Job Aid: Create Blended Items

Purpose

The purpose of the Create Blended Items job aid is to guide you through the step-by-step process of creating a blended item.

In this Job Aid, you will learn how to:

- Create a Blended Item

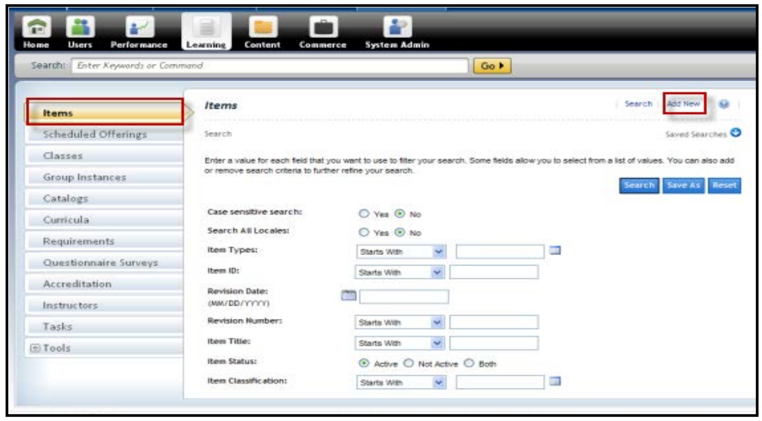
Terminology:

- **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 Plateau Learning database. It is recommended that a standard ID naming convention be applied to items and all records in the system.
- **Revision Date/Time**: Plateau Learning automatically populates these fields if an admin leaves them untouched 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.
- **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 a Blended Item

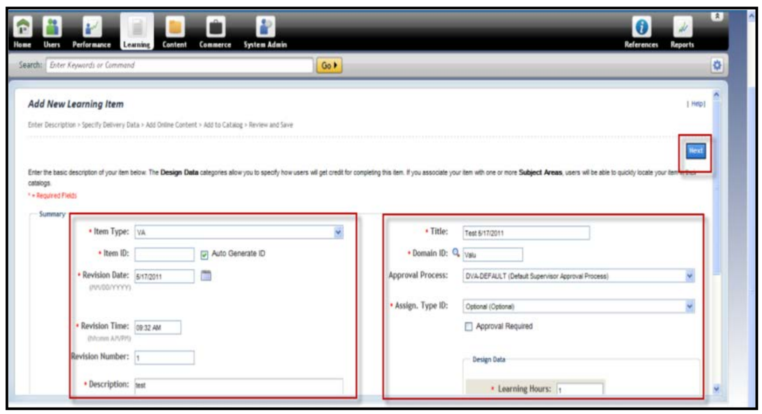
Note: Verify that the **Admin** tab is selected.

1. Navigate to **Learning > Items**.
2. Click the **Add New** link or enter "**Add item**" in the **Search** box. The **Add New Learning Item** wizard displays**.**



Step 1: Enter Description

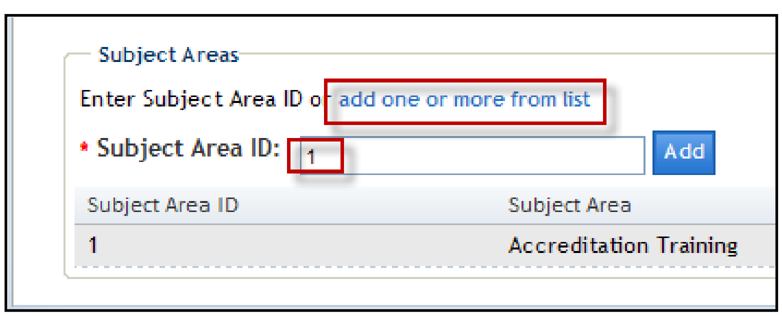
3. Select the **Item Type** from the drop-down menu.
4. Enter an **Item ID**.
5. Enter the **Revision Date**, or click the **Calendar** icon to select a date.
6. Enter the **Revision Time**.
7. Enter the item **Title**.
8. Enter or select a **Domain ID**.
9. Select an **Approval Process** from the drop-down menu.
10. If an approval process has been selected, click the **Approval Required** checkbox.
11. If applicable and if required, enter **Design Data** information (credit hours, etc.)



