

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 1 of 14

### III ( C ) Course Catalog<sup>1</sup>:

#### A. In the Masters Catalog section<sup>2</sup>

##### 1. Register Course Master for Instructor Led Training (ILT)

- a. Click on the [Registers Masters](#) link from the Course Catalog menu.
- b. Select Course Master and click **Continue**.
- c. Select “I want to create a new master” and click **Continue** to load the next form
- d. This feature will demonstrate best if fill in the following fields
  - 1) Title
  - 2) Description
  - 3) Course Number
  - 4) Keywords - “Demo;ILT
  - 5) Language
  - 6) Expiration Date (use the Calendar tool )
  - 7) Do not check off the Requires Discussion or Requires Chat options unless you have a discussion and chat server available to you.
  - 8) Click **Continue** when finished to navigate to the next form.
- e. Notice that you can specify prerequisites here by clicking on the **Add Prerequisite** action button.
  - 1) You can click the link to explore but since this is our first course you will not have any courses to add just yet.
  - 2) In the future if you plan to use this ILT session in your demo then DO NOT add a Prerequisite unless you have already completed the course. It takes too much time demonstrate otherwise.
  - 3) If you opened the prerequisite tool then click **Cancel** to return to the last form.
- f. Click **Continue** to navigate to the next form.
- g. Add **Booking Block** Requirement
  - 1) Click **Add Booking Requirement**.
    - a) Select **Learning Event** for the Activity type from the drop down list
    - b) Specify the Duration: **4** days and **8** hours.
    - c) Changing the Schedule on Day value allows you to specify which day the booking requirement will begin.
    - d) Enter **2** as the number of Instructors.
    - e) Select Auditorium as the Room type from the dropdown list.
    - f) Add Comments: “Hands on train the trainer event.”
    - g) Click **OK** to return to the last form.
  - 2) Notice that two new buttons are now available
    - a) Delete
    - b) Edit

<sup>1</sup> In a demo environment it is usually not necessary to demonstrate how to register both an ILT and a WBT course master. Typically you will only have enough time to show one of these procedures. Unless your client is seriously interested in seeing all of these processes, then I would recommend a brief discussion prior to presenting the following section so that you can focus on your client’s primary interests.

<sup>2</sup> Creating an ILT course, LVC Session, or WBT course master encompass many of the same steps. The same is true for Curriculums and Certificate masters. There are subtle differences but if you can do one then you can likely do the others.

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 2 of 14

- 3) Add additional booking requirements if desired. For example the course may require two days in a Classroom, two days in a Lab, and one day in an Auditorium.
- h.** Add Virtual Classroom Block
  - 1) Click the **Add Virtual Classroom Block** action button.
    - a) Show that the hooks are present to connect to the LVC and create sessions,
    - b) DO NOT add a Virtual Classroom unless you have a LVC server configured and available to you.
    - c) Click **Cancel** to exit and return to the previous form.
  - i.** Click **Continue** to navigate to the next form.
  - j.** Click on the [Masters Catalog](#) folder link
    - 1) Click on the [Create Folder](#) link,
      - a) Enter a Name – “Course Demo”.
      - b) Enter a Description – “LMS Course Master”
      - c) Click **Create** to return to the previous screen.
    - 2) Select the newly created folder from the list.
    - 3) Point out the options to **Cancel**, **Save as Draft**, and **Save**
    - 4) Click on the **Save** button.
  - k.** Click **Done** at the confirmation screen to return to the Course Catalog Menu

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 3 of 14

2. **Register Course Master for Web Based Training (WBT)<sup>3</sup>**
  - a. Click on the [Registers Masters](#) link from the Course Catalog menu.
  - b. Select Course Master and click **Continue**
  - c. Select an Unregistered Master<sup>4</sup>
  - d. Click **Continue** to load the next form.
  - e. This feature will demonstrate best if fill in the following fields
    - 1) Some of these fields will already be populated based on the information contained in your SCORM course package. Fill in any text fields that are blank.
    - 2) Expiration Date.
    - 3) Do not check off the Requires Discussion or Requires Chat options unless you have a discussion and chat server available to you.
    - 4) Click **Continue** when finished to navigate to the next form.
  - f. Click **Add Prerequisite**
    - 1) Just show that this functionality exists
    - 2) If you plan to use this WBT session in your demo then DO NOT add a Prerequisite unless you have already completed the course. It takes too much time demonstrate otherwise.
    - 3) Click **Cancel** to return to the last form.
  - g. Click **Continue** to navigate to the next form.
  - h. Click on the [Masters Catalog](#) folder link
    - 1) Click on the [Course Demo](#) folder radio button,
    - 2) **Save Course**
  - i. Click **Done** at the confirmation screen to return to the Course Catalog Menu

---

<sup>3</sup> In order to register an unregistered Master you must first import a course using the Authoring Tool or CLIMP. There are no such requirements for creating a New Master for ILT sessions. We are assuming that you have imported a course Master from the authoring tool or the CLIMP utility. Course Creation and Import are beyond the scope of this document.

