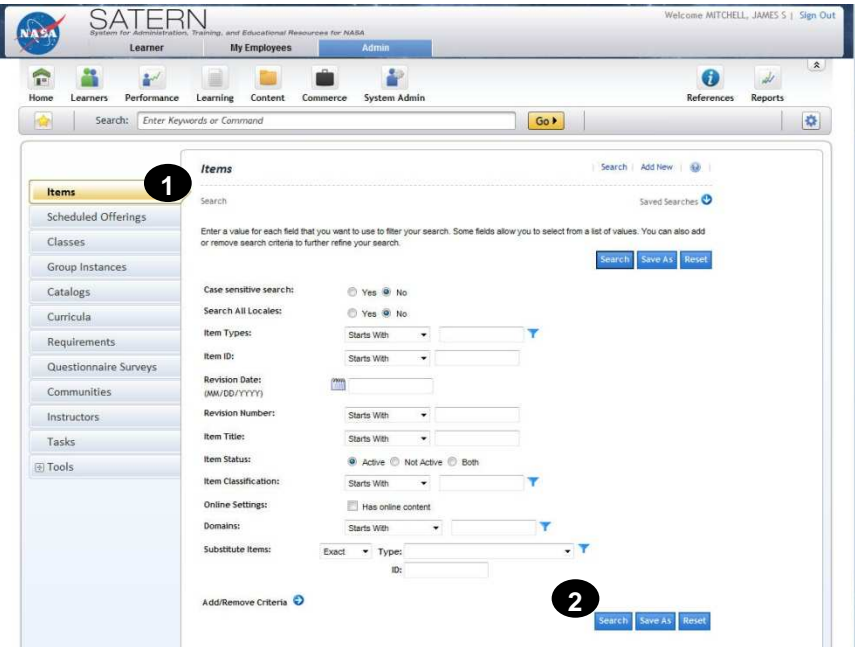
- 1 Verify the **Admin** tab is selected.
- 2 Navigate to **Learning > Items**.
- 3 Enter criteria and click **Search** to find an item to which a substitute will be added.

The screenshot shows the SATERN Admin interface. At the top, the 'Admin' tab is selected. The left sidebar has 'Items' highlighted. The main content area is the 'Items' search page. It includes a search bar at the top with a 'Go' button. Below the search bar, there are several search criteria sections: 'Case sensitive search' (radio buttons for Yes/No), 'Search All Locales' (radio buttons for Yes/No), 'Item Types' (dropdown menu), 'Item ID' (text input), 'Revision Date' (text input), 'Revision Number' (text input), 'Item Title' (text input), 'Item Status' (radio buttons for Active/Not Active/Both), 'Item Classification' (dropdown menu), 'Online Settings' (checkbox for 'Has online content'), 'Domains' (text input), and 'Substitute Items' (dropdown menu). At the bottom right of the search criteria, there is a 'Search' button. A red circle with the number '2' is placed over the 'Search' button.

<p>3 Click the item ID link.</p>	
<p>4 Select the Substitutes tab from the Related area.</p> <p>5 Click Add New Substitutes .</p>	
<p>6 Enter criteria to search for the item that will <i>grant</i> substitute credit.</p> <p>7 Click Search.</p>	

<p>8 Select the (completion) status Substitute from the Status drop-down menu.</p> <p>9 Check the Force Credit checkbox (optional).</p> <p>10 Check the Add checkbox.</p> <p>11 Click Add.</p>		 <p>Note: If force credit is enabled, then a separate learning event is recorded in the Learners learning history for the selected item when the item granting substitute is successfully completed.</p> <p>Note: By setting an effective date, the system will apply substitute credit to an item in a Learner's Learning History. If the item is in Learning History and completed after the effective date, it will grant credit to the "receive credit" item.</p>
	<p>The substitute course information displays.</p>	

Task B. Create a Prerequisite Item

<p>1 Navigate to Learning > Items.</p> <p>2 Enter criteria and click Search to find an item to which a prerequisite will be added.</p>	
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<div>3</div>	<div>Click the item ID link.</div>	<div><div>Field Chooser</div><div>Download Search Results</div><div>Records per Page 25 (8 total records)</div><table><thead><tr><th>Item</th><th>Title</th></tr></thead><tbody><tr><td><div>COURSE ADM0100 (Rev 1.5 - 12/23/2004 02:38 PM America/New York)</div></td><td>Effective Administrative Support Professional Simulation</td></tr><tr><td><div>COURSE ADM0102 (Rev 4 - 12/23/2004 02:38 PM America/New York)</div></td><td>Overview to Effective Business Communication</td></tr><tr><td><div>COURSE ADM0103 (Rev 3 - 12/23/2004 02:38 PM America/New York)</div></td><td>Effective Communication</td></tr></tbody></table></div>	Item	Title	<div>COURSE ADM0100 (Rev 1.5 - 12/23/2004 02:38 PM America/New York)</div>	Effective Administrative Support Professional Simulation	<div>COURSE ADM0102 (Rev 4 - 12/23/2004 02:38 PM America/New York)</div>	Overview to Effective Business Communication	<div>COURSE ADM0103 (Rev 3 - 12/23/2004 02:38 PM America/New York)</div>	Effective Communication
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<div>4</div> <div>5</div>	<div>Select the Prerequisites tab from the Related area of one of the items.</div> <div>Click Add New Prerequisites (<div></div>).</div>	<div><div>Search Results</div><div>Effective Administrative Support Professional Simulation</div><div>COURSE ADM0100 (Rev 1.5 - ...</div><div>Actions View All</div><div>Description: <html>/></html></div><div>Classification: Instructor-Led</div><div>Assign. Type: Required (REQ)</div><div>Source: SkillSoft (SS)</div><div>Domain: Human Resources (HR)</div><div>Approval Required: No</div><div>Approval Process:</div><div>View All</div><div>Related More</div><div>Segments</div><div>Online Content</div><div>Catalogs</div><div>Competencies</div><div>Curricula</div><div>Prerequisites</div><div>Subject Areas</div><div>Substitutes</div><div>Scheduled Offerings</div><div>Prerequisites</div><div>Title</div><div>Item</div><div>No Records</div><div>Select All</div></div>								
<div>6</div> <div>7</div>	<div>Enter criteria to search for the prerequisite item.</div> <div>Click Search.</div>	<div><div>Prerequisites</div><div>Keyword:</div><div>Add/Remove Criteria</div><div>Search</div><div>Reset</div></div>								
<div>8</div> <div>9</div>	<div>Check the Add checkbox.</div> <div>Click Add.</div>	<div><div>Prerequisites</div><div>Add Item Prerequisites To Item</div><div>Records per Page 25 (8 total records)</div><div>Select All / Deselect All</div><div>Item</div><div>Title</div><div>Add</div><div>COURSE ADM0100 (Rev 1.5 - 12/23/2004 02:38 PM America/New York)</div><div>Effective Administrative Support Professional Simulation</div><div>COURSE ADM0102 (Rev 4 - 12/23/2004 02:38 PM America/New York)</div><div>Overview to Effective Business Communication</div></div>								
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