

# How to Configure a New Blended Item (web + ILT)

The purpose of this 'How To' is to guide administrators through the step-by-step process of configuring a new blended item, meaning one that includes web-based content as well as face-to-face classes.

- A. Set up and configure a new scheduled offering for an item (if needed)
- B. Set up and configure your related new content object (for web training; if needed)
- C. Add your new content object to the appropriate scheduled offering
- D. Edit settings for web-based part of the course

## A. Set up and configure a new scheduled offering for an item

For guidance on this step, please refer to the following existing How To guides:

- [How to Request New Content Object, Item, and Curriculum IDs](#)
- [How to Configure a New Item](#)
- [How to Create and Change Scheduled Offerings](#)

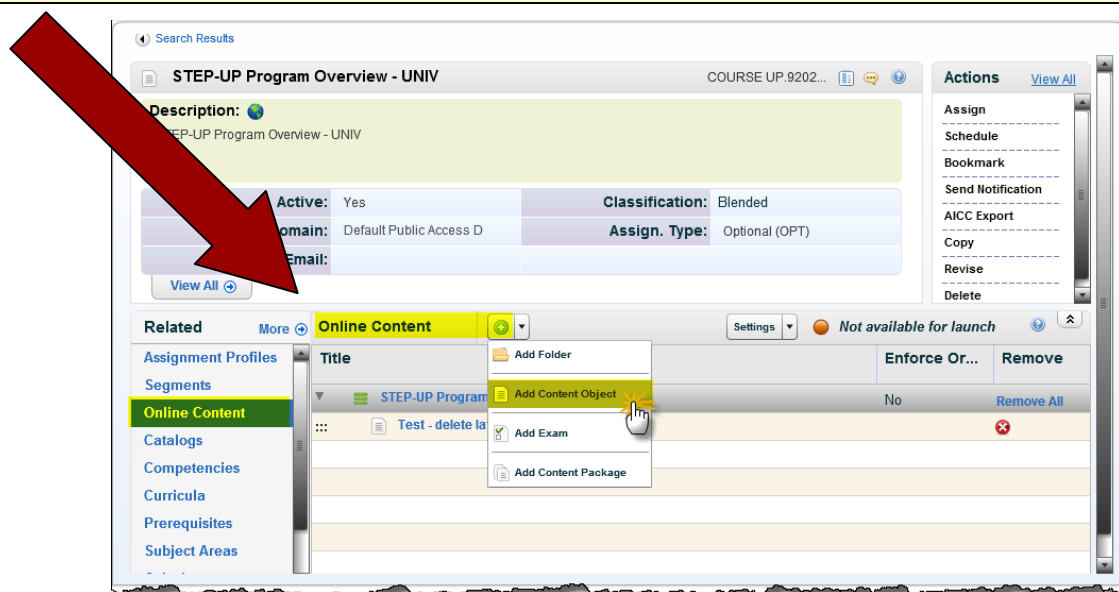
## B. Set up and configure your related new content object (web training)

For guidance on this step, please refer to the following existing How To guides:

- [How to Request New Content Object, Item, and Curriculum IDs](#)
- [How to Manage Web Content](#)

