Admin Job Aid: Create an Instructor-Led Item with Online Content

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating an Instructor-Led Item with Online Content.

In this job aid, you will learn how to:

- Task A. Create an Item
- Task B. Add Online Content to Item
- Task C. Add a Time Slot to Item
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 Online Content to Item

1. From the item record, select **Online Content**.
2. Select the **arrow** to view the drop-down menu.
3. Select **Add Content Object**.

4. Enter the **Content Object ID** or search for it by selecting the icon.
5. Enter the **Object Title**.
6. Select **OK**.
7. Select the **Settings** icon.

8. Select **Launch**.

9. Turn the Slider On for **Content is available for launch**.
10. (Optional) Select **Course Progression**.
11. (Optional) Check the box for **Complete Content in Sequence**.

12. Select **Completion**.
13. (Optional) Turn the Slider On to **Add to History on Completion of All Content**.
14. Select a **Completion Status** from the drop-down list.
15. (Optional) Turn the Slider On for **Users can Review Completed Content from History**.
16. Select **OK**.
17. Select **Save**.
Task C. Add a Time Slot to Item

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.