Job Aid: Manage Curricula Requirements

Purpose

The purpose of the Manage Curricula Requirements job aid is to guide you through the step-by-step process of creating new curriculum requirements and adding the requirements to curricula.
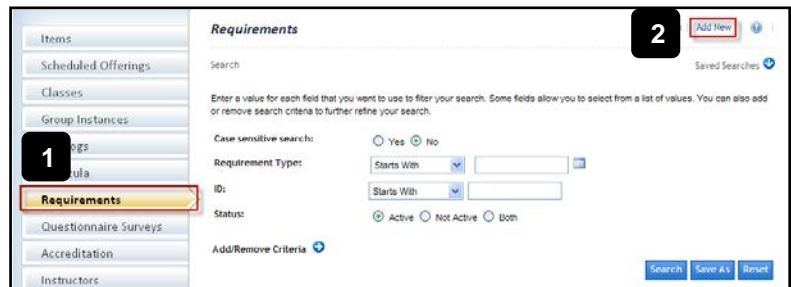
In this Job Aid, you will learn how to:
- Add New Curriculum Requirements: # Hours of Specified Hour Type
- Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items
- Add New Curriculum Requirements: # Hours from Pool of Items
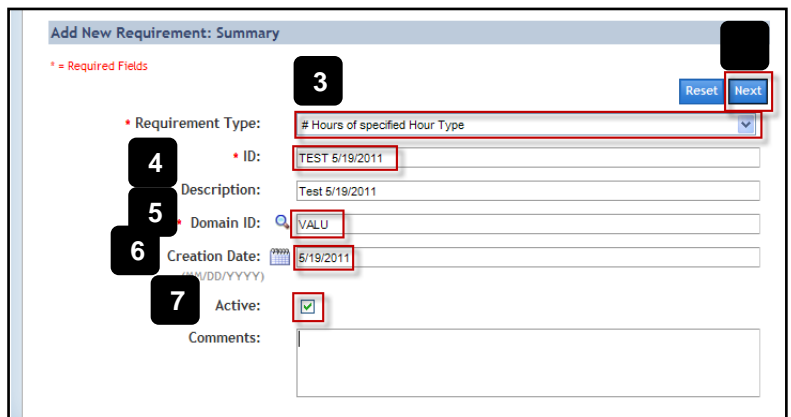- Add Requirements to Curricula
- Group Curriculum Requirements

Task A. Add New Curriculum Requirements: # Hours of Specified Hour Type

Note: Verify that the **Admin** tab is selected.
1. Navigate to **Learning > Requirements.**
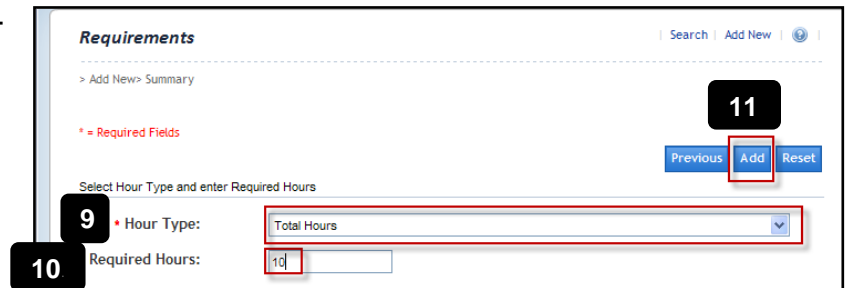2. Click **Add New**.

3. Select the **Requirement Type** from the drop-down menu.
4. Enter the new requirement **ID** and **Description**.
5. Select a **Domain ID** for this new requirement.
6. The **Creation Date** defaults to today's date.
7. Verify the **Active** checkbox is checked.
8. Click **Next**.

1

Because the requirement type '# Hours of specified Hour Type' was selected above, you must enter the hour type and required hours.