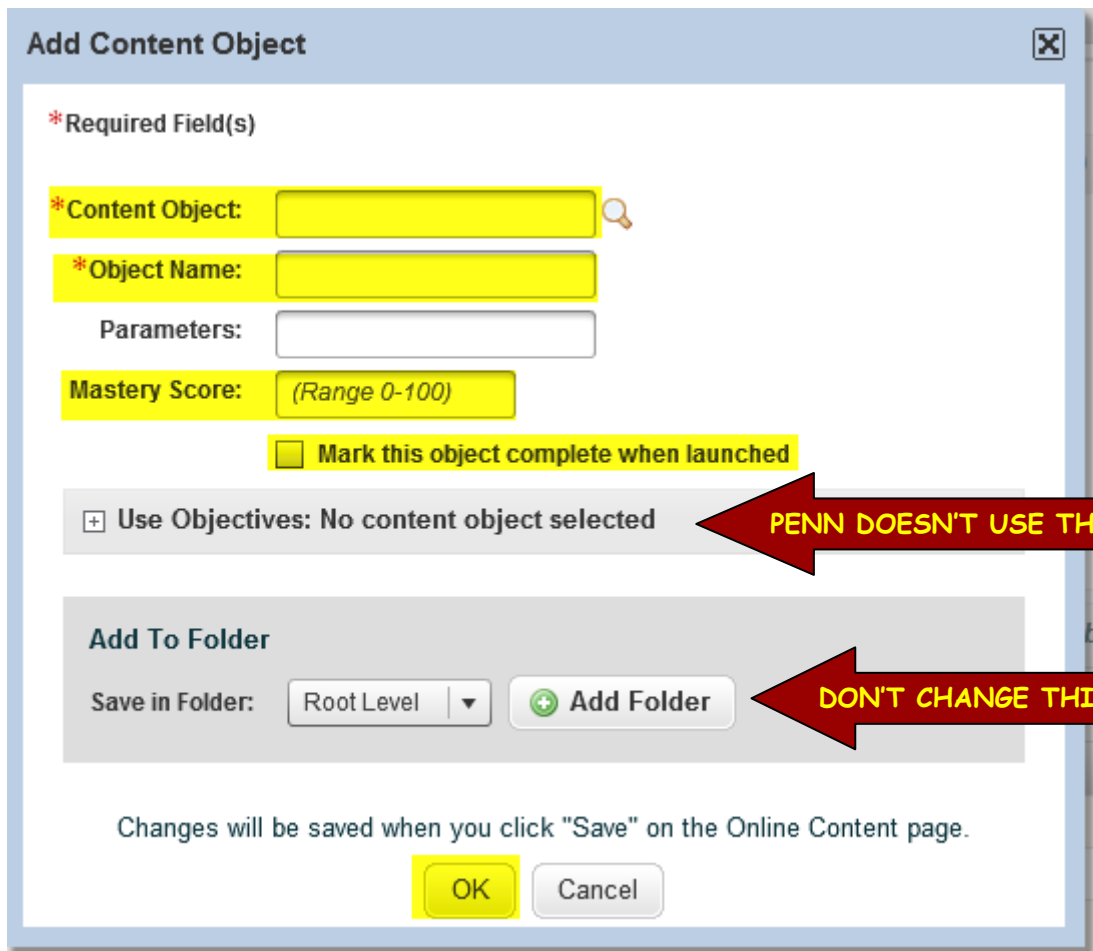
## C. Add your new content object to the appropriate scheduled offering

- Click on the "Online Content" link at the Item level—then click on the green "+" and "Add Content Object" from the drop-down menu.





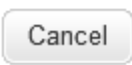


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- Fill in the
  - "Content Object" (probably something like UP.92029.COBJ.NameofWebCourse),
  - "Object Name" (Name of Web Part of the Course).
  - Leave the "Parameters" field blank, and then
  - enter the "Mastery Score" (the passing grade for the course).
- Click **OK**.

