How to Configure a New Curriculum

The purpose of this ‘How To’ is to guide administrators through the step-by-step process of configuring a new curriculum.

A. Search for the new curriculum
B. Add Content (usually items) and Configure
C. Add the new curriculum/items to the UNIV Catalog

Note the following tips on curriculum behavior:

- Individual Items in a curriculum are displayed on the users to-do list; the user can view the curriculum grouping via their curriculum pod.
- The assignment attributes (type, initial due date, retraining) of each item in a curriculum can be overridden within the curriculum to have the desired behavior in the context of the curriculum assignment; the very same item may behave differently in different curricula.
- The attributes of each item in the curriculum will be set to the item’s defaults at the time it is added to the curriculum. If the attributes of the stand alone item (outside the curriculum) are changed later, the attributes of that same item inside the curriculum will not change – they will remain whatever they were set to as the item was added (defaults), or as whatever an admin may have subsequently set them to inside the curriculum; training providers should check all the items in their curriculums to make sure they have the right attributes!
- If you want to “force order” of completion for items in a curriculum, use pre-requisite relationships (curriculums can display a recommended order, but won’t in and of themselves force an order). (See “How to Configure a New Item” for information about setting prerequisites.)
A. Search for a New Curriculum

PENN EXAMPLE: You have requested a new curriculum – "Shark-ULAR" – to be created in KL. You are told that the new curriculum is now created so you want to configure it.

Select in order (1) Admin tab, (2) Learning button, (3) Curricula, and the Search screen opens as the default.

Enter “shark” in the Curriculum Title field with the delimiter “contains” selected. (4).

Click Search (5) and your newly created curriculum displays below (6).

Click on the Curriculum ID of the curriculum. (7)
B. Add Content and Configure

The curriculum record screen appears.
Click on Contents first. (1)
Then click on the Edit button. (2)

TIP: Do not click on the individual item titles to edit them for the curriculum if you have already entered some items or return to the record. This will take you out of the curriculum to the separate, standalone item records.
The Edit dialog box appears and tells you that there is no content. Click on the arrow next to the green plus button to expand the menu. The new curriculum is only a shell at this point and you have to add the content (often several items) and configure the items with new attributes.

The Add Items box opens and for our example, we're entering the keyword “shark” and clicking Search.
Click the checkboxes for the courses that you want to include in the shark curriculum and then click the Add button.

The Edit dialog box opens and we can make changes in the attributes of the 2 items that we added to the shark curriculum. Click the Edit link on the first item.

TIP: The items come into the curriculum with their preset attributes, as they were originally configured, and you need to change those attributes for the curriculum to function as you’d like. If you need to have a pre-requisite set up, this must be done at the Item level, not the curriculum level.
The *Edit* dialog box for the curriculum items opens and we can set the attributes of the 2 items that we added to the curriculum.

1. **Initial Number**: You want learners to complete the curriculum (with its items) within 14 days of assignment, so enter "14".
2. **Initial Period**: Set this to "Days" so the due date is in 14 days.
3. **Initial Basis**: Set this to "Event" so the due date is calculated from the “event” of assigning the curriculum. (We'll discuss the “Calendar” option at a later date.)
4. **Required Date Basis**: This sets the “event” to the assignment date, which is what you've been using for due date calculation.
5. **Retraining Number**: Set this to the number of days before the curriculum comes due again. You will want this to come due in 2 years, so enter "730" days. Everything here is calculated in days in order to keep a tighter control over training due dates.
6. **Retraining Period**: Set to "days"
7. **Retraining Basis**: Set to "Event"
8. **Effective Date**: This autofills today's date. Change it if you want calculations based on a different date.
9. **Assignment Type**: Set to "Required" for this curriculum.
10. **Click the Apply Changes button** which returns you to your curriculum *Edit* dialog box.

Follow these same directions for the second item in your curriculum.

**TIP**: For a simple curriculum, set the attributes of both items to the same values.
After you have set the attributes of each item in your curriculum, click the expand buttons (1) to check and make sure the attributes are what you want and the same for both items. Then close the box by clicking the upper right corner. (2)
C. Add New Curriculum to the UNIV Catalog

Click on Catalogs (1) and then the green plus sign (2) to add the curriculum to the catalogs.

The Catalogs search box appears. Enter "UNIV" and click Search.
1. Check **Add** to add the newly created curriculum to the UNIV catalog.
2. Note that you can also check **Add Items**, which will add the individual items contained in this curriculum to the UNIV catalog.
3. Click **Add**.