

Creating a Program - Curricula

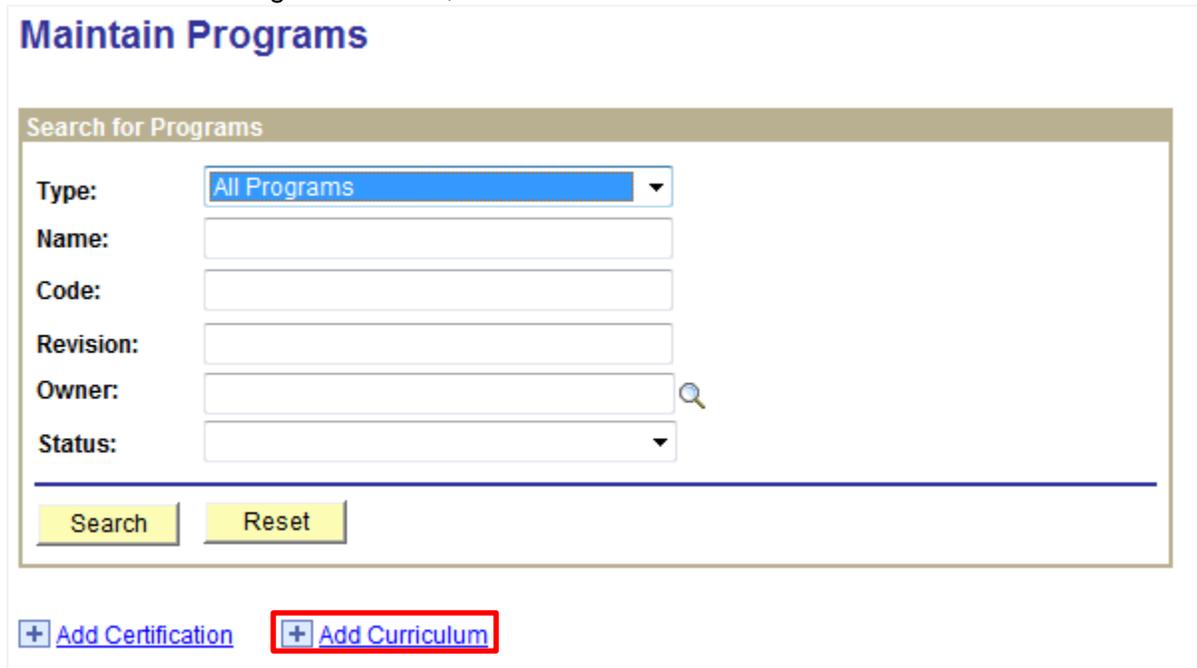
In ELM, a curricula is a type of program that guides learners through a specific learning path over an unrestricted period of time. Learners can progress through courses at their own pace.

Prior to creating a Curricula type program in ELM you must create your Catalog Items first. See the Creating a Catalog Item job aid for step by step instructions.

1. In OAKS ELM, navigate to ***Enterprise Learning > Catalog > Maintain Programs.***



2. From the Maintain Programs screen, click ***Add Curriculum.***



The screenshot shows the 'Maintain Programs' interface. At the top is the title 'Maintain Programs'. Below it is a search section titled 'Search for Programs' containing several input fields: 'Type' (a dropdown menu set to 'All Programs'), 'Name', 'Code', 'Revision', 'Owner' (with a search icon), and 'Status' (a dropdown menu). Below the search fields are two buttons: 'Search' and 'Reset'. At the bottom of the page, there are two buttons: '+ Add Certification' and '+ Add Curriculum' (highlighted with a red box).

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3. Fill in the following required fields within the **Program Details** tab:

Details
Sections
Attributes
Prerequisites
Equivalents
Notes/Attachments

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Curriculum Code:
Effective Date:
Short Name:
Status:

*Long Name:
*Short Name:
Coordinator:
Revision:
Owner:
*Description:

Approval Type:
Special Approver:

Allow Curriculum Waiver
 Parent Status Based on Child

Enter **Curriculum Code**. Must be a unique code beginning with your agency identifier.

Enter **Effective Date**. Usually the creation date.

Enter **Long Name**.

Enter **Short Name**.

Enter **Status**. Usually **Active**.

Enter **Owner**.