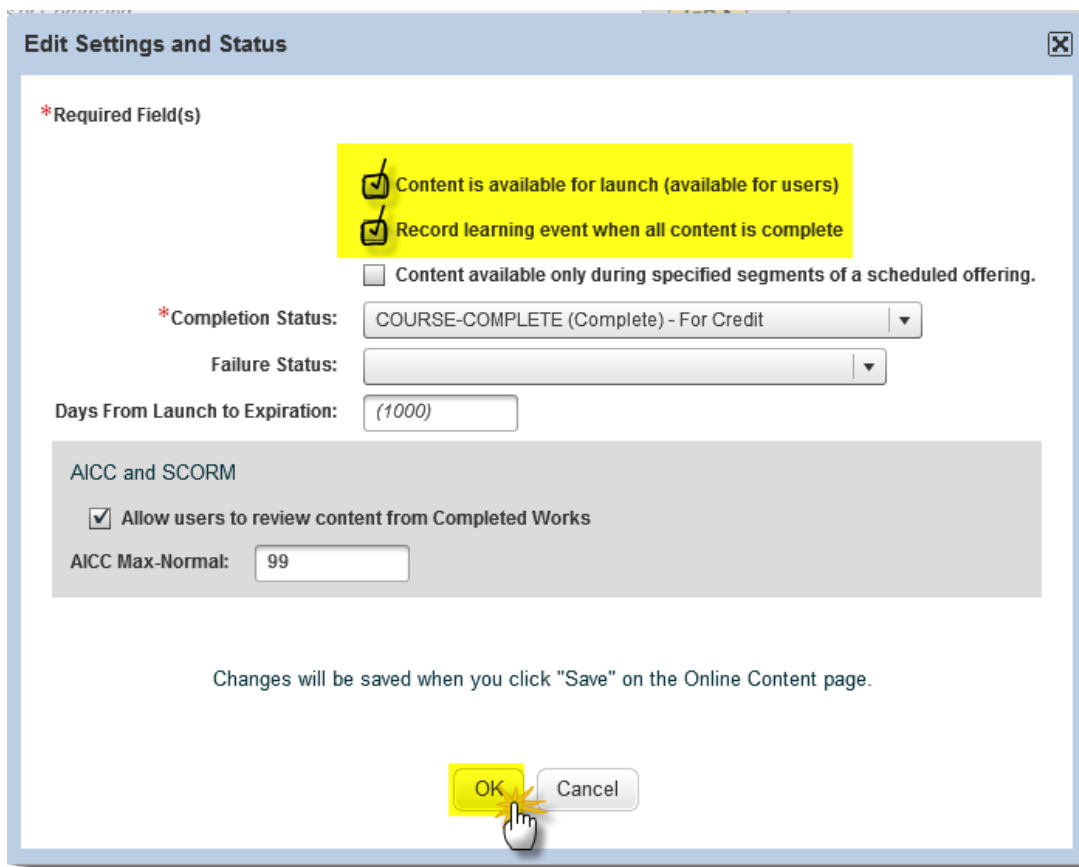
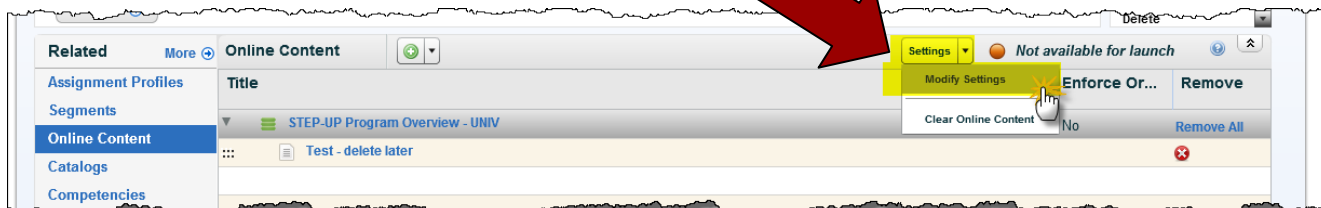


The screenshot shows the 'Add Content Object' dialog box with the following fields and annotations:

- \*Required Field(s)**
- \*Content Object:** [Text input field] 
- \*Object Name:** [Text input field]
- Parameters:** [Text input field]
- Mastery Score:** [Text input field] *(Range 0-100)*
- Mark this object complete when launched**
- Use Objectives: No content object selected** 
- Add To Folder**
- Save in Folder:** [Root Level ▼]  
- Changes will be saved when you click "Save" on the Online Content page.
- OK** 

## D. Edit settings for web-based part of the course

- Click on "Settings" and then "Modify Settings"
- Select the options you would like for the web-based portion of your course in the "Edit Settings and Status" pop-up.
  - Note that in this example we have changed only 2 options (highlighted) from the default settings. You will want to customize these for the role the web-based portion of your blended course plays.
- Click **OK** and you're finished.



(Thanks to Joe Mullock for much of this **How To** content.)