Admin Job Aid: Programs

Purpose

Programs combine learning events to create a schedule of learning. The schedule of learning is controlled by the program's agenda, which functions like an academic syllabus. It outlines events over the time of the program. For example, you can create a month-long employee on-boarding program. The agenda can be weekly: a new learning event for each week over a month. The learning events can be internal learning items or they can be external content (such as a welcome video hosted on the company intranet).

Programs can be used to deliver academic-style learning, where the pace of learning is dictated by the program agenda and where live sessions/collaboration is most common. Programs can also be used to deliver self-paced learning, where users are in control of their progress toward completing the program's activities.

Programs provide you with a simple method of delivering and structuring learning. Programs are comprised of various types of learning activities, including:

- Online items
- Virtual sessions
- ILT items
- Links to images, documents, web pages on the intranet and internet

For anything compliance-related with rules about past history, requirements rules (pool, credit hours), etc., Curricula should be used.

Once a program is created, it has five tiles available to you:

- Description
- Settings
- Agenda
- Assignment
- Publishing
In this job aid, you will learn how to:

- Task A. Create a New Program
- Task B. Create a Program Agenda
- Task C. Publish a Program
- Task D. Use Program Links
Task A. Create a New Program

1. Select **Admin**.
2. Select **Learning**.
3. Select **Programs**.
4. Select the **Add New** link.
5. Enter information in the fields on the Program page. **Note:** Required fields are marked with a red asterisk.

6. Select **Create Program**.
7. The **Program Summary** page displays. Notice that there are five tiles on this page: **Description, Agenda, Assignment, Publishing, and Settings**. As an admin, you can edit each of these sections.

- **Description**: Describes the program
- **Agenda**: Allows you to create agendas for the program
- **Assignment**: Allows you to create assignment profiles for the program
- **Publishing**: Allows you to publish the program to catalogs and select subject areas
- **Settings**: Contains the various settings for the program
Task B. Create a Program Agenda

1. Select the **Edit** icon on the **Agenda** tile.

2. Enter a **Title** in the **Agenda Title** field.
3. **Change the Duration** of the section by selecting the drop-down arrow.

4. Edit the **number** of sections and the **length** of each.
5. Select the **Add** button to add new sections.
6. Add **activities** into each section by selecting one of the choices. When you make your selection, the **Items** search page will launch.

7. Enter **Search Criteria** for the item you wish to add.
8. Select **Search**.
9. Select the **Select** link next to the item you want to add.

10. Select **Save**.
11. Notice how your agenda displays on the Program Summary page once you have built it out.
Task C. Publish a Program

1. Select the Edit icon on the Publishing tile.

2. Select the Add button under the Catalogs panel.
3. Enter **Search Criteria** for a catalog.
4. Select **Search**.

5. Select the **Add checkbox** for the catalog(s) you want to add.
6. Select **Add**.
7. Select the **Add** button under the **Subject Areas** panel.

8. Select the **Add checkbox** for the subject area(s) you want to add.

9. Select **Add**.
10. Select **Done**.
Task D. Use Program Links

1. Notice the links at the top right of the **Program Summary** page. As an admin, you can:
   - **Assign** the program to users
   - **Delete** the program
   - **Copy** the program
   - **Send notifications** to users about the program via email
   - **Create custom cover pages** for the program