Enter **Description**. (250 characters)

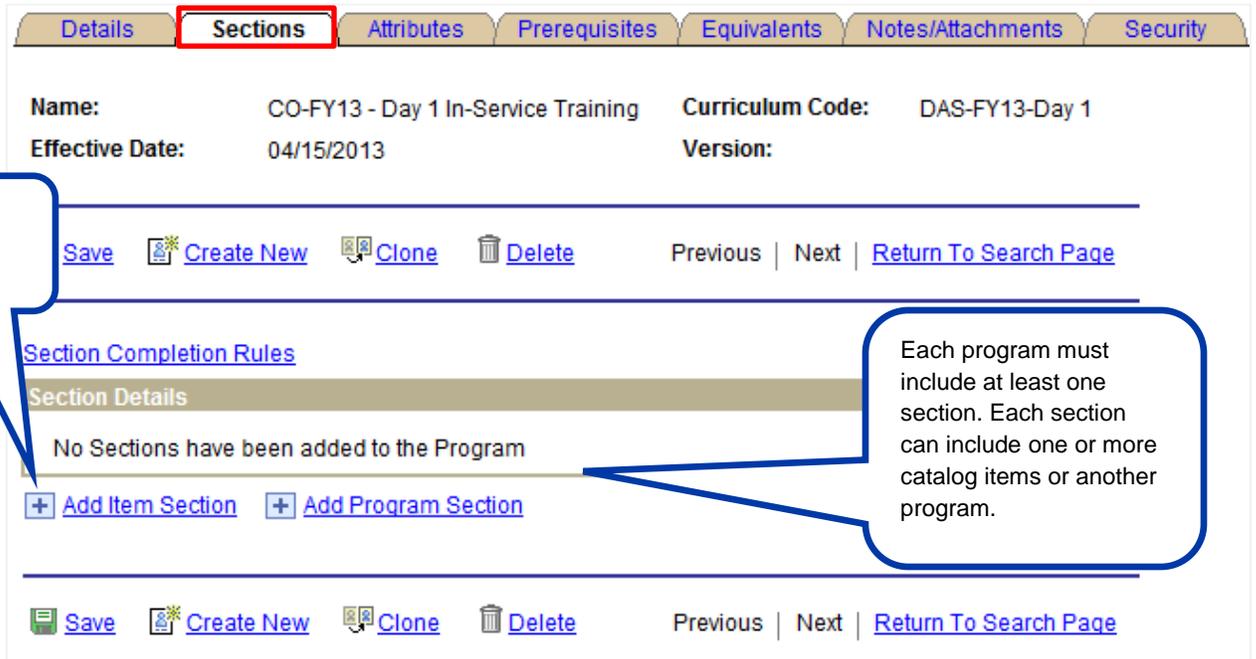
Enter the **Approval Type**. Identifies if an approval is required for the item.

- **None**
- **Internal Mgr – External None** (Approval required by immediate supervisor)
- **Internal Special – External None** (Approval required by someone other than immediate supervisor)

Uncheck **Parent Status Based on Child**.

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4. Click **Sections** tab and click **Add Item Section**.



Details **Sections** Attributes Prerequisites Equivalents Notes/Attachments Security

Name: CO-FY13 - Day 1 In-Service Training **Curriculum Code:** DAS-FY13-Day 1
Effective Date: 04/15/2013 **Version:**

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[Section Completion Rules](#)

Section Details

No Sections have been added to the Program

[+ Add Item Section](#) [+ Add Program Section](#)

