



# CREATING A CURRICULUM

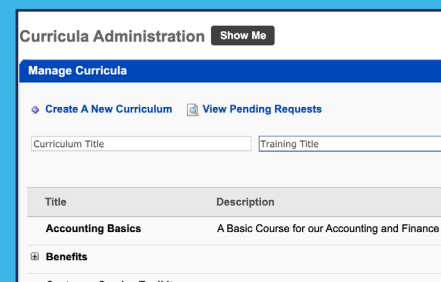
## Learning Fundamentals - System Administrator Training

Curriculum allow you to group multiple training items together, to be completed as a single package.

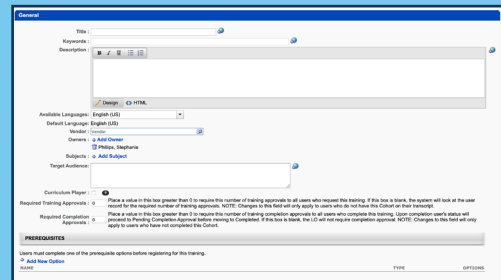
To create a new **curriculum**, go to:

**ADMIN > TOOLS > LEARNING > CATALOG MANAGEMENT > CURRICULA**

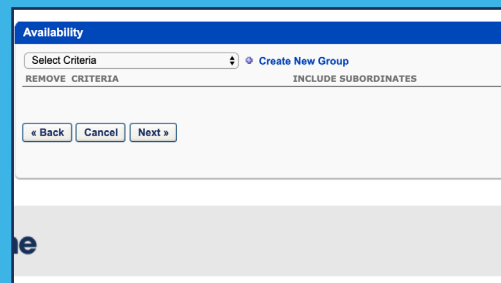
### 1 Select **Create a New Curriculum**



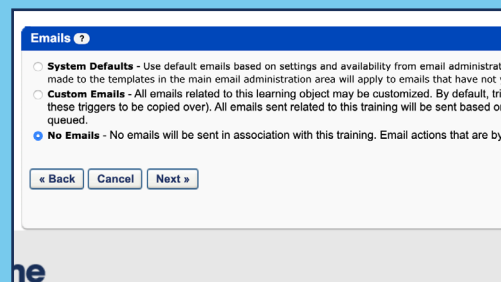
### 2 On the **General** page, give your curriculum a **title, description, Provider, and Vendor**.



### 3 On the **Availability** page determine which **Users** or **Organizational Units** will have access



### 4 Next, set your emails setting on the **Email** page





### 5 On the **Structure** page:

**a** Create Sections

**b** Add Training to your Sections

**c** Set sequences

**d** Edit your sections to set the number of completions required

**e** Set registration options

The screenshot shows the 'Structure' configuration page for a curriculum titled 'Ladder Safety'. At the top, there is a 'Recurrence' section with a dropdown menu set to '7'. Below this, there is explanatory text: 'When a curriculum active for recurrence is re-requested or re-assigned, the internal learning objects will be reset. Recurring curricula are allowed to have courses in common with other recurring curricula.' Three checkboxes are present: 'Allow this training to be assigned to the same user more than once...' (unchecked), 'Allow users to request this training more than once.' (unchecked), and 'Allow subsequent instances of training to be approved based on original approval...' (checked). The main area displays a list of sections. Section 1, 'Section (3 of 3 required)', contains three items: 'Advanced Ladder Safety' (Version 0.0), 'Advanced Safety Management Focusing on Z10 and Serious Injury Prevention' (Version 1.0), and 'Back Safety (Third Edition)' (Version 3.0). Section 2, 'Section 2 (2 of 2 required)', contains two items: 'Health And Safety At Work: Key Terms' (Version 1.0) and 'Get Smart About Office Safety' (Version 1.0). Each item has radio buttons for 'Pay Upfront', 'Pre-Approve', and 'Auto-Register', and an 'Auto-Launch' checkbox. The 'Pre-Approve' option is selected for all items. At the bottom, there are 'Back', 'Save', and 'Cancel' buttons.

### 6 Select **Save**

This close-up screenshot shows the registration options for a curriculum item. It features three radio buttons: 'Pay Upfront' (unchecked), 'Pre-Approve' (checked), and 'Auto-Register' (unchecked). Below the radio buttons are three buttons: 'Back', 'Save', and 'Cancel'.

Users can search for Curriculum they fit the Availability for, or administrators can assign curriculum using the Learning Assignment Tool.