



## Job Aid: Manage Curricula

### Purpose

The purpose of the Manage Curricula job aid is to guide you through the step-by-step process of creating a curriculum.

In this Job Aid, you will learn how to:

- Add a Curriculum
- Associate items to Curriculum
- Add a Subcurriculum to a Curriculum

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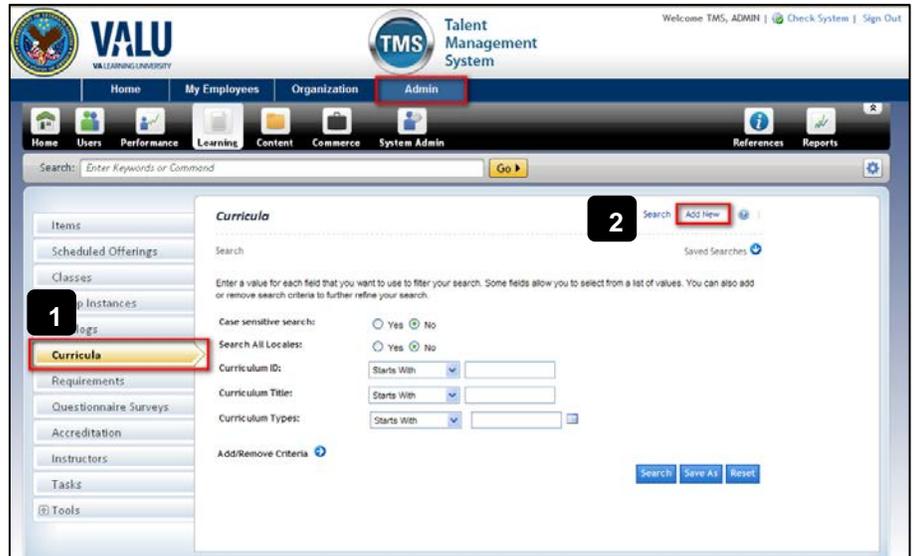
### Terminology:

1. **Title:** Title of the curriculum. Displays to the user on the Curriculum Status screen.
2. **Creation Date:** Indicates the date the curriculum was created.
3. **Active:** Indicates whether the curriculum is active or inactive in the database.
4. **Domain:** Identifies administrative ownership of the record.
5. **Curriculum Type:** Indicates an area that the curriculum is specific to (HR, IT, Safety, etc.).
6. **Basis Date:** Indicates the start date of the interval to be used for Calendar based assignments for an item within the curriculum.
7. **Force Incomplete:** If checked, determines whether the curriculum status should be complete or incomplete based on user's latest attempt at completing any required item assigned by the curriculum.
8. **Description:** Displayed to user with information about the curriculum.
9. **Enable electronic signature:** If checked, an electronic signature (PIN) is required when a learning event is recorded for items in this curriculum.

## Task A. Add a Curriculum

**Note:** Verify that the **Admin** tab is selected.

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



3. Enter a **Curriculum ID**.
4. Complete the curriculum **Title** and **Description** fields.
5. Enter a Domain ID in the **Domain** field. Click the **Search** icon to search for and select a domain if you do not know the ID.
6. Select a **Curriculum Type**.
7. Leave the **Force Incomplete** checkbox unchecked.
8. Click **Add**.



## Task B. Adding Items to Curriculum

1. Select **Contents** of the new curriculum just added.
2. Select **Edit** to the right of Contents.

<b>Related</b>	<b>Contents</b> <span>Edit</span>
Assignment Profiles	Type Title
Catalogs	
<b>Contents</b>	VA Privacy and Information Security Awareness and Rules of Behavior
Documents	

3. Click the Add Content icon (green plus sign).
4. Select **Items** from the drop down list.

Contents + 3

- Items 4
- Requirements
- Subcurricula

Title

5. Enter criteria in the keyword field to search for the items to include in the curriculum.
6. Click **Search**.

Keyword:  5

Add/Remove Criteria 6 Search Reset

7. Click the Add checkbox next to each item to add to the curriculum.
8. Click **Add**.

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (283 total records) Page 1 of 28. Go		<span>8</span> <span>Add</span>
Item	Title	Add
COURSE 10176 (Rev 1 - 6/27/2011 01:11 PM America/New York)	VA Privacy and Information Security Awareness	<span>7</span> <input type="checkbox"/>
COURSE 102 (Rev 1 - 5/27/2011 10:28 AM America/New York)	DLR CERT TEST - Talent Management System Extravaganza - TITLE	<input type="checkbox"/>

- Click **Edit** link next to the first item in the list.

Entity ID	Title	Display Order	Select
ONLINE 403 (Rev 1 - 4/5/2012 12:12 PM America/New York)	VA Privacy and Information Security Awareness and Rules of Behavior		<input type="checkbox"/>
COURSE 10176 (Rev 1 - 6/27/2011 01:11 PM America/New York)	VA Privacy and Information Security Awareness		<input type="checkbox"/>
COURSE 102 (Rev 1 - 5/27/2011 10:28 AM America/New York)	DLR CERT TEST - Talent Management System Extravaganza - TITLE		<input type="checkbox"/>

- Enter an **Initial Number**.
- Select an **Initial Period**.
- Select an **Initial Basis**.  
Do not enter Retraining Assignments.
- Enter a **Basis Date**, if applicable.
- Enter an **Effective Date**.
- Select an **Assignment Type**.
- Click **Apply Changes**.

