



Job Aid: Create Online Items

Purpose

The purpose of the Create Online Items job aid is to guide you through the step-by-step process of creating an online item. Related terminology is provided.

In this Job Aid, you will learn how to:

- Create an Online 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 alone when creating a new item. If needed, the admin can manually enter data into these fields. These fields are what uniquely identify 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.

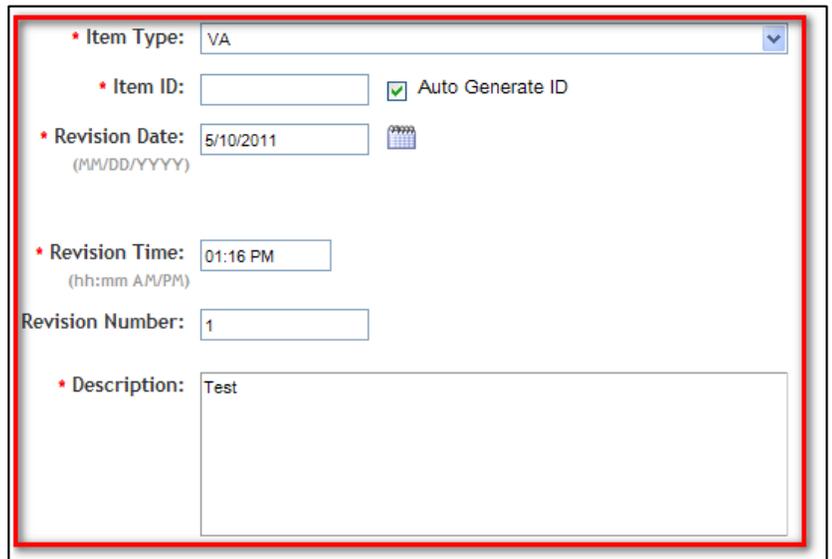
Task A. Create an Online Item

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

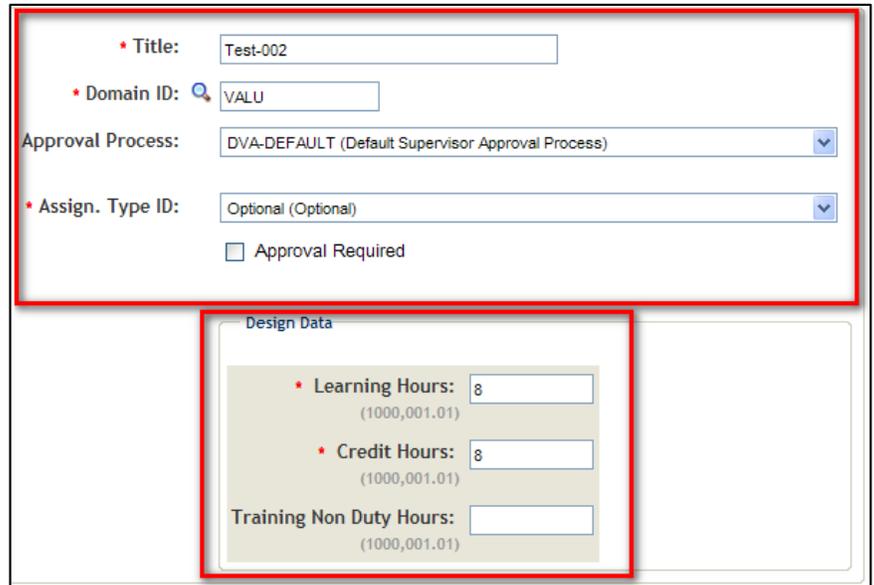
1. Navigate to **Learning > Items**.
2. Click the **Add New** link. The Add New Learning Item wizard displays.



3. Select the **Item Type** from the drop-down menu.
4. Enter an **Item ID** or click the **Auto Generate ID** checkbox.
5. Enter the **Revision Date** or click the **calendar** icon to select a date.
6. Enter the **Revision time**.
7. Enter a **Description**.



8. Enter an item **Title**.
9. Enter or select a **Domain ID**.
10. Select an **Approval Process** from the drop-down menu.
11. Select an **Assign. Type ID** from the drop-down menu.
12. If an **Assign. Type ID** has been selected, click the **Approval Required** checkbox if desired.
13. If applicable, enter **Design Data** information (learning hours, credit hours, etc.).

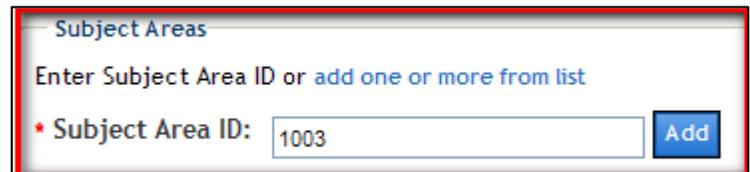


* Title:
 * Domain ID:
 Approval Process:
 * Assign. Type ID:
 Approval Required

Design Data

* Learning Hours:
(1000,001.01)
 * Credit Hours:
(1000,001.01)
 Training Non Duty Hours:
(1000,001.01)

14. Enter a **Subject Area ID** and click **Add** or click the **add one or more from list** link to search for and select a Subject Area ID.

