# iLearn Oregon

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.
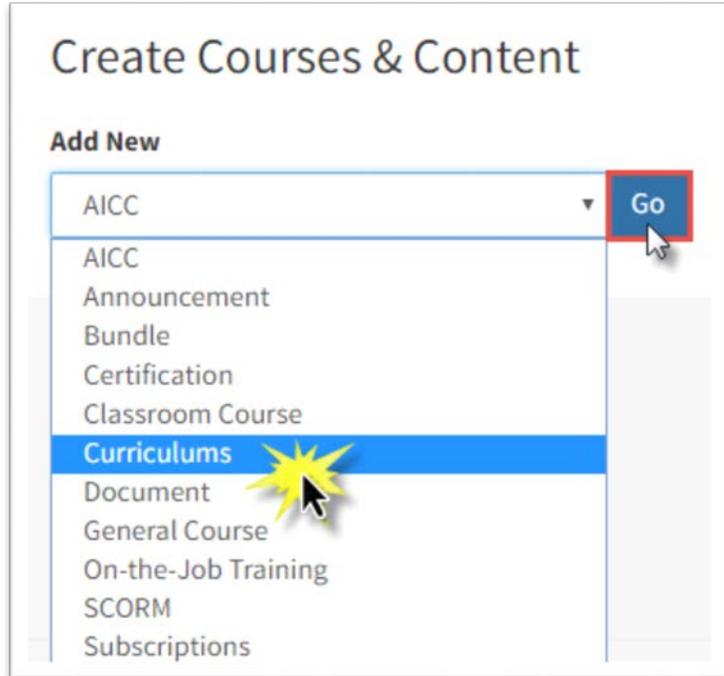
1. On the top menu bar *click* on **Responsibilities**.

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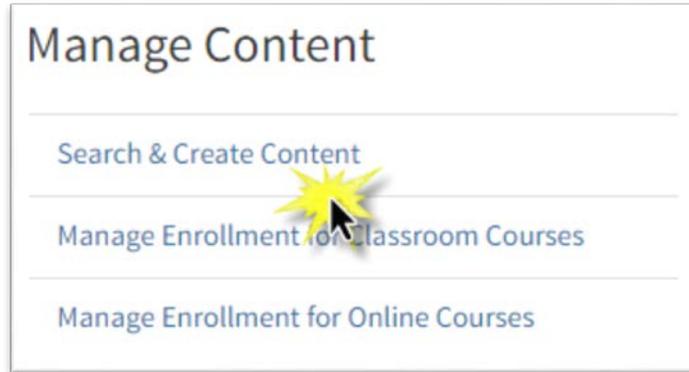
3. Under Create Courses & Content, *click* on the drop-down menu under Add New and select **Curriculums** and *click* **Go.**

Create Courses & Content

Add New

AICC ▼ | **Go**

- AICC
- Announcement
- Bundle
- Certification
- Classroom Course
- **Curriculums**
- Document
- General Course
- On-the-Job Training
- SCORM
- Subscriptions

4. At a minimum, you need to add a title, description, and keywords. *Select* **Create**.

Create New Curriculum

Enter new or change existing summary information about the item and then select Create or Save. The system uses the information to find the item when users perform searches.

*Title

*Description

| B | I | U | S | x₂ | x² | A ˅ | T! ˅ | ◆ ˅ | ¶ ˅ | ✎ ˅ | ☰ ˅ | ☰ | ☷ | ☷ | ☷ | ▤ | % | ▦ ˅ | ↻ | C | </> | ━ | ✐ | ⟋ |

Type something

☐ Display entire description on the Details page for the item

*Keywords

Curriculum Code

Search Priority ❓

*Content Item Owner Domain

Administrative Services, Department of ▼

Cancel | Create

5. You will see the screen showing that the curriculum was created. Under Training Activities, *click* on **Edit**.

> ✅ The item was created.

DAS - CHRO - New Curriculum ℹ️

Curriculum

Summary	Edit
Title: **DAS - CHRO - New Curriculum**	
Keywords: **DAS**	
Description: New curriculum	
Curriculum Code:	
Collaboration Space Option: **No**	
Search Priority:	

Training Activities	Edit
There are no items in the 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**.

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Curriculum

Copy | Check-in

Under Revision

Training Activities

Reorder Items | Add Curriculum Block

Use the buttons to add curriculum blocks and training activities. Drag and drop to rearrange items.

Add a curriculum block to start building the curriculum.

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

Edit Curriculum Block   ✕

Select a type and enter a title for the curriculum block. Select Save & Exit or Save & Add Another Block to proceed. Select Cancel to do nothing.

*Type
◉ Unordered
◯ Ordered
◯ Credit
◯ Optional

*Title

| Required Training |

| Cancel | | Save & Add Another Block |

Save

8. Under schedule the curriculum block, *select* **Add Training Activities**.

| Required Training | | Delete Block | Edit Type |

Type: **Unordered**

| All ▾ | of the 0 items in the curriculum block must be completed. | | **Add Training Activities** |

☐	Title	Credits	Requires Approval	Sections	Status	Info

No records found.

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.

Add Training Activities

Use Search to find training activities to add to the curriculum block. Select the checkbox next to each item you want to add and then select Add.

Search

DAS - CHRO - New Online Course

Search Type

Exact phrase

> See more search criteria

Search

	Title	Type	Status	Credits	Requires Approval	Info
☑	DAS - CHRO - New Online Course	Online	Available	None	No	ⓘ

Back

Add

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

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Delete Content   Copy   Checkout

Curriculum   Available