**Creating a Curriculum**

This job aid provides you with the minimum steps you need to take in order to create a curriculum. You must have an elevated role to perform this task; Content Manager or Domain Administrator.

**If you want content to be shared with all state agencies you need to send an email to iLearnOregon@oregon.gov with the course title, description and date you want it pushed to the other domains. There is a minimum of a three (3) business day response period that each agency has the opportunity to decline having the content in their domain.**

1. On the top menu bar click on Responsibilities.

2. Under Manage Content, click on Search & Create Content.
3. Under Create Courses & Content, click on the drop-down menu under Add New and select Curriculums and click Go.

4. At a minimum, you need to add a title, description, and keywords. Select Create.
5. You will see the screen showing that the curriculum was created. Under Training Activities, click on Edit.
Creating a Curriculum

6. Training activities are the learning content items contained within a curriculum. Training activities are grouped by curriculum blocks, each of which has its own completion criteria. There are four types of curriculum blocks.
   - **Unordered:** A learner may complete the training activities within the block in any order he or she chooses; however, the learner may be required to complete a specific number of training activities to complete the curriculum block.
   - **Ordered:** A learner must complete all of the training activities within the block in the order presented.
   - **Credit:** A learner must complete items within the block to earn credit, and he or she must earn a specific number of credits to complete the curriculum.
   - **Optional:** Training activities in this block are optional and are not required to complete the curriculum. Optional blocks are used to provide additional learning opportunities.

When you build a curriculum, you first create a curriculum block and then add training activities to that block.

*Click Add Curriculum Block.*
7. Select the type of curriculum block, type in a title, and then click **Save**.

8. Under schedule the curriculum block, select **Add Training Activities**.
9. Search for the training activity you want to add to the curriculum. When you locate it, select the checkbox next to the title and then click Add. You can continue to add training activities.

10. Once you are done adding all the training activities and editing any of the curriculum details, Check-in the curriculum.