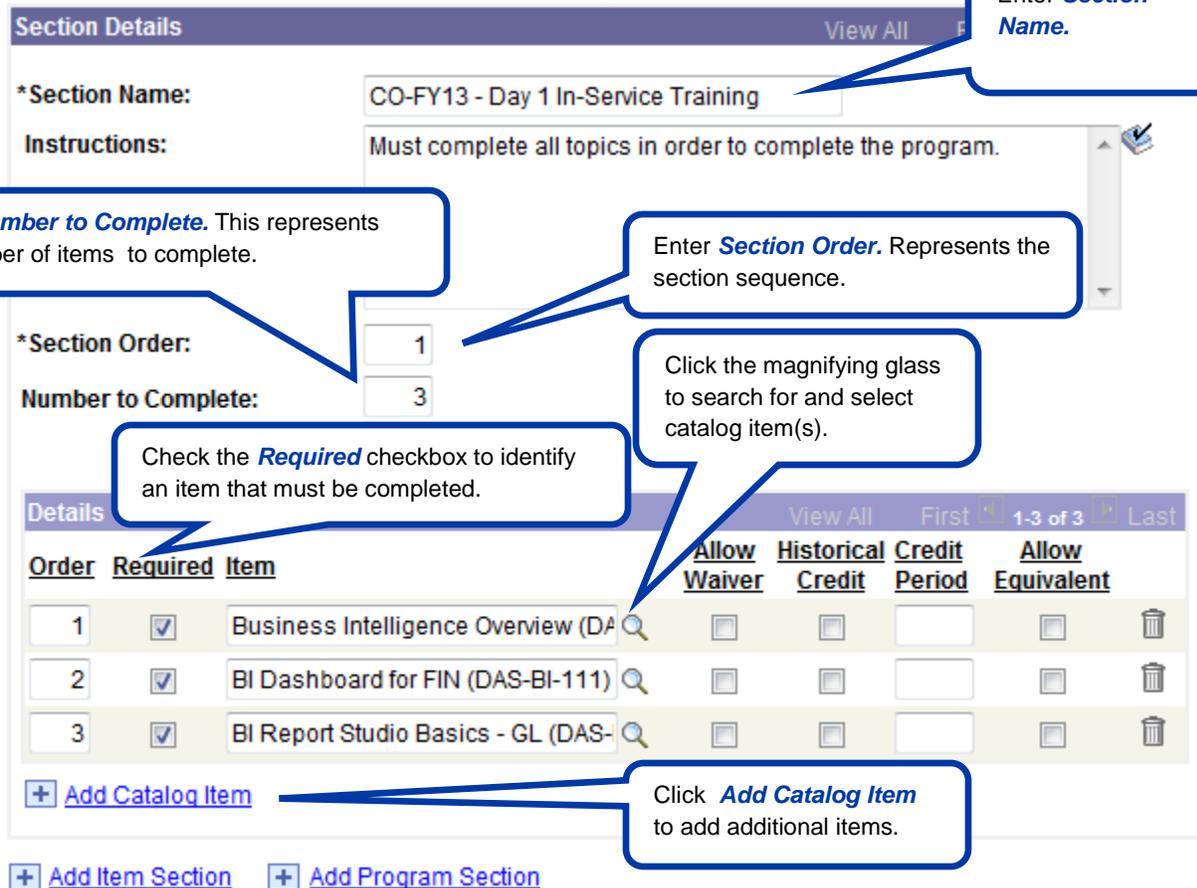
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Click **Add Item Section**.

Each program must include at least one section. Each section can include one or more catalog items or another program.

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5. Within **Section Details** enter the following:



Section Details View All

*Section Name: CO-FY13 - Day 1 In-Service Training

Instructions: Must complete all topics in order to complete the program.

*Section Order: 1

Number to Complete: 3

Check the **Required** checkbox to identify an item that must be completed.

Order	Required	Item	Allow Waiver	Historical Credit	Credit Period	Allow Equivalent
1	<input checked="" type="checkbox"/>	Business Intelligence Overview (DA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	BI Dashboard for FIN (DAS-BI-111)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	BI Report Studio Basics - GL (DAS-	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

+ Add Catalog Item

+ Add Item Section + Add Program Section

Programs can have multiple **Sections**. **Sections** can have multiple **Catalog Items**. For this scenario there is one **Section** with three **Catalog Items** within the **Section**.

Note: The **Number to Complete** must equal the number of **Required** items.

Optional details include:

Allow Waiver – Select to permit a manager or administrator to allow learners to waive this item. With a waiver, learners get completion credit for having the knowledge or experience equivalent to the item without actually having to complete the item. Waivers are granted through the Supplemental Learning component. Leave this field blank, to indicate that the learner cannot waive this item.

Historical Credit – Select to permit the learner to get credit for this item or program if the learner has completed it before registration. The system grants the learner completion credit upon registration, provided that the learner completed the item or program (or the item or program was waived) within the historical credit validity period, as defined in the Credit Period field. Leave this field blank to require the learner to enroll in and complete the item or program regardless of whether the learner previously completed it.