9. Select the **Hour Type** from the drop-down menu.
10. Enter **Required Hours**.
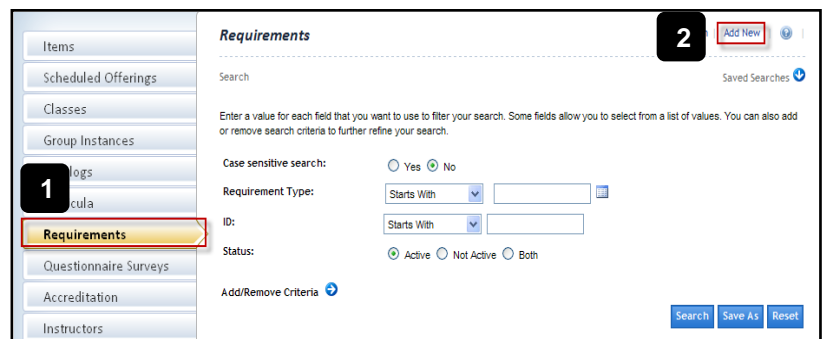11. Click **Add**. A new requirement has been added.

Requirements | Search | Add New | ⊙

> Add New> Summary

* = Required Fields

[11]   Previous Add Reset

Select Hour Type and enter Required Hours

[9] * Hour Type: Total Hours   ▼

[10] Required Hours: 10

Task B. Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items

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

1. Navigate to **Learning > Requirements**.
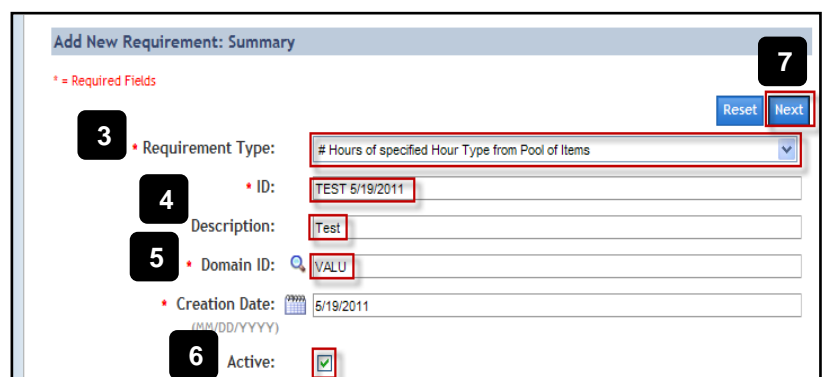2. Click **Add New**.

Items
Scheduled Offerings
Classes
Group Instances
logs
cula
Requirements
Questionnaire Surveys
Accreditation
Instructors

Requirements   [2] Add New ⊙

Search   Saved Searches ▼

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: ○ Yes ◉ No
Requirement Type: Starts With ▼   ▦
ID: Starts With ▼
Status: ◉ Active ○ Not Active ○ Both

Add/Remove Criteria ➡

                                   Search Save As Reset

3. Select the **Requirement Type** of **# Hours of specified Hour Type from Pool of Items** from the drop-down menu.
4. Enter the new requirement **ID** and **Description**.
5. Select a **Domain ID** for this new requirement.

The **Creation Date** defaults to today's date.

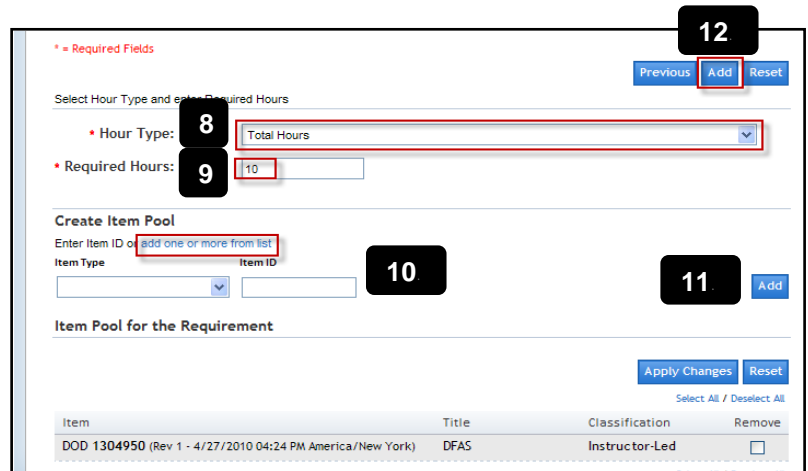6. Verify the **Active** checkbox is checked.
7. Click **Next**.

