



Job Aid: Add New Item

Purpose

The purpose of the Add New Item job aid is to guide you through the step-by-step process of creating an instructor-led item. Related terminology is provided.

In this Job Aid, you will learn how to:

- Add an Instructor-Led Item

Terminology:

1. **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.
2. **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.
3. **Revision Date/Time:** Talent Management System 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.
4. **Classifications:** Classifications are automatically assigned based on whether the item has segments and online content.
5. **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.
6. **Online Item:** An item that is offered, deployed, tracked, and completed online through the learning system.
7. **Blended Learning Item:** A course that offers a combination of instructor-led training and online content.
8. **Other Item:** An item that is neither scheduled nor has online content, such as physical goods.

Task A. Add an Instructor-Led Item

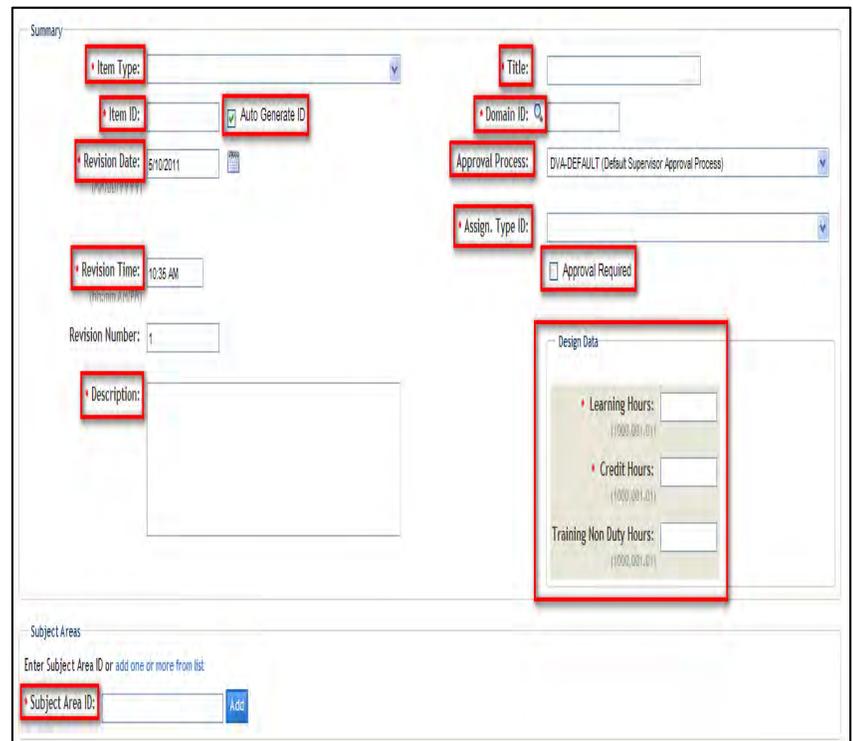
Note: Verify that the **Admin** tab is selected.

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



Enter Description

1. Select the **Item Type** from the drop-down menu.
2. Click the **Auto Generate ID** checkbox.
3. Enter a **Revision Date**.
4. Enter a **Revision Time**.
5. Enter a **Description**.
6. Enter an item **Title**.
7. Enter or select a **Domain ID**.
8. Select an **Approval Process** from the drop-down menu.
9. Select an **Assign. Type ID** from the drop-down menu.
10. If an approval process has been selected, click the **Approval Required** checkbox.
11. Enter **Design Data** information (learning hours, credit hours, etc.)
12. Enter a **Subject Area ID** or click the **add one or more from list** link to search for and select a Subject Area ID.
13. Click **Next**.



Specific Delivery Data

14. Enter a **Description** for the segment.
15. Enter a number in the **Day** field.
For example, 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**.
19. Click **Add**.
20. Click **Next**.



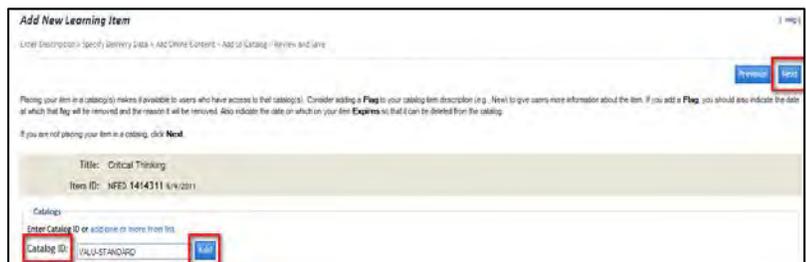
Add Online Content

21. For online content, make appropriate selections and click **Next**.
Note: Since this is an Instructor Led course, we will click **Next**.



Add to Catalog

22. 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.
Note: The catalog options can be configured to include a flag for the item, and the item expiration data in the catalog.
24. Click **Next**.





Review and Save

- 25. Verify that the item created is associated with a catalog and the delivery data is entered correctly.
- 26. If the information is accurate, click **Save and Schedule** (or click **Save** to schedule at a later time).

Add New Learning Item

Order: Description > Specify Delivery Data > Add Online Content > Add to Catalog > Review and Save

Review the information about your item before saving it. If you need to make any corrections, click the **Previous** button to return to the appropriate page.

Title: Critical Thinking
Item ID: NFD-1414311-1-1/2011
Description: Class on critical thinking
Classification: Instructor-Led

Description	Day	Duration	Other	Location Type
Critical Thinking	1	8:00	1:00	Classroom

Online Content
 There are no objects to view or edit for this item as it has not yet been given any online settings.

Catalog(s)
 There are no catalogs associated with this item.

Buttons: Previous, Save, **Save and Schedule**

- 27. If the information is not accurately represented, click **Previous** to make changes.

Add New Learning Item

Order: Description > Specify Delivery Data > Add Online Content > Add to Catalog > Review and Save

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