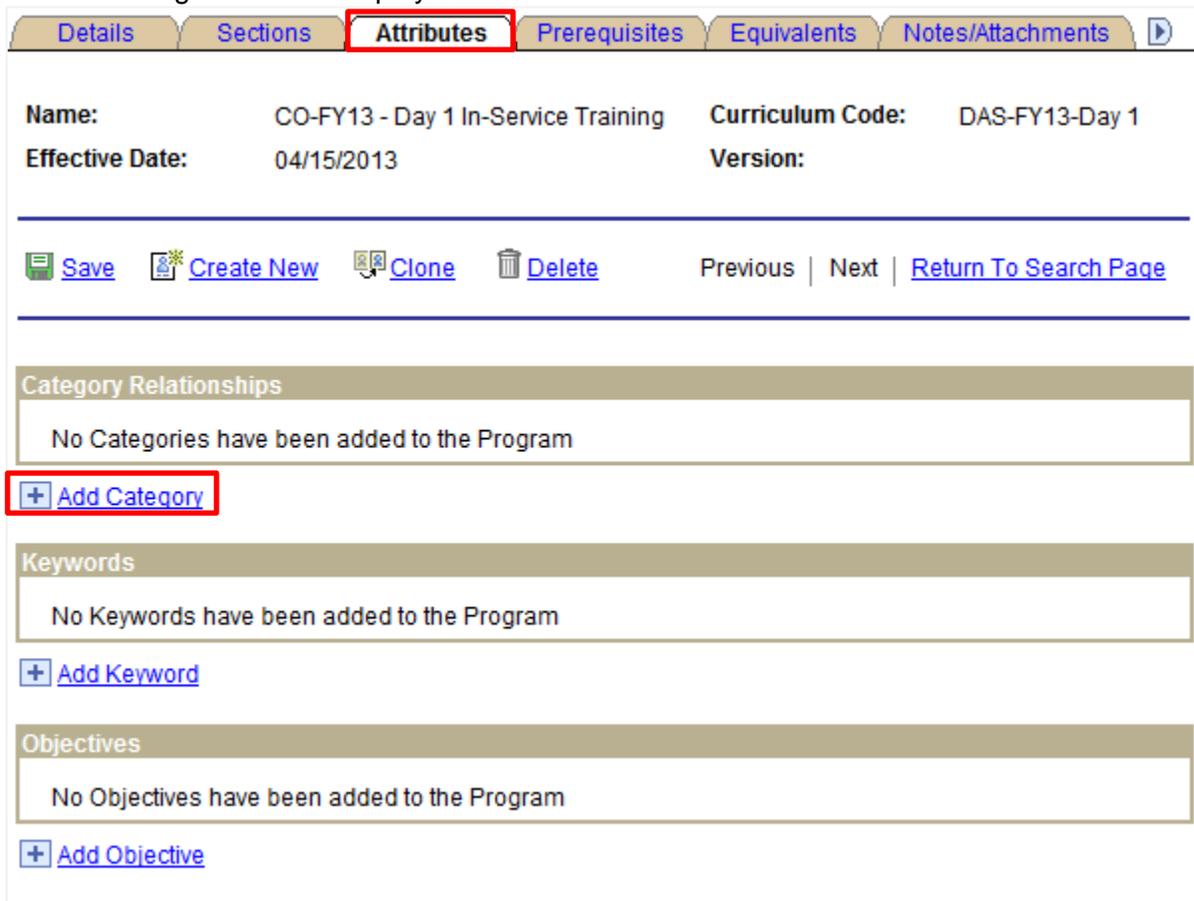
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Credit Period – If you have allowed historical credit, enter the number of days from the date of registration within which the learner must have completed the item or program. For example, if you set this value to 90, then the learner must have completed the corresponding item within the last 90 days before program registration.

Leave this field blank if you want no time restriction on when the learner must have completed the item or program to receive historical credit.

Allow Equivalent - Select if the requirement can be satisfied by completing an equivalent catalog item or program.

6. Click **Attributes** tab and click **Add Category** to identify where in the Course Catalog the Curricula Program will be displayed.