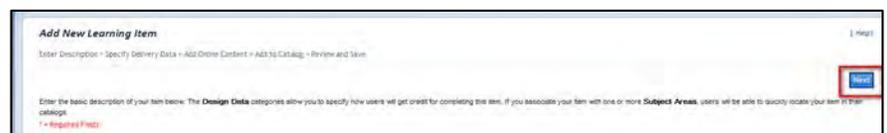


Subject Areas

Enter Subject Area ID or [add one or more from list](#)

* Subject Area ID:

15. Click **Next**.



Add New Learning Item | Next

Enter Description -> Specify Delivery Data -> Add Order Content -> Add to Catalog -> Review and Save

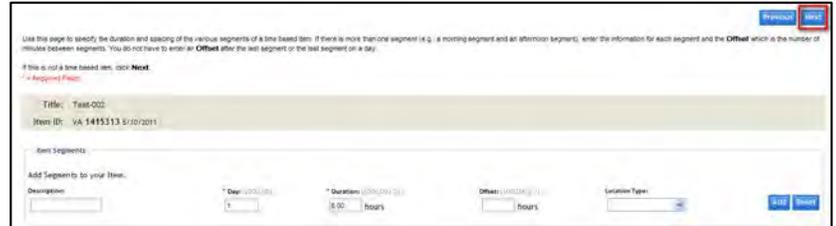
Enter the basic description of your item below. The **Design Data** categories allow you to specify how users will get credit for completing this item. If you associate your item with one or more **Subject Areas**, users will be able to quickly locate your item in their catalog.

* **Required Field**

Specify Delivery Data

Since this item is an online item only, skip this step in the system.

16. Click **Next**.



17. Select an **Online Completion Status** from the drop-down menu.

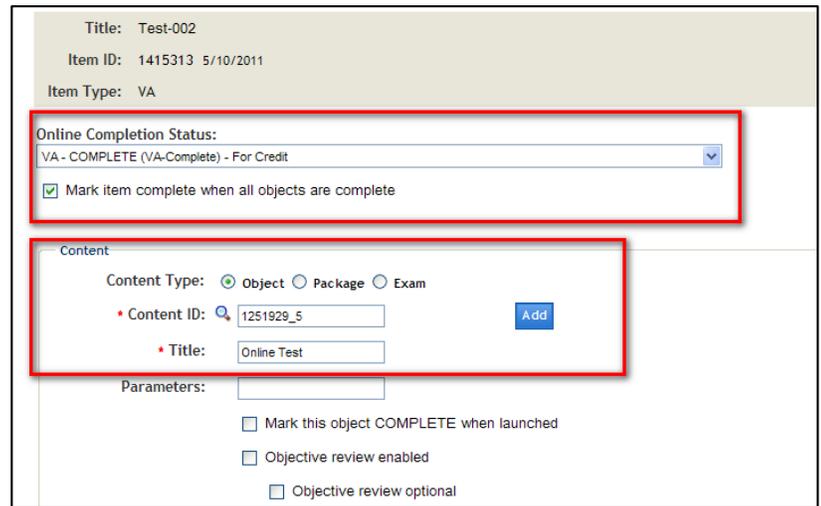
18. Click the **Mark item complete when all objects are complete** checkbox.

19. Select the **Content type**.

20. Click the **Search** icon to search for and select a content object.

21. Enter a **Title** (users will view this title).

22. Click **Add**.



23. Click **Next** to continue.



Add to Catalogs

24. 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.

25. Click **Next**.



Review and Save

26. Verify that the item created is associated with a catalog in the system and the delivery data is entered correctly.
27. Click **Save**.
28. If the information is not accurately represented, click **Previous** to make changes.

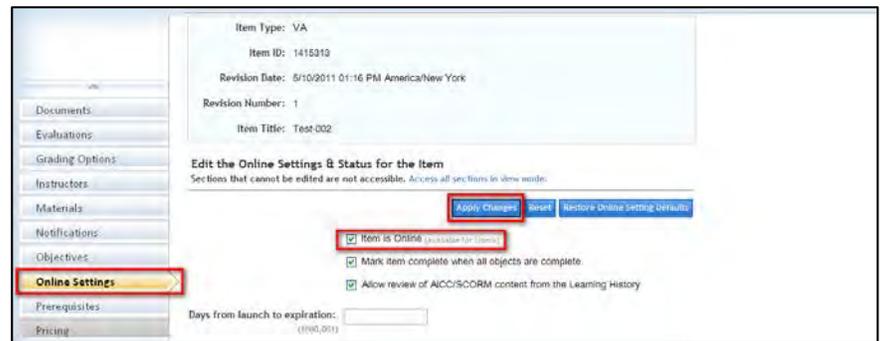


This screenshot shows the 'Review and Save' interface for an item titled 'Test 002'. The item ID is VA 1415313, created on 5/10/2011. The description is 'Test' and the classification is 'CONTINUOUS ONLINE ACCESS'. The 'Delivery Data' section indicates no scheduling defaults are associated. The 'Online Content' table shows one entry: 'Online Test'. The 'Catalogs' table shows the item is associated with the 'VA Learning University Catalog'.

Type	Name
Content Object	Online Test

Catalog ID	Description	Options
VALU-STANDARD	VA Learning University Catalog	Flag: Unset, Revision: Expires:

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



This screenshot shows the 'Online Settings' configuration page for item 'Test 002'. The 'Item is Online' checkbox is checked. The 'Apply Changes' button is highlighted. The 'Online Settings' tab in the left navigation menu is also highlighted.

Item Type: VA
Item ID: 1415313
Revision Date: 5/10/2011 01:16 PM America/New York
Revision Number: 1
Item Title: Test 002

Apply Changes **Reset** **Restore Online Setting Defaults**

Item is Online (Unavailable for Launch)

Mark item complete when all objects are complete

Allow review of ACC/SCORM content from the Learning History

Days from launch to expiration: (0/30, 2011)