

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:

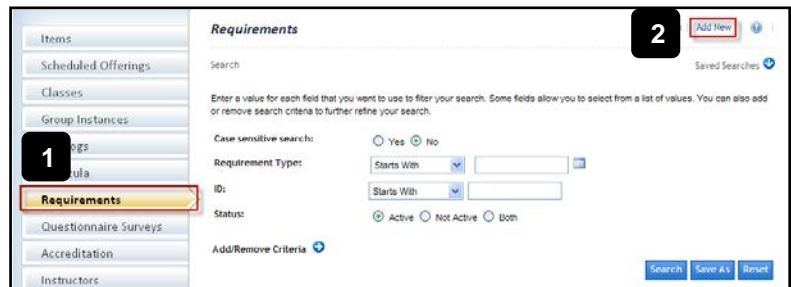
- Add New Curriculum Requirements: # Hours of Specified Hour Type
- Add New Curriculum Requirements: # Hours of Specified Hour Type from Pool of Items
- Add New Curriculum Requirements: # Hours from Pool of Items
- Add Requirements to Curricula
- Group Curriculum Requirements



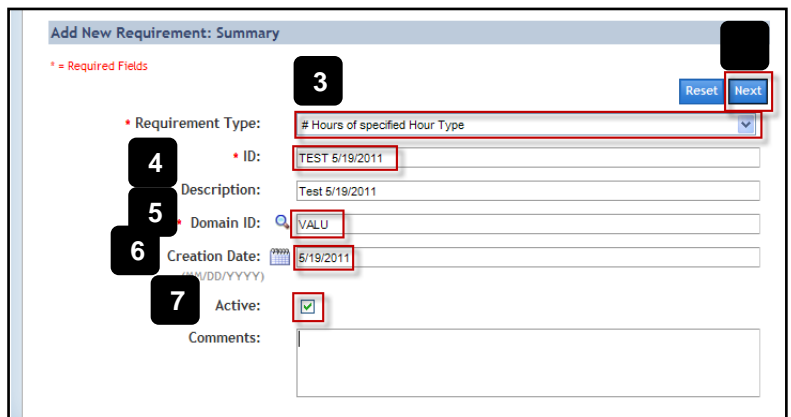
Task A. Add New Curriculum Requirements: # Hours of Specified Hour Type

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

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

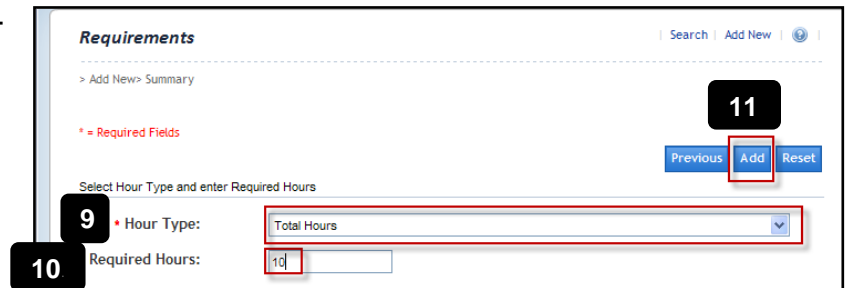


3. Select the **Requirement Type** from the drop-down menu.
4. Enter the new requirement **ID** and **Description**.
5. Select a **Domain ID** for this new requirement.
6. The **Creation Date** defaults to today's date.
7. Verify the **Active** checkbox is checked.
8. Click **Next**.



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.



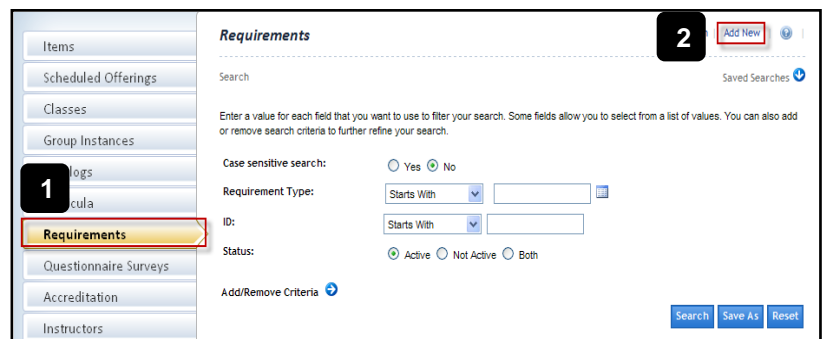
The screenshot shows the 'Requirements' form. A dropdown menu for 'Hour Type' is open, with 'Total Hours' selected. The 'Required Hours' field contains the number '10'. The 'Add' button is highlighted with a red box, and a callout box with the number '11' points to it.



