

Job Aid: Manage Period-Based Curricula

Purpose

The purpose of the Manage Period-Based Curricula 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.

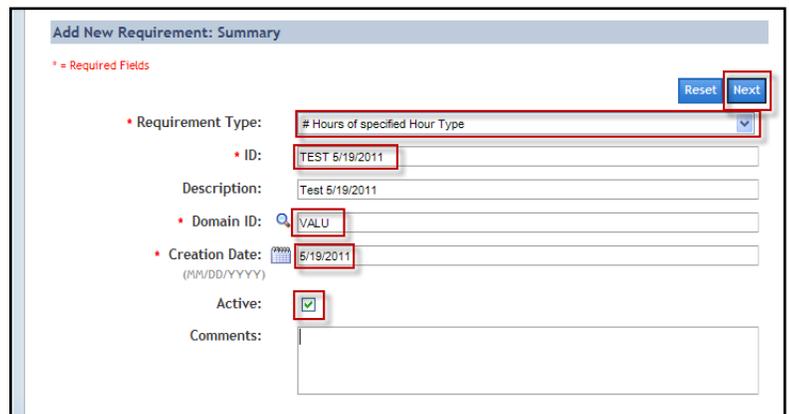
1. Navigate to **Learning > Requirements**.
2. Click **Add New**.



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.

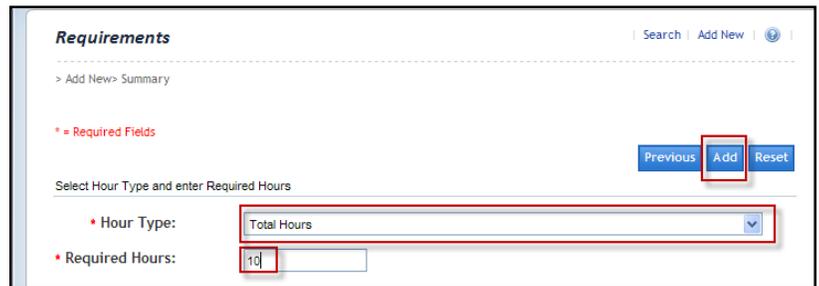
The **Creation Date** defaults to today's date.

6. Verify the **Active** checkbox is checked.
7. Click **Next**.



Because the requirement type ‘# Hours of specified Hour Type’ was selected above, you must enter the hour type and required hours.

8. Select the **Hour Type** from the drop-down menu.
9. Enter **Required Hours**.
10. Click **Add**. A new requirement has been added.



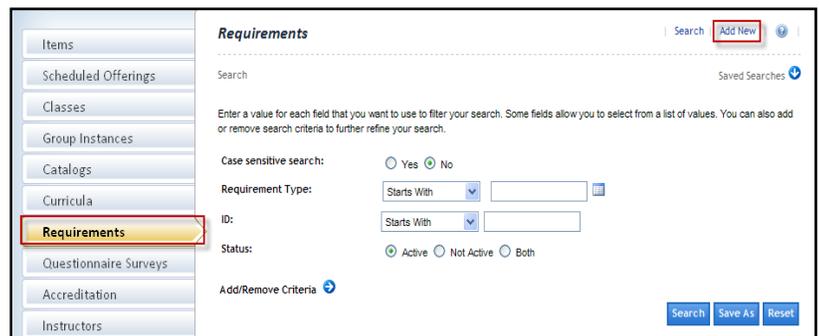
The screenshot shows the 'Requirements' form with the following fields: 'Hour Type' dropdown menu set to 'Total Hours', and 'Required Hours' text input field containing '10'. The 'Add' button is highlighted with a red box.



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**.

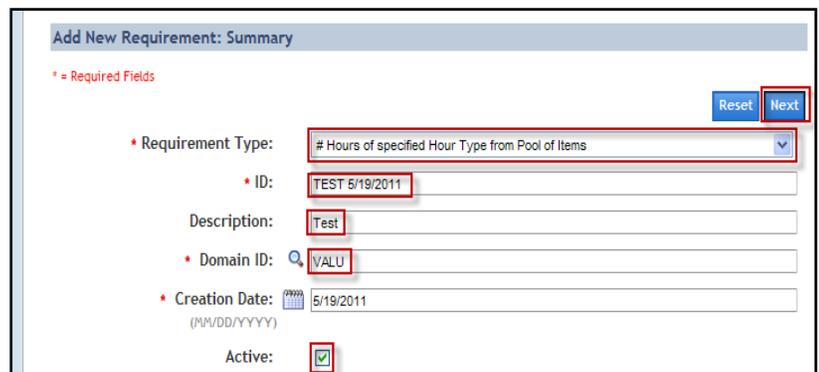


The screenshot shows the 'Requirements' search page. The 'Requirements' menu item in the left sidebar is highlighted with a red box. The 'Add New' button in the top right is also highlighted with a red box.

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



The screenshot shows the 'Add New Requirement: Summary' form with the following fields: 'Requirement Type' dropdown set to '# Hours of specified Hour Type from Pool of Items', 'ID' text input containing 'TEST 5/19/2011', 'Description' text input containing 'Test', 'Domain ID' dropdown set to 'VALU', and 'Creation Date' set to '5/19/2011'. The 'Active' checkbox is checked. The 'Next' button is highlighted with a red box.

checked.

