Job Aid: Create Blended Items

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating a blended item. Related terminology is provided.

Task

A. Create a Blended 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. This field is what uniquely identifies an item that has been revised.

Classifications: Classifications are automatically assigned based on whether the item has segments and online content.

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.

Online Item: An item that is offered, deployed, tracked, and completed online through the learning system.

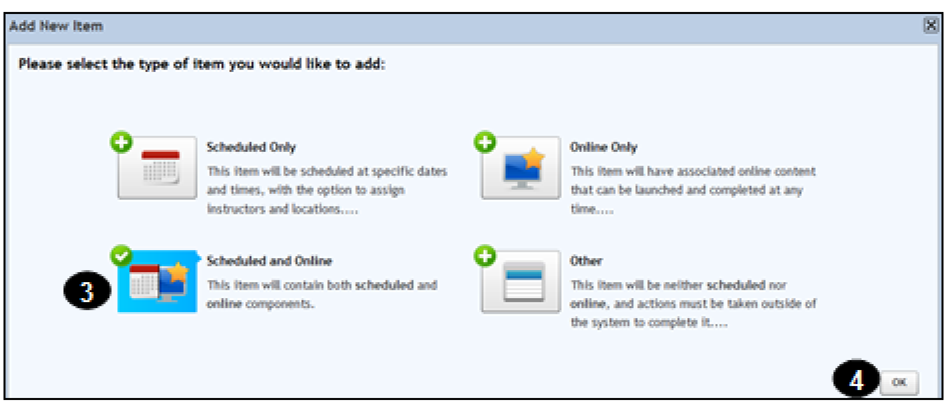
Other Item: An item that is neither scheduled or has online content, such as physical goods.

Task A. Create a Blended Item

1. Select the **Learning** link from the Admin tab.
2. On the Items page click the **Add New** link.

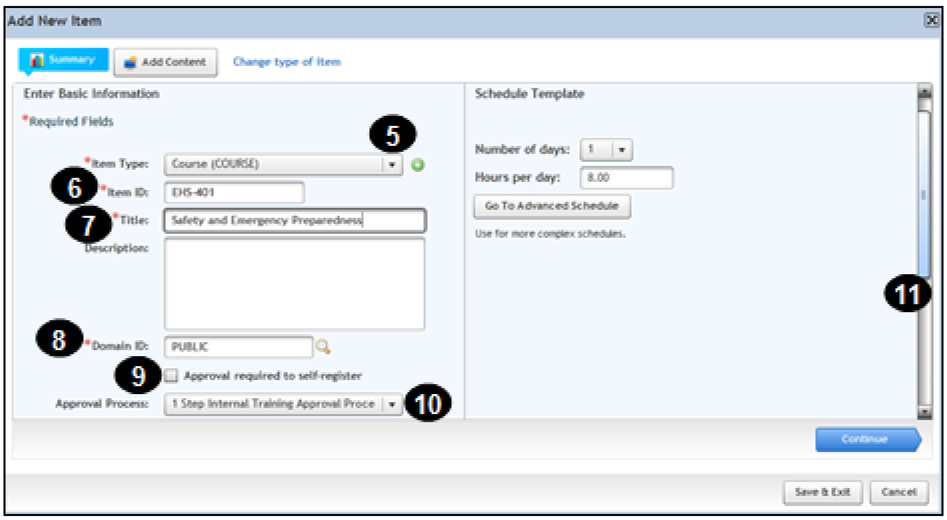
The Add New Item wizard displays.