Add New Requirement: Summary

[7]

* = Required Fields

                                   Reset Next

[3] * Requirement Type: # Hours of specified Hour Type from Pool of Items   ▼
[4] * ID: TEST 5/19/2011
     Description: Test
[5] * Domain ID: 🔍   VALU
     * Creation Date: 📅   5/19/2011
       (MM/DD/YYYY)
[6] Active: ☑

Because the requirement type '# Hours of Specified Hour Type from Pool of Items' was selected above, you must enter the hour type, required hours, and selected pool of items.

8. Select the **Hour Type** from the drop-down menu.
9. Enter **Required hours**.

Add Items to the Pool
10. Enter the exact **Item Type** and **Item ID**.
11. Click **Add** or click the **add one or more from list** link to search for and select the items.
12. Once you have a pool of items, click **Add**. A new requirement has been added.

Task C. Add New Curriculum Requirements: # Hours from Pool of Items

Note: Verify that the **Admin** tab is selected.
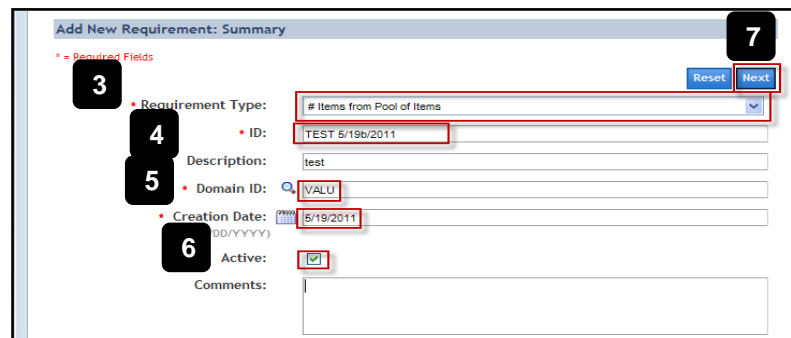1. Navigate to **Learning > Requirements.**
2. Click **Add New**.

3. Select the **Requirements Type** and select "# Items from Pool of Items" from the drop-down menu.
4. Enter the new requirement **ID** and **Description**.
5. Select a **Domain ID** for this new requirement.
The **Creation Date** defaults to today's date.
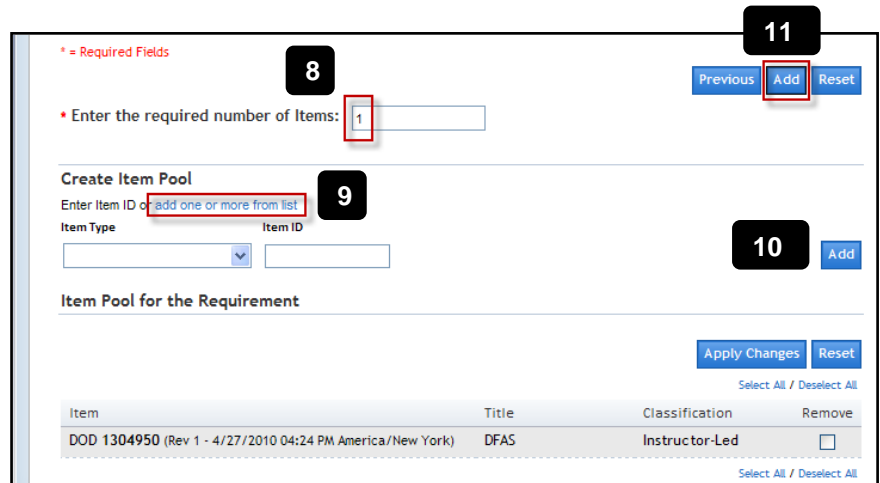6. Verify the **Active** checkbox is checked.
7. Click **Next.**

Because the requirement type '# Items from Pool of Items' was selected above, you must enter the number of items and selected pool of items.

8. **1010**Complete the **Enter the required number of items** field.

Add Items to the Pool
9. Enter the exact **Item Type** and **Item ID**.
10. Click **Add** or click the **add one or more from list** link to search for and select the items.
11. Once you have a pool of items, click **Add** to add the new requirement. A new requirement has been added.