Details | **Sections** | **Attributes** | Prerequisites | Equivalents | Notes/Attachments

Name: CO-FY13 - Day 1 In-Service Training **Curriculum Code:** DAS-FY13-Day 1
Effective Date: 04/15/2013 **Version:**

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Category Relationships
No Categories have been added to the Program
[+ Add Category](#)

Keywords
No Keywords have been added to the Program
[+ Add Keyword](#)

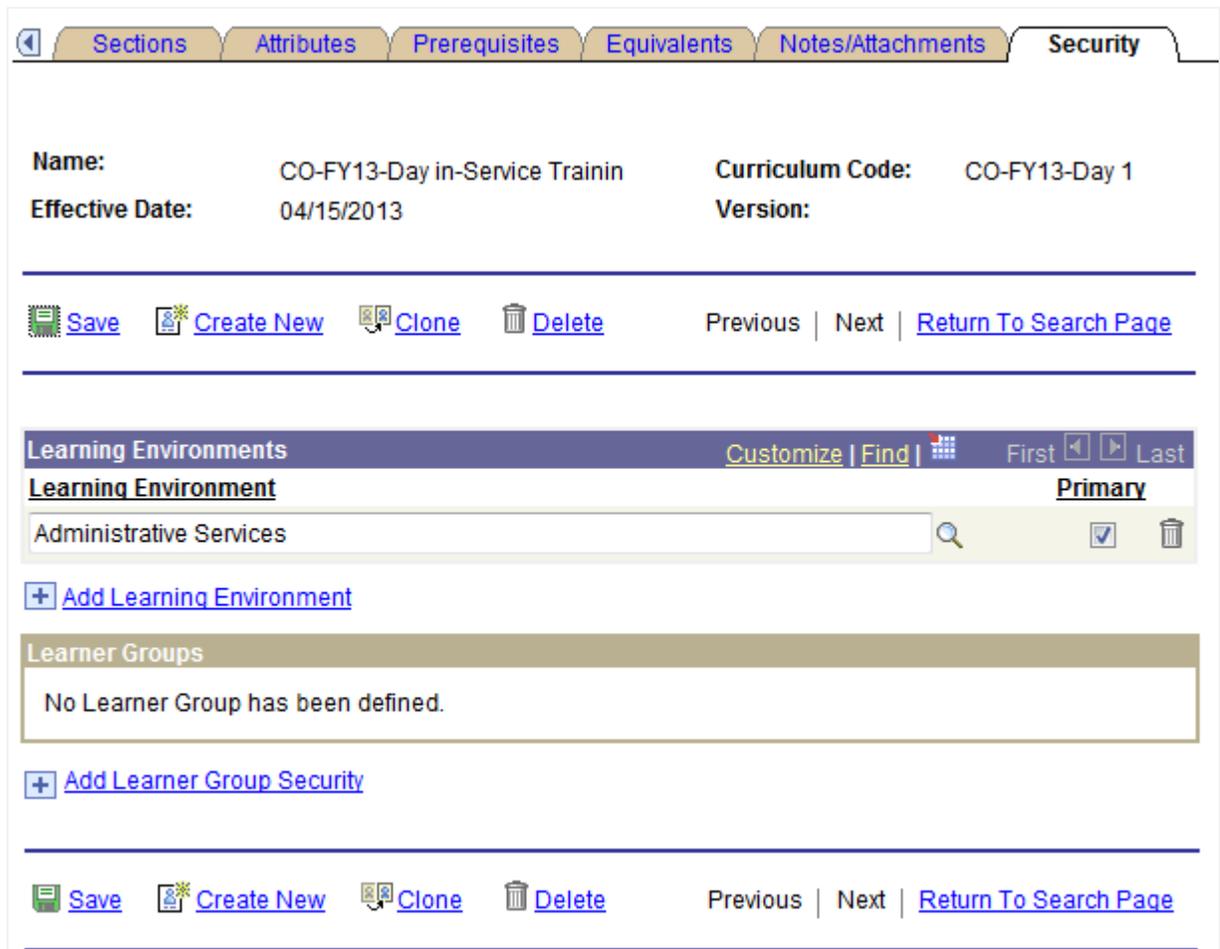
Objectives
No Objectives have been added to the Program
[+ Add Objective](#)

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- Click the magnifying glass icon. A list of Categories for your agency will display. Select the desired category. Keywords and Objectives are not currently in use.