<sup>4</sup> If there is not one listed then you will need to import a course. See Admin documentation for details on the Authoring tool or Appendix C for details on the CLIMP utility.

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 4 of 14

3. **Register Curriculum Master**
  - a. Click on the [Registers Masters](#) link from the Course Catalog menu.
  - b. Select Curriculum Master and click **Continue**.
  - c. This feature will demonstrate best if fill in the following fields
    - 1) Title
    - 2) Description
    - 3) Course Number
    - 4) Keywords - "Curriculum; Demo"
    - 5) Language
    - 6) Expiration Date (use the Calendar tool )
    - 7) Do not check off the Requires Discussion option unless you have a discussion server configured and available to you.
    - 8) Click **Continue** when finished to navigate to the next form.
  - d. Click **Add Prerequisite**
    - 1) Just show that this functionality exists
    - 2) If you plan to use this Curriculum in your demo then DO NOT add a Prerequisite unless you have already completed the course. It takes too much time demonstrate otherwise.
    - 3) Click **Cancel** to return to the last form.
  - e. Click **Continue** to navigate to the next form.
  - f. Click **Add Course**
    - 1) Search for Courses
      - a) Enter the wildcard character "\*" in the Course Number field.
      - b) Click **Search**
      - c) Select at least 3 courses from the search results
      - d) Add them to your selected items list by clicking the **Add Selected** action button.
    - 2) Click **Continue** to return to the last form.
  - g. Notice that your courses have been added and there are additional action buttons available to you now.
  - h. Use the Navigation buttons in the rightmost column to change the order of your courses either up or down on the list.
  - i. You can also **Remove, Ungroup, and Make Groups** of Courses now.
  - j. Select all three courses in the list.
    - 1) Click on **Make Group** to create a course grouping.
    - 2) Course Groups are set up to require students to take all courses in a group or any subset of the courses in that group.
    - 3) Specify that the student enrolled in this Curriculum needs to complete any two out of three courses to complete a requirement by entering the number 2 in the text box.
    - 4) Click **Continue** to load the next form
  - k. Save Curriculum
    - 1) Click on the [Masters Catalog](#) link
    - 2) Click on the **Create folder** link.
      - a) Name it "Demo Curriculum"
      - b) Provide a description,
      - c) Click **Create**.
    - 3) Select a Demo Curriculum folder from the list.

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 5 of 14

- 4) Point out the options to **Cancel**, **Save as Draft**, but click on the **Save** button.
- I. Click **Done** at the confirmation screen to return to the Course Catalog Menu

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 6 of 14

4. **Register Certificate Master**
  - a. Click on the [Registers Masters](#) link from the Course Catalog menu.
  - b. Select Certificate Master and click **Continue**.
  - c. This feature will demonstrate best if fill in the following fields
    - 1) Title
    - 2) Description
    - 3) Course Number
    - 4) Keywords – Certificate; Demo
    - 5) Language
    - 6) Expiration Date (use the Calendar tool )
    - 7) Do not check off the Requires Discussion option unless you have a discussion server configured and available to you.
    - 8) Click **Continue** when finished to navigate to the next form.
  - d. Click **Add Prerequisite**
    - 1) Just show that this functionality exists
    - 2) If you plan to use this Curriculum in your demo then DO NOT add a Prerequisite unless you have already completed the course. It takes too much time demonstrate otherwise.
    - 3) Click **Cancel** to return to the last form.
  - e. Click **Continue** to navigate to the next form.
  - f. Click **Add Course**
    - 1) Search for Courses
      - a) Enter the wildcard character “\*” in the Course Number field.
      - b) Click **Search**
      - c) Select at least 3 courses from the search results
      - d) Add them to your selected items list by clicking the **Add Selected** action button.
    - 2) Click **Continue** to return to the last form.
  - g. Notice that your courses have been added and there are additional action buttons available to you now.
  - h. Use the Navigation buttons in the rightmost column to change the order of your courses either up or down on the list.
  - i. You can also **Remove**, **Ungroup**, and **Make Groups** of Courses now.
  - j. Select all three courses in the list.
    - 1) Click on **Make Group** to create a course grouping.
    - 2) Course Groups are set up to require students to take all courses in a group or any subset of the courses in that group.
    - 3) Specify that the student enrolled in this Curriculum needs to complete any two out of three courses to complete a requirement by entering the number 2 in the text box.
    - 4) Click **Continue** to load the next form
  - k. Save Curriculum
    - 1) Click on the [Masters Catalog](#) link
    - 2) Click on the **Create folder** link.
      - a) Name it “Demo Certificate”
      - b) Provide a description,
      - c) Click **Create**.
    - 3) Select a Demo Certificate folder from the list.