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**.

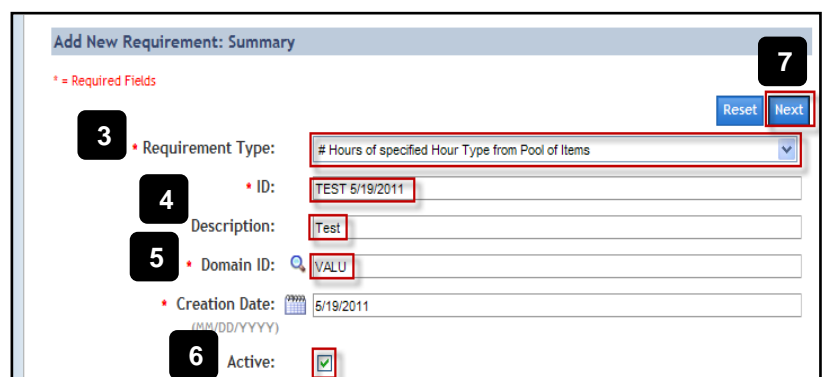


The screenshot shows the 'Requirements' page. The 'Requirements' menu item is highlighted in the left sidebar with a callout box containing the number '1'. The 'Add New' button is highlighted in the top right corner with a callout box containing the number '2'.

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**.



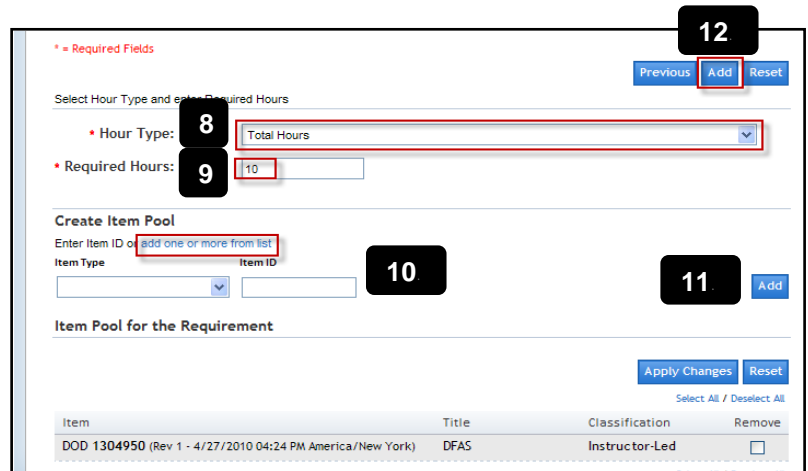
The screenshot shows the 'Add New Requirement: Summary' form. Step 3: 'Requirement Type' dropdown is set to '# Hours of specified Hour Type from Pool of Items'. Step 4: 'ID' is 'TEST 5/19/2011' and 'Description' is 'Test'. Step 5: 'Domain ID' is 'VALU'. Step 6: 'Active' checkbox is checked. Step 7: The 'Next' button is highlighted with a red box.

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.



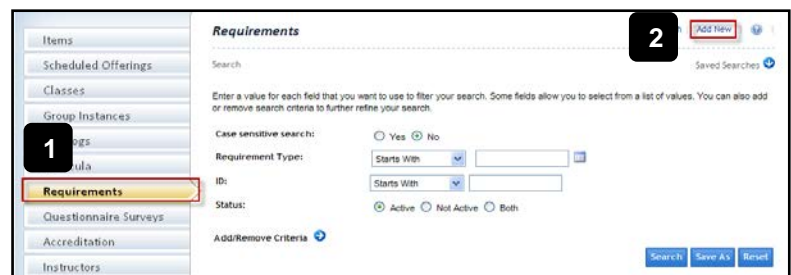
The screenshot shows the 'Create Item Pool' section of a web application. It includes a 'Required Fields' section with a red asterisk. Below it, there are fields for 'Hour Type' (with a dropdown menu and callout 8), 'Required Hours' (with a text input field containing '10' and callout 9), and 'Create Item Pool' with an 'add one or more from list' link (callout 10). Below that is an 'Item Pool for the Requirement' table with columns for Item, Title, Classification, and Remove. A table row shows 'DOD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)' with title 'DFAS' and classification 'Instructor-Led'. Callouts 11 and 12 point to 'Add' buttons.



