

## Job Aid: Manage Curricula

### Purpose

The purpose of the Manage Curricula job aid is to guide you through the step-by-step process of creating a curriculum.

In this Job Aid, you will learn how to:

- Add a Curriculum
- Add items to Curriculum
- Add a Subcurriculum

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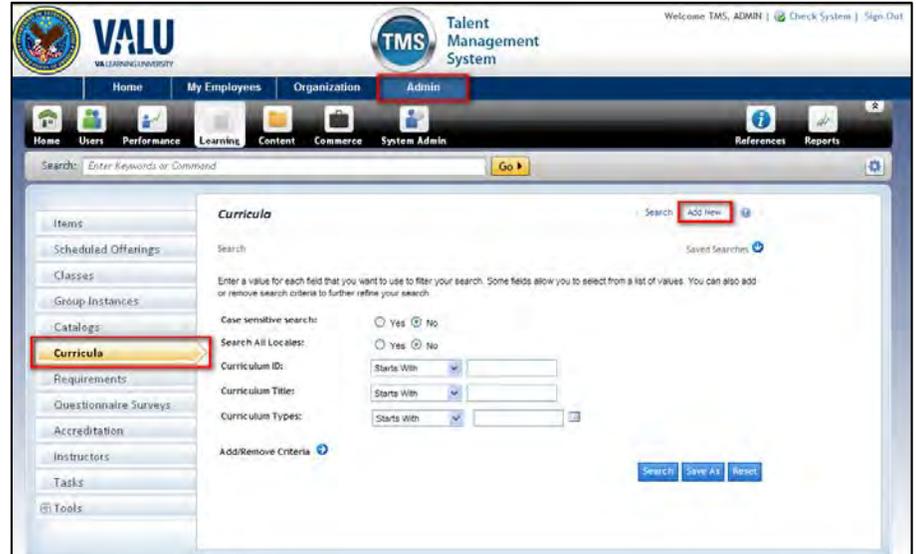
### Terminology:

1. **Title:** Title of the curriculum. Displays to the user on the Curriculum Status screen.
2. **Creation Date:** Indicates the date the curriculum was created.
3. **Active:** Indicates whether the curriculum is active or inactive in the database.
4. **Domain:** Identifies administrative ownership of the record.
5. **Curriculum Type:** Indicates an area that the curriculum is specific to (HR, IT, Safety, etc.).
6. **Basis Date:** Indicates the start date of your company's calendar. Used with calendar basis or items within the curriculum.
7. **Force Incomplete:** If checked, calculates if the curriculum status should be complete or incomplete based on user's latest attempt at completing any required item assigned to the curriculum.
8. **Description:** This field is for admin informational purposes only.
9. **Enable electronic signature:** If checked, an electronic signature (PIN) is required when a learning event is recorded for items in this curriculum.