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 7 of 14

- 4) Point out the options to **Cancel**, **Save as Draft**, but click on the **Save** button.
- I. Click **Done** at the confirmation screen to return to the Course Catalog Menu

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 8 of 14

5. **Update a Master using an imported master**
  - a. Allow course administrators to update an existing master with an unassociated import course.
  - b. Updates to masters can only be done for WBT masters.
  - c. Click on the [Update a Master](#) link from the Course Catalog menu.
  - d. Select “Update a Master using an imported master”
  - e. Click **Continue**
    - 1) Select existing Master to update by clicking on the **Select** button a popup window will load.
    - 2) Search for an existing Master using the wild card character, “\*”, in the Title field
      - a) Select a course Master from the results list
      - b) Click **Continue** to return to the previous screen.
    - 3) Select an Imported Master from the list
    - 4) Click **Continue**
  - f. On the next screen you are presented with two choices:
    - 1) Update all offerings
      - a) If you select all offerings then tracking information will be lost because the SCORM package will be different.
    - 2) Update future offerings only.
      - a) If you select only future offerings then tracking will be unaffected.
      - b) Versioning will show which master was used for courses completed by students.
    - 3) Select Update future offerings only
    - 4) Click **Continue**
  - g. You will be presented with a update was successful message
  - h. Click **Continue** to return to the Course Catalog menu.
6. **Update Master with Pending Update**
  - a. Allows a course administrator to update an existing master with a system-recognized update from the AAT.
  - b. Updates to masters can only be done for WBT masters.
  - c. Click on the [Update a Master](#) link from the Course Catalog menu.
  - d. Select a Master from the “Master with update pending” list.
  - e. Click **Continue**
  - f. On the next screen you are presented with three choices:
    - 1) Update all offerings
      - a) If you select all offerings then tracking information will be lost because the SCORM package will be different.
    - 2) Update future offerings only.
      - a) If you select only future offerings then tracking will be unaffected.
      - b) Versioning will show which master was used for courses completed by students.
    - 3) Discard update
      - a) This failed in my tests. George will need to retest
    - 4) Select all offerings
    - 5) Click **Continue**
  - g. You will be presented with a update was successful message
  - h. Click **Continue** to return to the Course Catalog menu.

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 9 of 14

### 7. Manage Masters Catalog

- a. Click on the [Manage Masters Catalog](#) link from the Course Catalog menu.
- b. There are a few options on this screen
  - 1) Search by Keyword
  - 2) [Advanced Search](#)
  - 3) [Masters Catalog](#) link.
  - 4) The Folder Icons  in the Manage sections are active links that allow you to do the following.
    - a) **Edit**
    - b) **Delete** (never delete the top most folder)
    - c) **Move Folder** (never move the top most folder)
    - d) **Copy Folder** (never copy the top most folder).
    - e) There is also an ACL tab, which will be covered in detail in the LDAP/ACL session and documentation.
- c. Click the [Masters Catalog](#) link now to navigate to the next screen.
- d. Here again we have the same options.
- e. This time click on the folder icon  for the Course Demo folder.
  - 1) There are 4 options on the [Folder Details](#) tab:
    - a) **Edit**
    - b) **Delete**
    - c) **Move Folder**
    - d) **Copy Folder**
  - 2) Click **Edit**
  - 3) Change the name from “Course Demo” to “Demo Courses” and the description to “LMS Enablement Courses”.
  - 4) Click **Save**
  - 5) Do not click on the [Access Control](#) tab now. We will cover that later.
  - 6) To return to the previous screen click on the [Manage Masters](#) link in the navigation history in the upper right hand corner – ([Course Catalog](#)>[Manage Masters](#)>**Folder Details**)
- f. Click on the [Demo Curriculum](#) folder link now to navigate to the next screen.
  - 1) Select the Curriculum Master that you created in the previous steps by clicking on the icon in the left most columns.
- g. On the new screen notice that you have the following sub-tabs and associated tools.
  - 1) [Details](#)
    - a) You can **Edit, Delete, Unregister, or Copy** the Master.
  - 2) [Prerequisites](#)
    - a) Add a Prerequisite
    - b) Remove a Prerequisite
  - 3) [Course list](#)
    - a) Remove
    - b) Ungroup
    - c) Make Group
    - d) Add Course.
- h. Use your Navigation History List in the upper right hand corner of the form to return to the Course Catalog.

