Admin Job Aid: Create an Instructor Led Item

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating an instructor-led item.

In this job aid, you will learn how to:

- Task A. Create an Item
- Task B. Add a Time Slot
Task A. Create an Item

1. Select the **Learning Administration** link.
2. Select **Learning Activities** to expand the menu of options.
3. Select **Items**.
4. Select **Add New**.
5. **Locale** should be set to English.

6. Select the **Item Type** from the drop-down list.

7. Ensure the **Auto Generate** box is checked for the Item ID.

8. Enter a **Title**.

9. Select a **Source** from the drop-down list.

10. Enter the **Security Domain**.

11. Select **Delivery Method** from the drop-down list.

12. Select an **Assignment Type** from the drop-down list.

13. Select the **Approval Required** to self-register checkbox, if appropriate.

14. Enter the **Description**.

**NOTE:** There are other fields you can fill out that are optional.

15. Select **Add**.
Task B. Add a Time Slot

1. Select Agenda Template.
2. Select Add Time Slot icon.

3. Enter the Day.
4. Enter a Description.
5. Enter the Duration (how many hours the time slot will be).
6. (Optional) Enter the Delay Start.
7. Select the Location Type from the drop-down list.
8. Select Save.
9. You have successfully added a time slot.

NOTE: You can repeat steps 2-8 to add more time slots.