3. Click **Schedule and Online** to create an instructor-led, scheduled item.
4. Click **OK**.



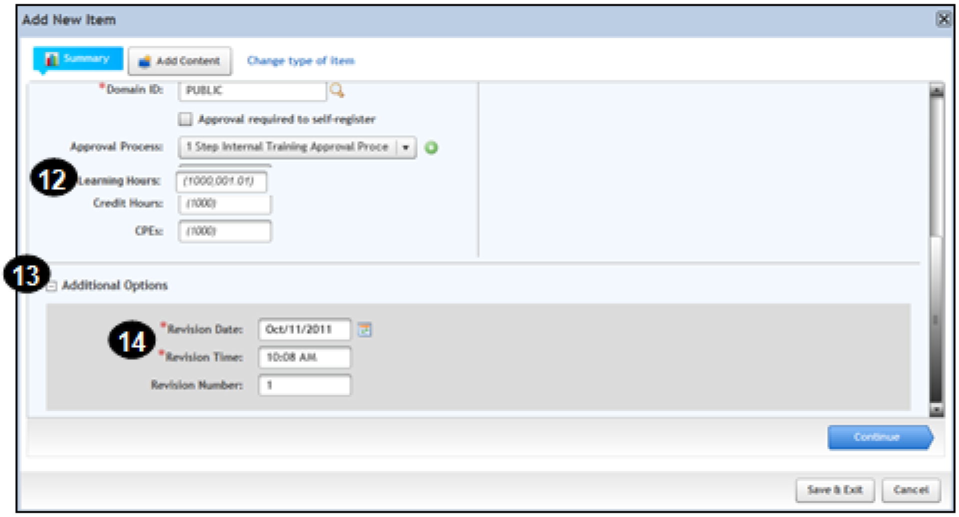
Enter Basic Information

5. Select the **Item Type** from the drop-down menu.
6. Enter an **Item ID**.
7. Enter an **Item Title** and description.
8. Enter or select a **Domain ID**.
9. Select **Approval required to self-register** if applicable.
10. Select an approval process.
11. Scroll window down to view the lower half of the Add New Item window.



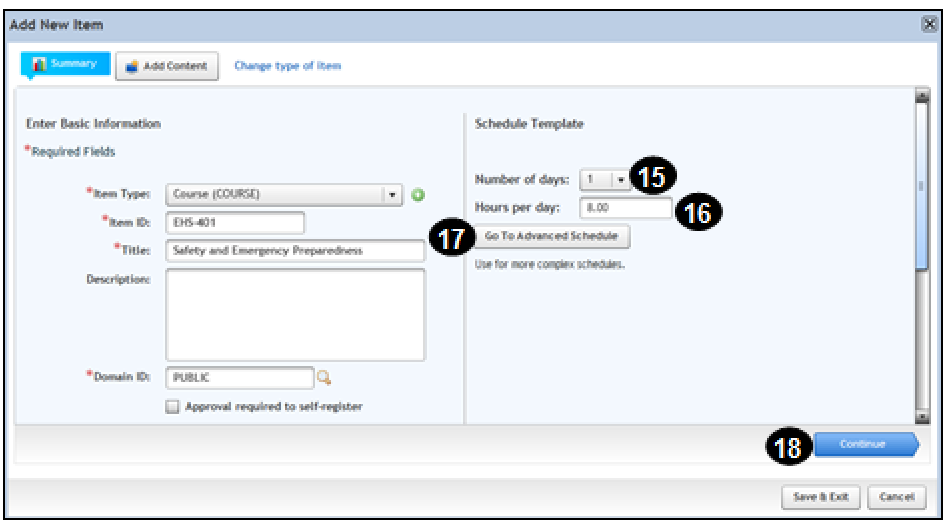
12. Enter **Learning Hours, Credit Hours** and **CPEs** as appropriate.
13. Click the **plus icon** (⊞) to expand **Additional Options.**
14. Enter the **Revision Date**, **Time** and **Revision Number**.