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 10 of 14

- B. In the Offerings Catalog section**
1. **Create an entry in the Student Catalog for the ILT Course Master.**
  2. **Click on the [Register Course Entry](#) link from the Course Catalog menu.**
    - a. There are three options here
      - 1) Course
      - 2) Curriculum
      - 3) Certificate
    - b. Select Course and click **Continue**
    - c. There are a few options on this screen
      - 1) Search by Keyword
      - 2) [Advanced Search](#)
      - 3) [Masters Catalog](#) link.
      - 4) **Note:** The folder icons  are not active in this section.
    - d. Click the [Masters Catalog](#) link now to navigate to the sub folders.
    - e. Here again we have the same Search options.
    - f. Click on the "[Demo Course](#)" folder link now to navigate to that sub folder.
      - 1) Select one of the "ILT Demo Course" Master that you created in the previous steps
      - 2) Click **Continue** to navigate to the next form.
    - g. Notice that some of the fields on this form are already populated based on information entered when the Master was registered.<sup>5</sup>
      - 1) You can edit those fields and check off additional fields.
      - 2) Specify Maximum and Minimum Enrollments.
        - a) 25 for the maximum 1
        - b) 10 for the minimum.
      - 3) Check off Allow Self-enrollment
      - 4) Check off Allow Self-unenrollment
      - 5) Check off Requires Manager Approval.
        - a) Manager approval is automatically handled by the LMS
        - b) If a user attempts to enroll in a course whom does not have a Manger Defined in the LDAP, then they will never get approved
        - c) If you are unsure that the LDAP is properly configured then do not check off this option.
      - 6) Check off Requires Approver Approval
      - 7) Add a user to the Approver List by clicking the **Add** button.
        - a) Search for Users using the wildcard character "\*" in the User ID field.
        - b) Click **Search**
        - c) Select a User from the search results
        - d) Click **Add Selected**.
        - e) Click **Continue** to return to the last form.
      - 8) The Course Details form refreshes. Scroll back down to the Approver List and notice that your user has been added.

---

<sup>5</sup> This feature will demonstrate best if fill in the following additional fields.

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 11 of 14

- 9) Check off the option - "Has Wait List"
  - 10) Check off the option – "Requires Student on Can Attend List".
  - 11) Add students to the Student Can Attend List by clicking the **Add** button.
    - a) Search for Students using the wildcard character "\*" in the User ID field.
    - b) Select three Users from the search results
    - c) Click **Add Selected**.
    - d) Click **Continue** to return to the last form.
  - 12) The Course Details form refreshes. Scroll back down to the Can Attend List and notice that your students have been added.
  - 13) Do not check off the Discussion option unless you have a discussion server configured and available to you.
  - 14) In the Custom Fields section click the **Edit** button.
  - 15) A new screen is loaded notice that you can select **Edit, Delete, Add, or Done**.
    - a) Click **Add**
      - i) Enter a Name. "Billing Code"
    - b) Specify the Type as Drop Down
    - c) Enter the following values in the options field. (Be sure to add the commas after the first two entries without spaces.)
      - i) "No Charge"
      - ii) "Internal Offering"
      - iii) "External Offering"
      - iv) "1234B"
      - v) "1235C"
    - d) For a Default Value enter "No Charge".
    - e) Check off Required
    - f) Check off Searchable
    - g) Check off Active
    - h) Click the **Save** button.
    - i) Click **Done** to return to the previous form.
  - 16) The Course Details form refreshes. Scroll back down to the Custom Fields Section and
    - a) Notice that your custom field has been added.
    - b) Notice that the default item in the list is "No Charge"
    - c) Use the drop down menu to select "Internal Offering".
  - 17) Click **Continue** when finished to navigate to the next form.
- h.** Click on the [Offerings Catalog](#) folder link
- 1) Click on the [Create Folder](#) link,
    - a) Enter a Name – "Demo Offerings".
    - b) Enter a Description – "LMS Enablement"
    - c) Click **Create** to return to the previous screen.
  - 2) Select the newly created folder from the list.
  - 3) Click on the **Save** button.
- i.** Click **Done** at the confirmation screen to return to the Course Catalog Menu