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**.

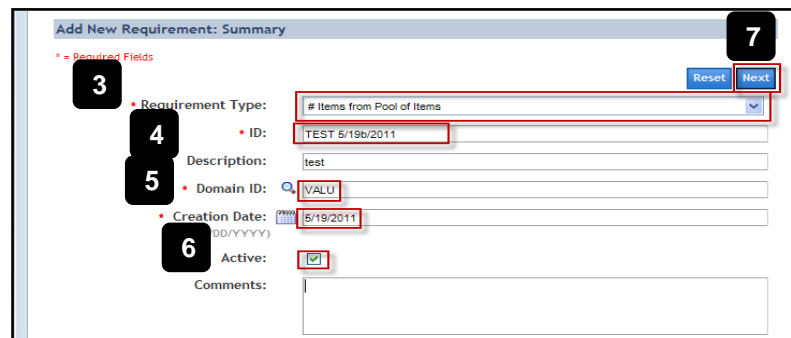


The screenshot shows the 'Requirements' page in a web application. On the left is a navigation menu with 'Requirements' highlighted (callout 1). On the right, there is a search area with a red box around the 'Add New' button (callout 2).

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**.



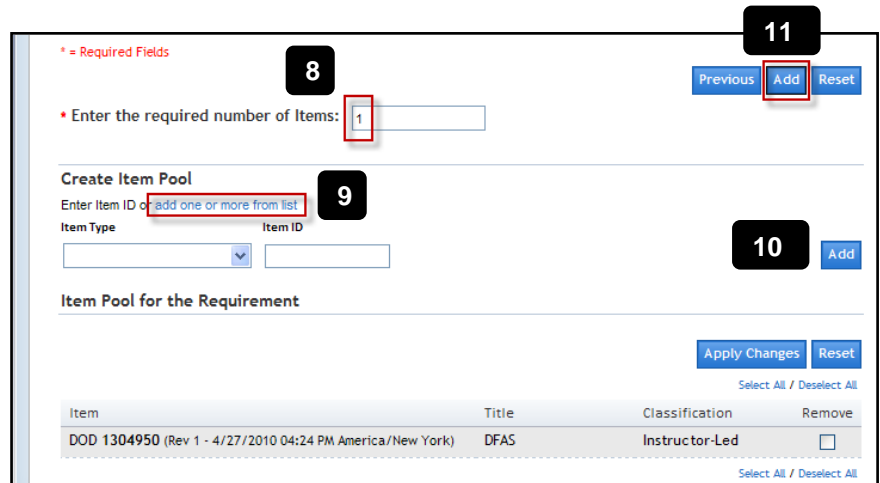
The screenshot shows the 'Add New Requirement: Summary' form. It has a 'Required Fields' section with a red asterisk. Fields include: 'Requirement Type' (dropdown menu with '# Items from Pool of Items' selected, callout 3), 'ID' (text input with 'TEST 5/19b/2011', callout 4), 'Description' (text input with 'test', callout 5), 'Domain ID' (dropdown menu with 'VALU' selected, callout 6), 'Creation Date' (calendar icon with '5/19/2011', callout 6), and 'Active' (checked checkbox, callout 6). There is a 'Next' button (callout 7) and a 'Reset' button.

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.



* = Required Fields

8 Enter the required number of Items: 1

11 Previous Add Reset

Create Item Pool

9 Enter Item ID or [add one or more from list](#)

10 Item Type Item ID Add

Item Pool for the Requirement

Apply Changes Reset

Select All / Deselect All

Item	Title	Classification	Remove
DOD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)	DFAS	Instructor-Led	<input type="checkbox"/>

Select All / Deselect All