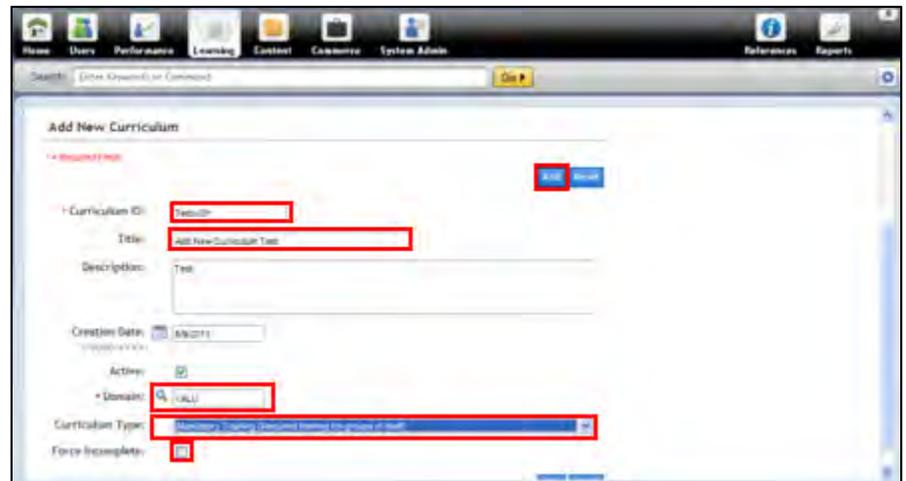
## Task A. Add a Curriculum

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

1. Navigate to **Learning > Curricula**.
2. Click the **Add New** link.

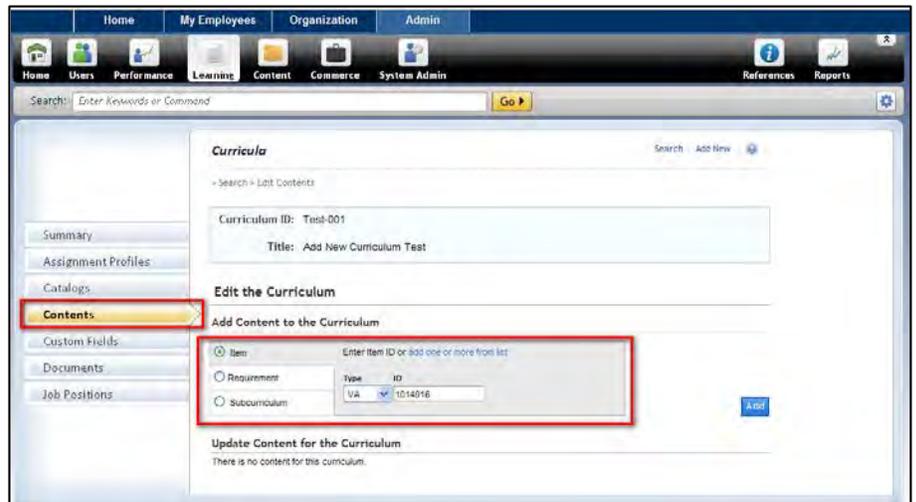


3. Enter a **Curriculum ID**.
4. Complete the curriculum **Title** and **Description** fields.
5. Enter a Domain name in the **Domain** field. Click the **Search** icon to search for and select a domain if you do not know the name.
6. Select a **Curriculum Type**.
7. Leave the **Force Incomplete** checkbox unchecked.
8. Click **Add**.

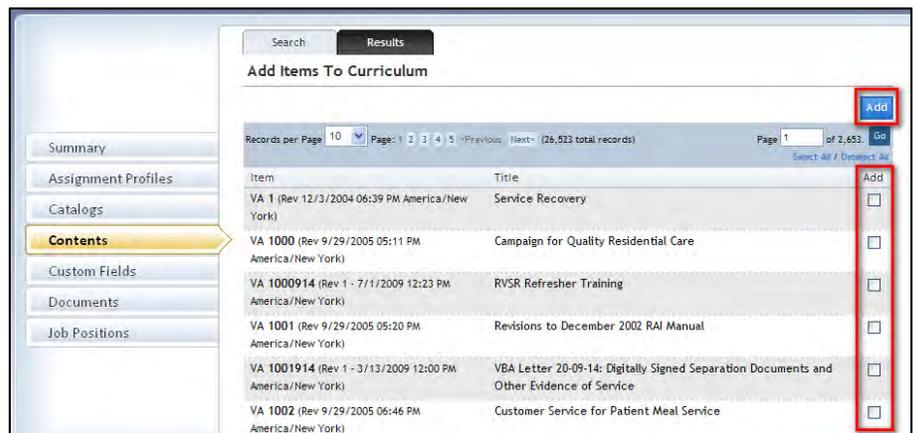


## Task B. Adding Items to Curriculum

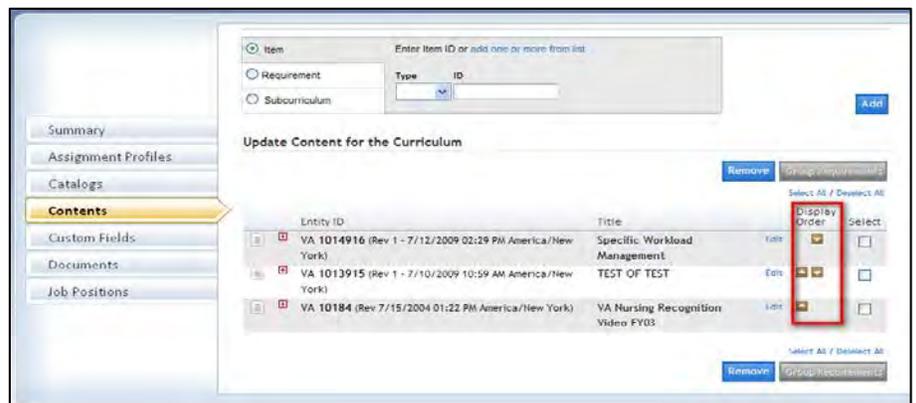
1. Select **Contents** of the new curriculum just added.
2. Select **Item** in the **Add Content to the Curriculum** section.
3. Enter the **Type** and **Item ID** and click **Add**, or click the **add one or more from list** link to search for and select an item ID.



