Job Aid: Create Online Items

Purpose

The purpose of the Create Online Items job aid is to guide you through the step-by-step process of creating an online item. Related terminology is provided.

In this Job Aid, you will learn how to:

- Create an Online Item

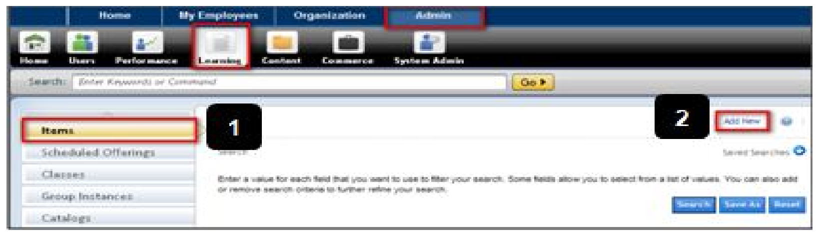
Terminology:

- **Item Type (Reference)**: This is a globally-defined reference that helps categorize items. When administrators create a new item, they must choose from the defined list. Subsequently, each “type” has an associated “completion status”. This is an admin-defined reference used when recording a learning event.
- **Item ID**: This is a unique identifier for each item within the TMS database. It is recommended that a standard ID naming convention be applied to items and all records in the system.
- **Revision Date/Time**: TMS automatically populates these fields if an admin leaves them alone when creating a new item. If needed, the admin can manually enter data into these fields. These fields are what uniquely identify an item that has been revised.
- **Online Item**: An item that is offered, deployed, tracked, and completed online through the learning system.
- **Instructor-led Item**: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.
- **Blended Learning Item:** A course that offers a combination of instructor-led training and an online exam at the end of the course to measure completion.

Task A. Create an Online Item

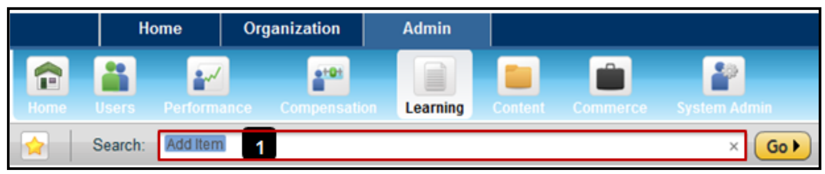
Note: Verify the **Admin** tab is selected.

1. Navigate to **Learning > Items**.
2. Click the **Add New** button. The Add New Item wizard displays



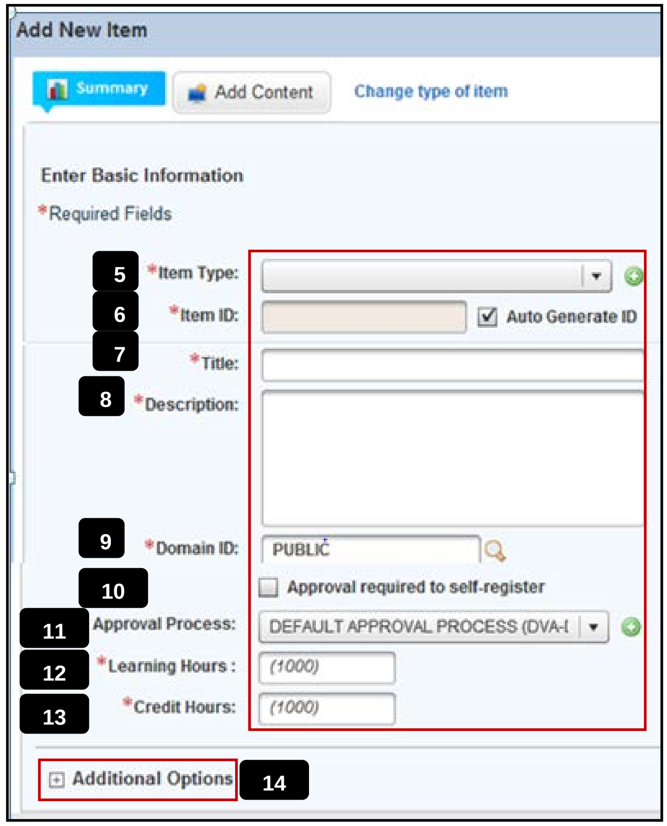
Or

1. Enter **Add Item** in the Search Bar.

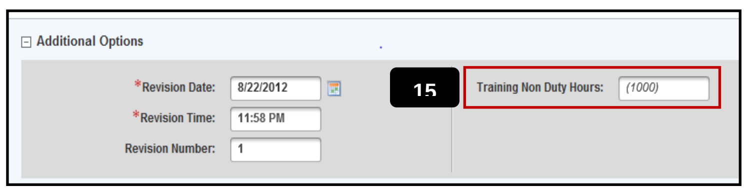


3. Select **Online Only**.
4. Click **OK**.

5. Select the **Item Type** from the drop-down menu.
6. Verify **Auto Generate ID** is checked for **Item ID**.
7. Enter an item **Title**
8. Enter a **Description**.
9. Enter or search for a **Domain ID**.
10. Click the **Approval required to self-register** checkbox, if appropriate.
11. If **Approval required to self-register** has been selected, select an **Approval Process** from the drop-down menu.
12. Enter **Learning Hours**.
13. Enter **Credit Hours**.
14. Expand **Additional Options**. Revision Date and Revision Time default to current date and time. Revision Number defaults to 1.