7. Click **Next**.

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.

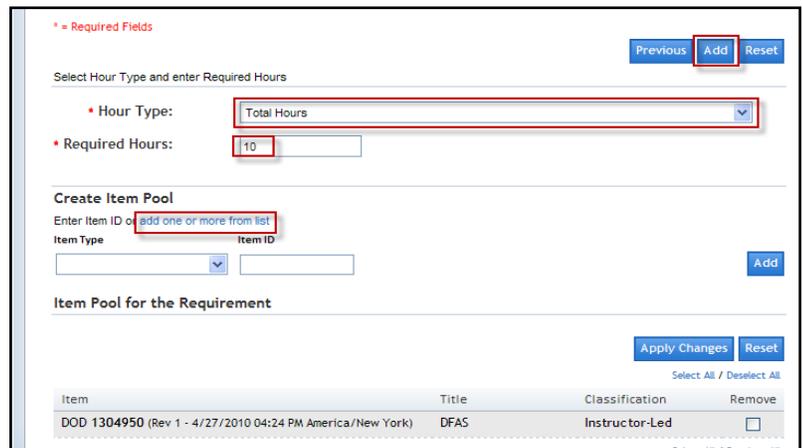
9. Enter **Required hours**.

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.



* = Required Fields

Previous Add Reset

Select Hour Type and enter Required Hours

Hour Type: Total Hours

Required Hours: 10

Create Item Pool

Enter Item ID or **add one or more from list**

Item Type	Item ID

Add

Item Pool for the Requirement

Apply Changes Reset

Select All / Deselect All

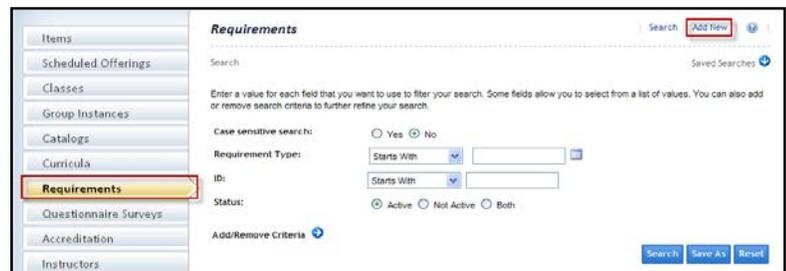
Item	Title	Classification	Remove
DOD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)	DFAS	Instructor-Led	<input type="checkbox"/>



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**.



Requirements

Search [Add New]

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Requirement Type: Starts With

ID: Starts With

Status: Active Not Active Both

Add/Remove Criteria

Search Save As Reset

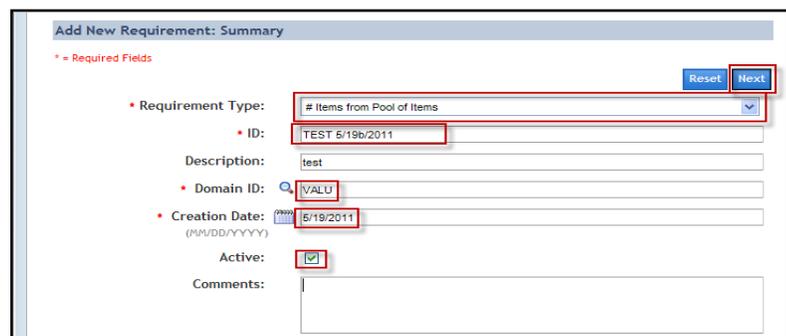
3. Select the **Requirements Type** and select “# Items from Pool of Items” from the drop-down menu.

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



Add New Requirement: Summary

* = Required Fields

Reset Next

Requirement Type: # Items from Pool of Items

ID: TEST 5/19b/2011

Description: test

Domain ID: VALU

Creation Date: 5/19/2011 (MM/DD/YYYY)

Active:

Comments:

checked.

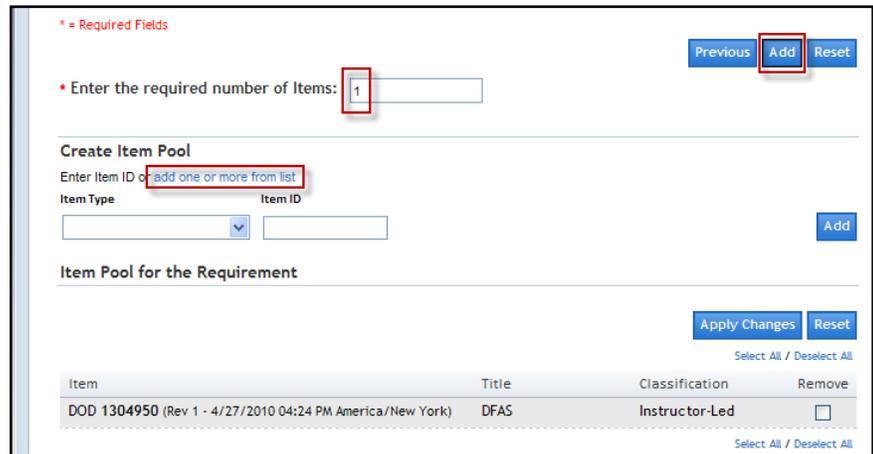
7. Click **Next**.

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. 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

Previous **Add** Reset

* Enter the required number of Items: 1

Create Item Pool

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

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