Admin Job Aid: Remove an Item from a Curriculum

(Revision date: March 5, 2021)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of removing an item from an active curriculum.

In this job aid, you will learn how to:

- Task A. Access Curriculum Record
- Task B. Remove Item from Curriculum Record
Task A. Access Curriculum Record

1. Select the **Learning Administration** link.
2. Select the **arrow** next to Learning Activities.

3. Select **Curricula**.

4. Enter **Search Criteria**. For example, you can enter the Curriculum ID in the Curriculum ID field.

5. (Optional) By selecting **Add/Remove Criteria**, you can add **Items** as a search criteria. You can search for the curriculum by searching for the Item ID that you are trying to delete.

6. Select **Search**.

7. Select the **Curriculum ID** from the search results, which is a hyperlink that will take you to the curriculum record.
Task B. Remove Item from Curriculum Record

1. In the Curriculum record, select **Contents** in the Related Area.
2. Select **Manage Content**.

3. **Check the box** of the Item that needs to be removed from the Curriculum record.
4. Select **Remove**.
5. **Exit** the Manage Content pop-up window.