4. Click the **Add** checkbox next to each item to be added to the curriculum.
5. Click **Add**.



6. Click **Move Up** or **Move Down** icons to change the Display Order.



- Click **Edit** link next to the first item in the list.

Entity ID	Title	Display Order	Select
VA 1014916 (Rev 1 - 7/12/2009 02:29 PM America/New York)	Specific Workload Management		<input type="checkbox"/>
VA 1013915 (Rev 1 - 7/10/2009 10:59 AM America/New York)	TEST OF TEST		<input type="checkbox"/>
VA 10184 (Rev 7/15/2004 01:22 PM America/New York)	VA Nursing Recognition Video FY03		<input type="checkbox"/>

- Enter an **Initial Number**.
- Select an **Initial Period**.
- Select an **Initial Basis**.  
Do not enter Retraining Assignments.
- Enter a **Basis Date**.
- Enter an **Effective Date**.
- Select an **Assignment Type**.
- Click **Apply Changes**.  
Repeat steps 7 -14 for each item in the curriculum.

### Task C. Adding a Subcurriculum

- Click the **Subcurriculum** button in the **Add Content to the Curriculum** section of the new curriculum just added.
- Click the **add one or more from list** link.

3. Search for and select the subcurricula to add to the curriculum.
4. Click the **Add** checkbox next to the curriculum to be added as a subcurriculum. Click **Add**.

**Curriculum** Help

> Search Results

Search **Results**

**Add Subcurricula To Curriculum** **Add**

Records per Page: 10 Page: 1 of 5 - Previous Next (8,107 total records) Page 1 of 811. Go

Curriculum ID	Title	Add
000-test	Nuts and Bolts Modules (New Supervisor Training)	<input checked="" type="checkbox"/>
1325028-1	SHE-PMDB Initial/Refresher	<input type="checkbox"/>
1325141-1	SHE-Medical records Documentation	<input type="checkbox"/>
1328584-1	SHE-Fire Safety, Emergency Prep, and GEM refresher	<input type="checkbox"/>
1329191-1	SHE-Sheridan Safety Management System	<input type="checkbox"/>
1329192-1	SHE-Peer review	<input type="checkbox"/>
1329193-1	SHE-Opioids Therapy Guidelines Quiz	<input type="checkbox"/>

5. Click the **Details** link next to the curriculum in the list. A separate pop-up window displays details of the subcurriculum just added.

Requirement  Type ID  **Add**

Subcurriculum

**Update Content for the Curriculum** **Remove** **Copy** **Print** **Print**

Entity ID	Title	Display Order	Select
VA 1014916 (Rev 1 - 7/12/2009 02:29 PM America/New York)	Specific Workload Management	1	<input type="checkbox"/>
VA 1013915 (Rev 1 - 7/10/2009 10:59 AM America/New York)	TEST OF TEST	2	<input type="checkbox"/>
VA 10184 (Rev 7/18/2004 01:22 PM America/New York)	VA Nursing Recognition Video FY03	3	<input type="checkbox"/>
000-test	Nuts and Bolts Modules (New Supervisor Training)	4	<input type="checkbox"/>

**Details** **Remove** **Copy** **Print** **Print**

6. Review the list of **Items**.
7. Click **Close**.

**Curricula**

> Search > View Items

Curriculum ID: 000-test  
Title: Nuts and Bolts Modules (New Supervisor Training)

**Close**

**View the Items for the Curriculum**

Item	Title	Initial Assignments:	Retraining Assignments:	Assignment Type:	Effective Date:
VA 5531 (Rev 1 - 10/2/2007 10:27 AM America/New York)	Module 1 - Your Role as a Supervisor (Nuts and Bolts)	29 Days - Event	Does not apply	Optional	
VA 5532 (Rev 1 - 10/2/2007 10:56 AM America/New York)	Module 10 - Staffing Practices (Nuts and Bolts)	29 Days - Event	Does not apply	Optional	
VA 5533 (Rev 1 - 10/2/2007 10:29 AM America/New York)	Module 2 - Day to Day Communications (Nuts and Bolts)	29 Days - Event	Does not apply	Optional	
VA 5534 (Rev 1 - 10/2/2007 10:37 AM)	Module 3 - Day to Day Operations (Nuts and Bolts)	29 Days - Event	Does not apply		