Summary  
Assignment Profiles  
Catalogs  
**Contents**  
Custom Fields  
Documents  
Job Positions

Initial Assignments:

Initial Number: 001  
Initial Period: Days  
Initial Basis: Calendar  
Retraining Assignments:  
Retraining Number:   
Retraining Period: Days  
Basis Date: 07/05/2011  
Effective Date: 07/05/2011  
Assignment Type: Required (Required)

Apply Changes Reset

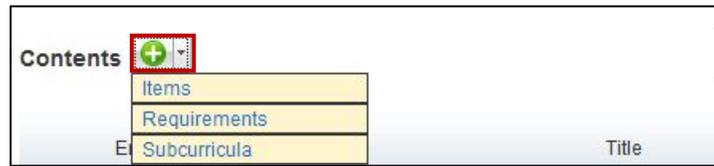
Repeat steps 9 - 16 for each item in the curriculum.  
**Note:** For more information on initial assignments, effective dates, and assignment types, refer to the Period Based Curricula job aid.

### Task C. Adding a Subcurriculum

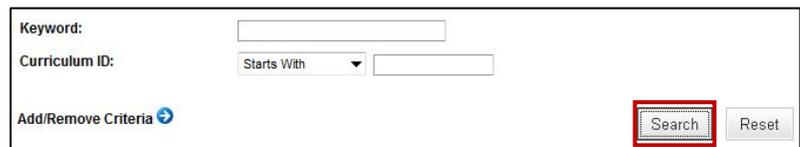
- Select **Contents** of the new curriculum just added.
- Select **Edit** to the right of Contents.

Related	Contents	Edit
Assignment Profiles	Type	Title
Catalogs		
<b>Contents</b>	1	VA Privacy and Information Security Awareness and Rules of Behavior
Documents		

- Click the Add Content icon (green plus sign).
- Select **Subcurricula** from the drop down list.



- Search for the subcurricula to add to the curriculum.



The screenshot shows a search interface with fields for 'Keyword:', 'Curriculum ID:' (with a 'Starts With' dropdown), and 'Add/Remove Criteria'. A red box highlights the 'Search' button, and a 'Reset' button is also visible.

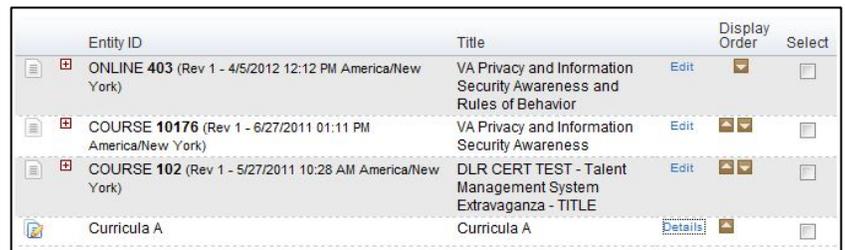
- Click the **Add** checkbox next to the curriculum to be added as a subcurriculum.
- Click **Add**.



The screenshot shows a table with columns for 'Curriculum ID' and 'Title'. The row for 'Curricula A' has a checked 'Add' checkbox. A red box with the number '7' highlights the 'Add' button in the top right corner. 'Select All / Deselect All' links are present at the top and bottom of the table.

Curriculum ID	Title	Add
Curricula A	Curricula A	<input checked="" type="checkbox"/>
Curricula B	Curricula B	<input type="checkbox"/>

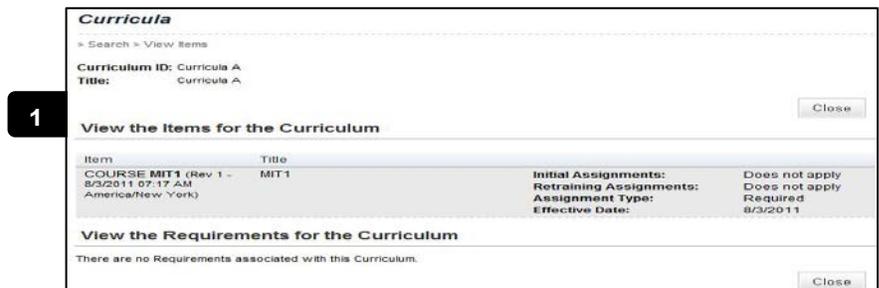
- The subcurriculum is added to the bottom of the contents list.
- Click the Details link next to the curriculum in the list.



The screenshot shows a table with columns for 'Entity ID', 'Title', 'Display Order', and 'Select'. The row for 'Curricula A' is selected. A 'Details' link is visible next to the 'Curricula A' row.

Entity ID	Title	Display Order	Select
ONLINE 403 (Rev 1 - 4/5/2012 12:12 PM America/New York)	VA Privacy and Information Security Awareness and Rules of Behavior	Edit	<input type="checkbox"/>
COURSE 10176 (Rev 1 - 6/27/2011 01:11 PM America/New York)	VA Privacy and Information Security Awareness	Edit	<input type="checkbox"/>
COURSE 102 (Rev 1 - 5/27/2011 10:28 AM America/New York)	DLR CERT TEST - Talent Management System Extravaganza - TITLE	Edit	<input type="checkbox"/>
Curricula A	Curricula A	Details	<input type="checkbox"/>

- Review the list of **Items**.
- Click **Close**.



The screenshot shows a 'Curricula' details window. A red box with the number '1' highlights the 'View the Items for the Curriculum' section. The window displays the curriculum ID and title, and a table of items associated with the curriculum.

**Curricula**

» Search » View Items

Curriculum ID: Curricula A  
Title: Curricula A

View the Items for the Curriculum

Item	Title	Initial Assignments:	Does not apply
COURSE MIT1 (Rev 1 - 8/3/2011 07:17 AM America/New York)	MIT1	Retraining Assignments:	Does not apply
		Assignment Type:	Required
		Effective Date:	8/3/2011

View the Requirements for the Curriculum

There are no Requirements associated with this Curriculum.