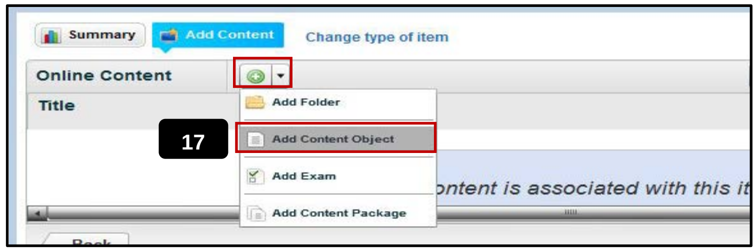


15. Enter **Training Non Duty** Hours, if appropriate.

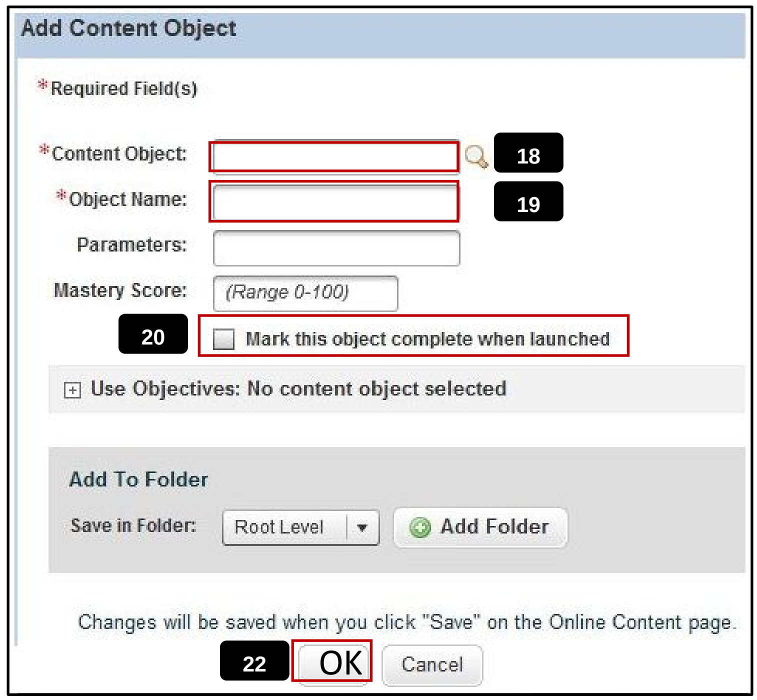


16. Click Continue.

17. Click Associate Content to Item (green plus sign) and select **Add Content**.

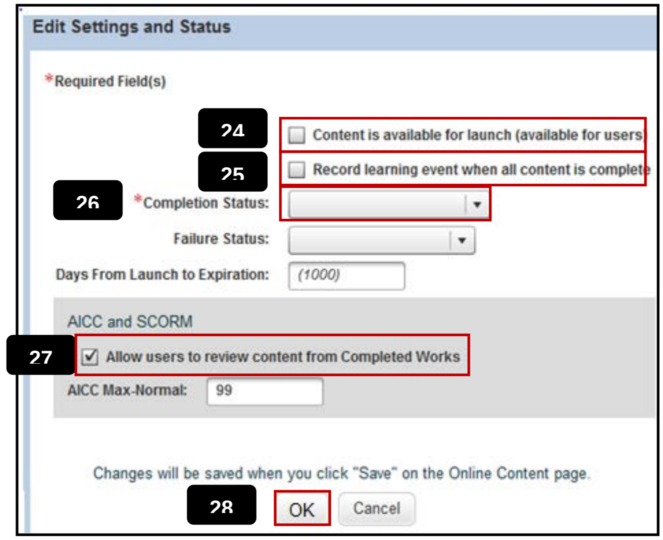


18. Search for and select the content object.
19. Enter the Object Name (e.g., Click to Start, or what you want the user to see.)
20. Select **Mark this object complete when launched** if this content does not send completion to the LMS.
21. Leave **Save in Folder: Root Level** as is unless you are creating a folder to organize content within this item, or adding content to an existing folder.
22. Click **OK**. The content is added to the item.



23. Click **Settings** in the header and select Modify Settings from the drop down list.

24. Check the **Content is available for launch (available for users)** checkbox.
25. Check **Record learning event when all content is complete** checkbox.
26. Select a **Completion Status** from the drop down menu.
27. Check the **Allow users to review content from Completed Works** if appropriate.
28. Click on **OK**.



29. Click Save and Exit. The new online item is created and the item record is displayed.

30. Optional: From the Recommended Next bar click **Add Catalogs** to search for and select one or more catalogs to associate to the item.

31. Optional: From the Recommended Next bar click **Add Subject Areas** to search for and select one or more subject areas to associate to the item.

32. Optional: From the Recommended Next bar click **Assign Users** to search for and select one or more user to assign the item.