Note: By default the system will auto-populate a revision date and time with today's date and time. Before selecting the ***Continue*** *button, scroll back up the screen and continue with step 15.*

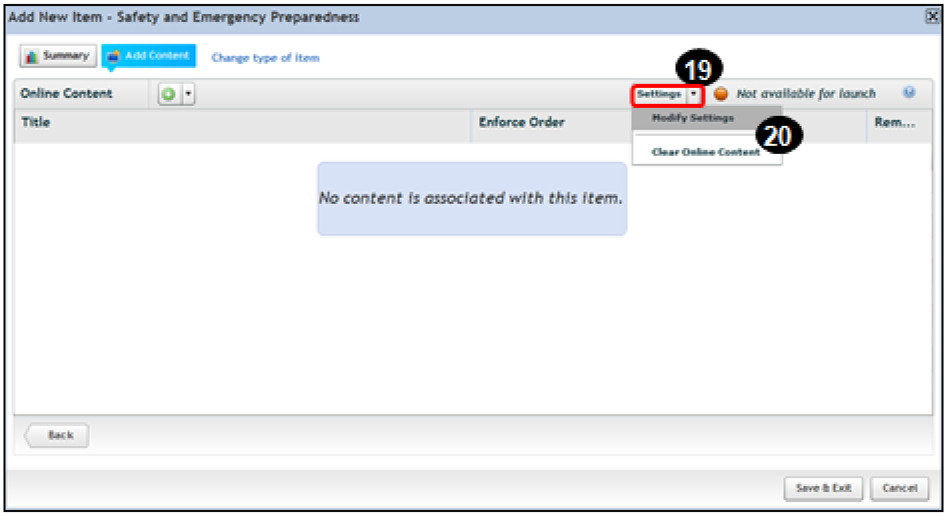


Enter Schedule Template information.

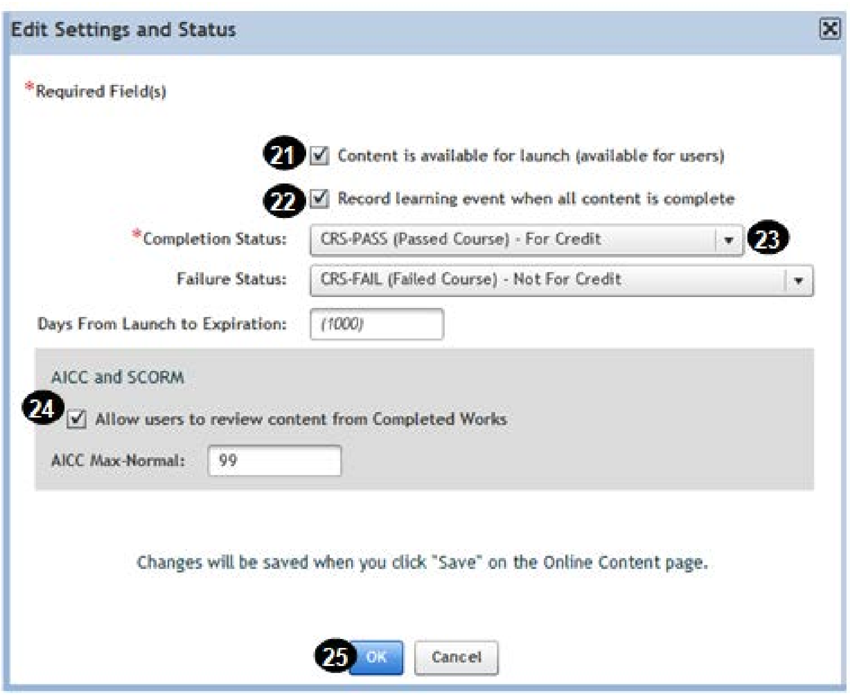
15. Select number of days.
16. Enter hours per day.
17. Click **Go To Advanced Schedule** for more complex schedule requirements.
18. Click **Continue**.



19. Click the down arrow key of the **Settings** option in the header.
20. Select **Modify Settings** from the drop-down menu.



21. Check the **Content is available for launch (available for users)** checkbox.
22. Check the **Record learning event when all content is complete** checkbox.
23. Select a completion status from the Completion Status drop-down menu.
24. Click the **Allow users to review content from Completed Works** checkbox if desired.
25. Click **OK**.



