Materials

Materials are a training type that can take the form of document, presentation, spreadsheet, image, or link to a website. After learners have viewed the material, they mark their own completion.

> 💡 When creating a material for a document that is also available online, for example, a STAR job aid, do not upload a copy of the document. Create the material using the URL radio button to enter the website address.

1. Navigate to the **Menu** and select **Admin** > **Catalog**. Select **Materials**.
2. Select the **Create Material** button.
3. On the General page, enter the **Title**, **Material Type**, **Provider** and **Description**.
4. Create the material using the **Material Source** field.
   - Select the **URL** radio button and enter a website address.
     - Material URLs must begin with http:// or https://.
   - To upload a file, select the **Upload Material** radio button.
     - Supported file types are doc, docx, xls, xlsx, ppt, pptx, pps, ppsx, pdf, jpeg, jpe, jpg, gif, or zip. The maximum file size is 50 MB.
     - Select the **Choose File** button. Browse and select your material, select **Upload**, and then **Save**.
5. The General page has optional fields such as Training Hours, Keywords, Resources, and Material Image. Enter information in these fields as needed.
6. If your Material Type is On the Job Training, select the checkbox **Requires On The Job Training Completion Observer(s)**.

   The page will refresh, and new fields appear.

   - Select the **radio button** for those who will serve as completion observers, Managers, Observers by Providers, or Observers by OUs.
   - In the **Completion Options** section, select each of the options that are required.

7. The last three fields on the General page are optional: Version Details, Subject, and Prerequisite.
8. Select the **Next** button.
9. On the Availability page, use the **Select Criteria** button to select which users can access the material.
   - Use the checkboxes to configure the availability options: Include subordinates, Pre-Approved, Register Upon Approval.

10. Select the **Next** button.
11. On the Emails page select the appropriate emails setting: System Defaults, Custom Emails, or No Emails.
12. Select **Save** to finish.

> ⚠ Materials are marked completed by the user.

> 💡 When a material changes, you can create a new version. Please see online help to learn about this process.