- Click **Save**  [Save](#) .
- Click **Security** tab.
Under **Learning Environments**, your agency learning environment will always be displayed as the default and marked as the **Primary**. All agencies must also add the **State of Ohio** learning environment.



- To add the **State of Ohio** learning environment, click  [Add Learning Environment](#) and then use the magnifying glass to bring up a list of learning environments and select **State of Ohio**. Repeat this step if additional learning environments are needed.

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Look Up Learning Environment

Learning Environment: begins with

Short Name: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

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<u>Learning Environment</u>	<u>Description</u>
Administrative Services	Administrative Services Learning Environment
Office of Budget & Mgmt	Office of Budget & Mgmt Learning Environment
State of Ohio	State of Ohio Learning Environment
Dept. of Rehab & Correction	Dept. of Rehab & Correction Learning Environment

11. Click **Save**  [Save](#) .
12. Under **Learner Groups**, click **Add Learner Group Security** to add the specific learner groups that you would like to have access to the Program.

Learning Environments

[Customize](#) | [Find](#) | First Last

<u>Learning Environment</u>	<u>Primary</u>
<input type="text" value="Administrative Services"/> <input type="button" value="🔍"/>	<input checked="" type="checkbox"/> <input type="button" value="🗑️"/>
<input type="text" value="State of Ohio"/> <input type="button" value="🔍"/>	<input type="checkbox"/> <input type="button" value="🗑️"/>

[+ Add Learning Environment](#)

Learner Groups

No Learner Group has been defined.

[+ Add Learner Group Security](#)

13. Use the magnifying glass to search for learner group to be added.

Learner Groups

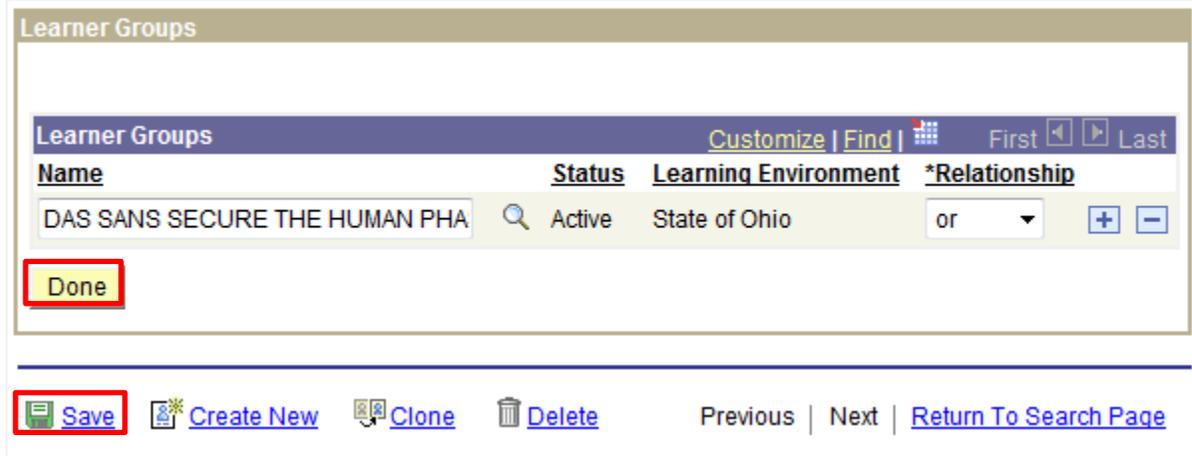
[Customize](#) | [Find](#) | First 1 of 1 Last

<u>Name</u>	<u>Learning Environment</u>	<u>Status</u>	<u>*Relationship</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14. Enter your 3 character agency identifier within the **Learner Group Description** and click **Look Up**. This will help narrow your search. Select the Learner Group.

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15. The learner group will be displayed. If needed, repeat the steps to add additional learner groups. Click **Done**  when finished adding learner groups.



Name	Status	Learning Environment	*Relationship
DAS SANS SECURE THE HUMAN PHA	Active	State of Ohio	or

[Done](#)

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*Note: Within the Relationship field, Always use **or** when adding multiple learner groups. The last entry should always be **end**. If you only have one group, there is no need to use **end**.*

16. Click **Save**  [Save](#) .

NOTE: The system is set up to “refresh” every hour. Learners will not be able to see the program for enrollment until the next refresh takes place.