26. Click the plus sign (**Associate content to item** icon) in the table header.

27. Select **Add Content Object** from the drop-down menu.

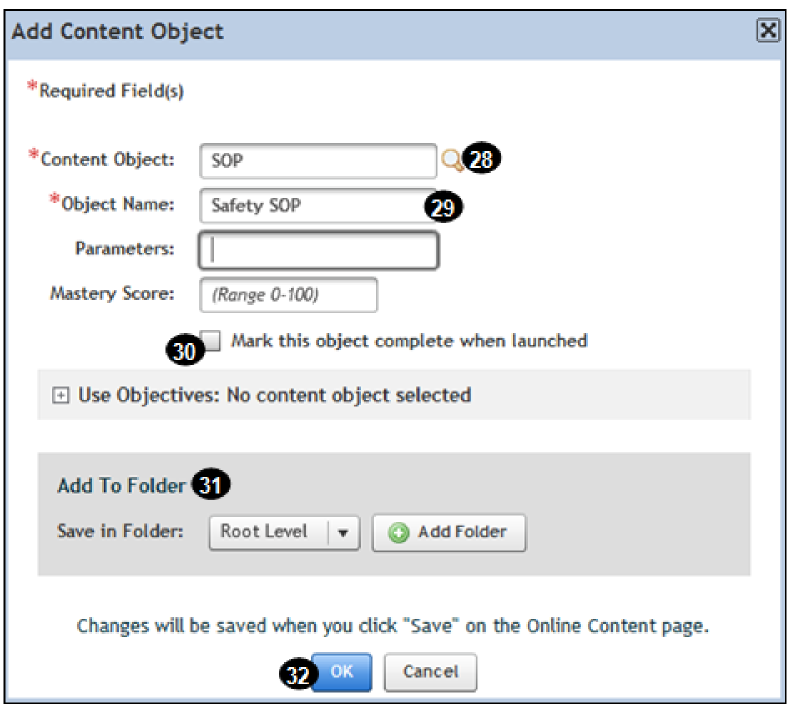
28. Search for and select the content object.

29. Enter the object name (e.g., Click to Start Content, or what you want the user to see if there are multiple objects in this item).

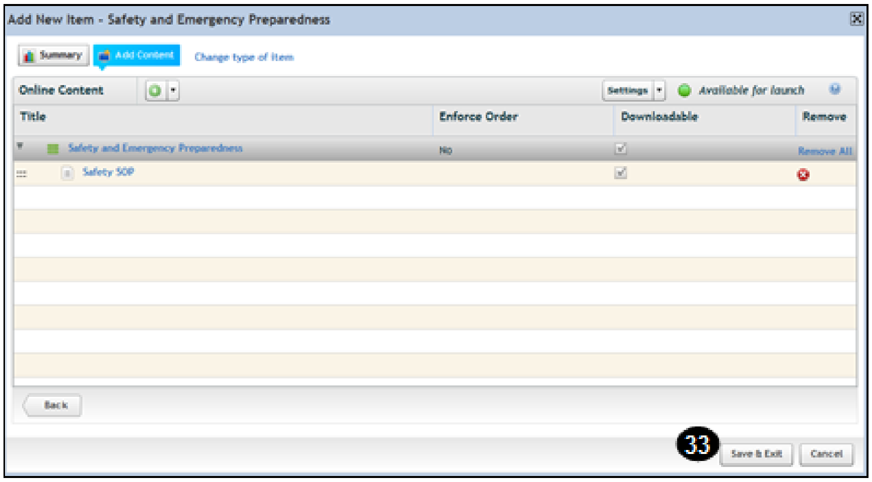
30. If the content does not send completion information to the LMS, check **Mark this object complete when launched**.

31. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.

32. Click **OK**. The content object has been added to the new online item.



33. Click **Save & Exit**.



The new blended item has been created.

34. Optional: From the Recommended Next area click **Add Catalogs** to search for and select one or more catalogs to add the online item to.

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

Optional: From the Recommended Next area click **Assign to Users** to search for and select one or more users who should be assigned this online item (for example, your own user or a test user so you can test your new online item).