

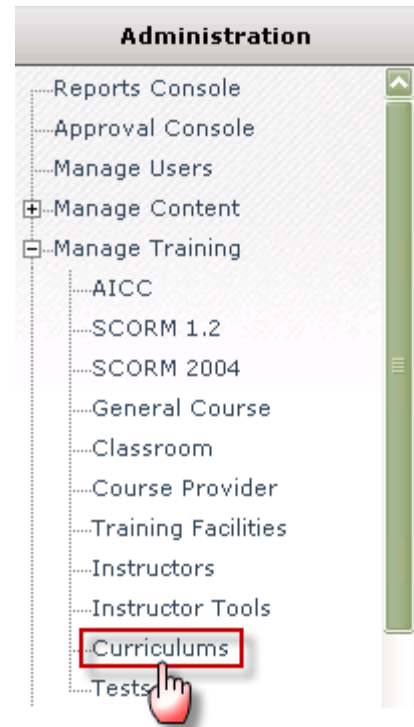
# *ILEARNOREGON*

## *CREATE A CURRICULUM*

Before completing these steps ensure that the training activities (i.e. classroom courses, online courses, documents, etc.) you want to add to the curriculum are already in the system.

To create a curriculum in iLearnOregon you need to complete the following steps:

1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Curriculums**.



4. Select **Create New** from the Page menu.
5. Click **Go**.

### **Curriculums**



Search for, create and manage curriculums. When managing the curriculum, use the workflow steps to enter information for the curriculum.

A screenshot of the 'Curriculums' search and creation interface. It features a 'Search' tab, a 'Simple | Advanced' selector, and instructions: 'To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.' Below this are a 'Search Text' input field, a 'Search Type' dropdown menu set to 'Any words', and a 'Search' button. To the right, there is a 'Create New' dropdown menu and a 'Go' button, both highlighted with red boxes and a hand cursor.

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6. Complete the form by entering data in the fields. *All required fields are marked with an \* asterisk*

**Summary** Training Activities Glossary Categories Certificate Access Approval Permissions Activity Content Sharing

**Edit Summary** Comments Preview

Enter new or change existing summary information about this item. The system also updates this information when users perform searches.

\* **Title**

\* **Description**

\* **Keywords**

**Curriculum Code**

\* **Collaboration Space Option**  Yes

- **Title:** The title must contain the agency acronym followed by the curriculum name (i.e. DAS – Excel Introduction).
- **Description:** An explanation of the curriculum.
- **Keywords:** Words and phrases that relate to the curriculum that may not already be included in the title or description.
- **Collaboration Space:** Select if you want a collaboration space.

7. Click **Create**. The Training Activities tab will display.

**Edit Training Activities** Comments

Current training activities for this curriculum (if any) are displayed below. Use the Page menu to add training activities.

**Prescribed Order**  
Records found: 0

**Elective Order**  
Records found: 0

8. Select **Add Training Activity** from the Page menu.
9. Click **Go**. The Search page for adding training activities displays.
10. Type a keyword or phrase in the Search Text field.

**Search**

Simple | Advanced

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

**Search Text**

**Search Type**

11. Click **Search** to view a list of training activities that match your search criteria.

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- Review the list of search results and find the training activities you are looking for.
- Click the button in the *Prescribed* column (must be taken in a certain order) or *Elective* column (can be taken in any order).

**Search**

Simple | Advanced

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text

Search Type Any words

**Search**

Records found: 5

	Prescribed	Elective	Status	Title	Type	Requires Approval	Rating
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence Awareness Part 1	Classroom	No	★★★★★
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence in the Workplace Executive Order 07-17	Document	No	None
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence Information & Resources	Document	No	None
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence Policy Part 2	SCORM 1.2	No	★★★
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence Toolkit	Document	No	None

**Add**

- Click **Add** at the bottom of the tab. A message displays at the top of the page indicating the training activities were added. Also, the added training activities are no longer displayed in the search results.

**Note:** For classroom courses click on the plus sign to view all the sections. You must also click the "All Sections" checkbox or click checkboxes for specific sections. If you select All Sections, then the user can take any section that works for their schedule.

Records found: 5

	Prescribed	Elective	Status	Title	Type	Requires Approval	Rating
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		DAS - Domestic Violence Awareness Part 1	Classroom	No	★★★★★

Section

<input type="checkbox"/>		All Sections (#All Sections) -	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (1:00 PM - 3:00 PM) (#46) 8/25/2009 - 8/24/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) (#45) 8/25/2009 - 8/25/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (1:00 PM - 3:30 PM) (#42) 9/8/2009 - 9/7/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) (#38) 9/8/2009 - 9/7/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (1:00 PM - 3:30 PM) (#43) 10/8/2009 - 10/7/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) (#39) 10/8/2009 - 10/7/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) (#47) 11/5/2009 - 11/4/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (1:00 PM - 3:00 PM) (#48) 11/5/2009 - 11/4/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (1:00 PM - 3:30 PM) (#44) 12/7/2009 - 12/6/2009	
<input type="checkbox"/>		Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) (#40) 12/7/2009 - 12/6/2009	

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15. A message displays at the top of the page indicating the training activities were added. Also, the added training activities are no longer displayed in the search results.

## DAS - Curriculum

The training activity(ies) was added.

Summary **Training Activities** Glossary Categories Certificate Access Approval Permissions Activity  
Content Sharing Check In

**Search**

Simple | Advanced

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

**Search Text**

**Search Type**

**Search**

Records found: 1

Prescribed	Elective	Status	Title	Type	Requires Approval	Rating
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	DAS - Domestic Violence Toolkit	Document	No	None

**Add**

16. Continue to add more training activities. When you complete adding more training activities, click *Return* to go back to the Edit Training Activities page.

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17. From the Edit Training Activities page, you will be able to view all the training activities that you added and make any changes to the curriculum.

**Edit Training Activities** Comments

Current training activities for this curriculum (if any) are displayed below. Use the Page menu to add training activities.

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**Prescribed Order**  
Records found: 2

Order	Title	Content Type	Requires Approval	Sections	Action
<input type="checkbox"/> 1	<i>DAS - Domestic Violence Awareness Part 1</i>	Classroom	No	All	<input type="button" value="Select Sections"/> <input type="button" value="Go"/>
<input type="checkbox"/> 2	<i>DAS - Domestic Violence Policy Part 2</i>	SCORM 1.2	No		

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**Elective Order**  
Records found: 2

Required	Title	Content Type	Requires Approval	Sections	Action
<input type="checkbox"/>	<i>DAS - Domestic Violence in the Workplace Executive Order 07-17</i>	Document	No		
<input type="checkbox"/>	<i>DAS - Domestic Violence Information &amp; Resources</i>	Document	No		

18. Select the *Check In* tab when you have completed setting up the course so that users may access it, and the "Available" icon displays for the course in the Editing Status column in search results.

Summary

**Training Activities**

Glossary

Categories

Certificate

Access Approval

Permissions

Activity

Content Sharing

Check In