12. Enter a **Subject Area ID** and click **Add**.

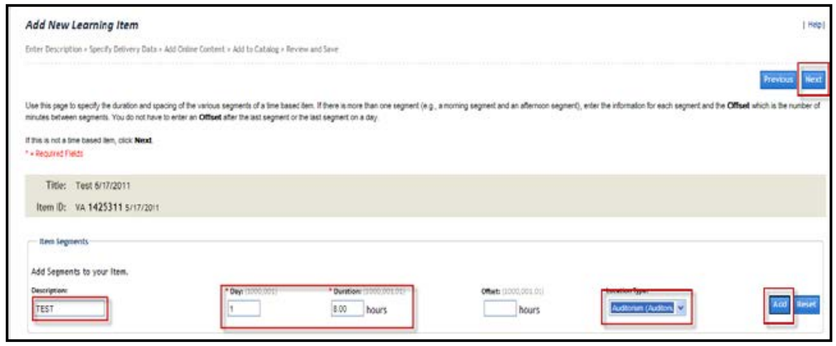
Note: You may also click the **add one or more from the list** link to search for and select a Subject Area ID.

13. Click **Next** at the top right of the screen window.



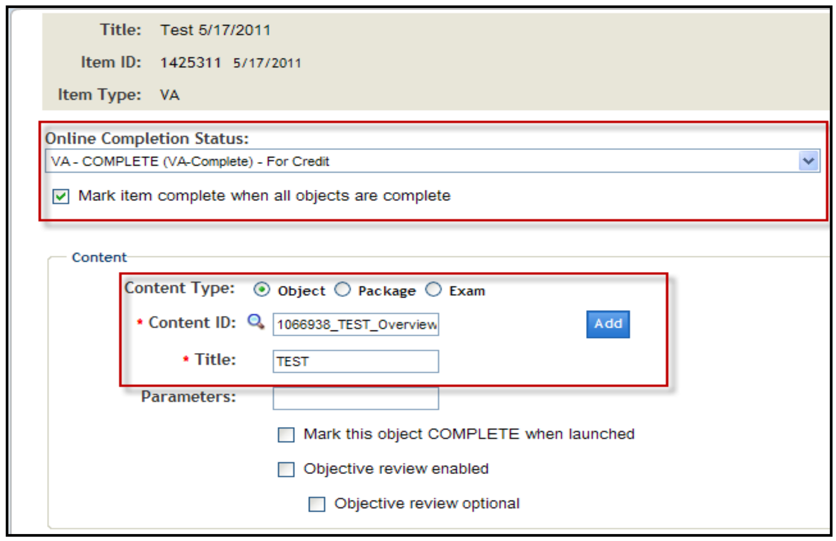
Step 2: Specify Delivery Data

14. Enter a **Description** for the segment.
15. Enter a number in the **Day** field, i.e., if it is the first day scheduled for the item, the number "1" is displayed.
16. Enter the **Duration** for the segment.
17. Enter an **Offset** time.
18. Select a **Location Type** from the drop-down menu.
19. Click **Add**.
20. Click **Next**.



Step 3: Add Online Content

21. Select an **Online Completion Status** from the drop-down menu.
22. Click the **Mark item complete when all objects are complete** checkbox.
23. Select the **Content Type**.
24. Click the **Search** icon to search for and select a content object.
25. Enter a **Title**.
26. Click **Add**.
27. Click **Next** in the upper right hand corner of the window screen to continue.

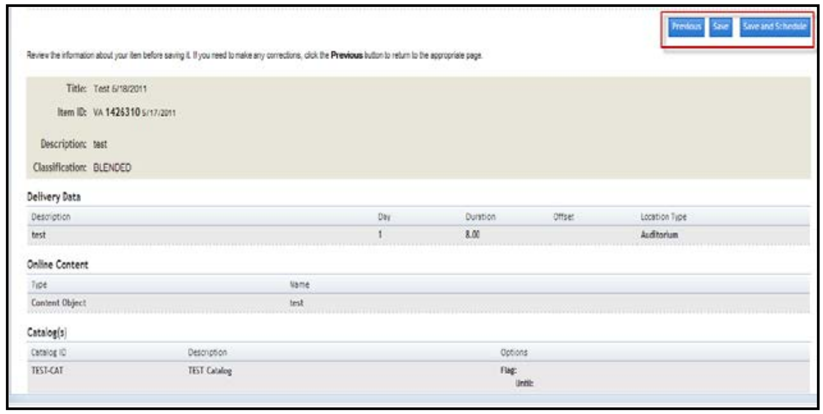


Step 4: Add to Catalog

28. Enter a **Catalog ID** and click **Add**, or click the **add one or more from list** link to search for and select a Catalog ID.
29. Click **Next**.

Step 5: Review and Save

30. Verify that the item created is associated with a catalog in the system and the delivery data is entered correctly.
    - If the information is accurate, click **Save and Schedule** (or click **Save** to schedule at a later time).
    - If the information is not accurately represented, click the **Previous** button to make changes.



31. Once the new item is created, select the **Online Settings** tab.
32. Click the **Item is Online** checkbox to make it available for launch.
33. Click **Apply Changes**.

Reference: To learn more about scheduling items, refer to the Scheduling Management job aid(s).