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 12 of 14

3. **Manage Offerings Catalog**
  - a. Click on the [Manage Offerings Catalog](#) link from the Course Catalog menu.
  - b. There are a few options on this screen
    - 1) Search by Keyword
    - 2) [Advanced Search](#)
    - 3) [Offerings Catalog](#) link.
    - 4) The Folder Icons  in the Manage sections are active links that allow you to do the following.
      - a) **Edit**
      - b) **Delete** (never delete the top most folder)
      - c) **Move** Folder (never move the top most folder)
      - d) **Copy** Folder (never copy the top most folder)
      - e) There is also an ACL tab, which will be covered in detail in the LDAP/ACL session and documentation.
    - 5) Click the [Offerings Catalog](#) link now to navigate to the sub folders
  - c. Select the ILT Course Offering that you just created in the last section by clicking on that courses **Course** Icon. 
  - d. On the new screen notice that you have the following sub-tabs and associated tools.
    - 1) [Course Details](#)
      - a) You can **Edit**, **Delete**, or **Copy** the Offering
    - 2) [Prerequisites](#)
      - a) Add a Prerequisite
      - b) Remove a Prerequisite
    - 3) [Resource Outline](#)
      - a) Displays the Resources specified for this Offering when the Course Master was created.
    - 4) [Scheduled Offerings](#)
      - a) Allows you to Schedule an Offering and the resources associated with that offering
    - 5) [Manage](#)
      - a) Specify which users can manage this course.
  - e. Select the [Scheduled Offerings](#) tab
    - 1) Click the **Schedule New Offerings** button
      - a) Enter a start date for next Monday by clicking on the calendar icon -
      - b) Enter a end date for next Friday by clicking on the calendar icon -
      - c) Enter a Start Registration Period date for today Monday by clicking on the calendar icon -
      - d) Enter an End Registration Period date for next this Friday by clicking on the calendar icon -

## Administrator Scenario – Course Catalog Tab

Created on 4/4/2003 2:35 PM

Page 13 of 14

- e) Add an Instructor by clicking on the **Find Instructor** button.
  - i) Search using the wildcard character “\*” in the Last Name field.
  - ii) Select an Instructor from the list.
  - iii) Click **OK** to return to the last form.
- f) Status should remain available.
- g) Click on the **Find Location** button
  - i) Search for a Location using the wildcard character “\*” in the Name field.
  - ii) Select a Location from the list
  - iii) Click **OK** to return to the last form.
- h) Notice that the City, State, and County fields have been automatically populated.
  - i) If those fields did not populate, then those values were not entered when the Location you selected was defined.
  - ii) Another Location could be selected if this is true by repeating the previous steps.
- i) There is a Learning Event Booking Block at the bottom of this form. This is the booking block that was created when you defined the ILT Master.
- j) In the Booking Block, Notice that the values are blank. To update this information click on the [Edit](#) link found at the far right of this Section.
  - i) Set the Start Time to 9:00 AM
  - ii) Set the End Time to 5:00 PM
  - iii) Change the Duration to 3 Days.
  - iv) Enter “Power Supplies” in the Equipment Request” section.
  - v) Click **OK** to return to the previous Form.
- k) The Schedule Offerings Form refreshes, scroll back to down to the Classroom Section.
- l) Notice that the fields are now populated with the data you provided.
- m) In the header above this section there are two links:
  - i) The [Delete Block](#) link which will delete the Booking Block.
  - ii) The [Add Resource](#) link which will allow you to add an instructor.
  - iii) We are not going to cover this topic in class.
- n) Click the **View Calendar** button  to verify that there are no conflicts for your instructor with other teaching obligations registered in the system.
- o) Notice that a Room needs to be selected.
- p) Click on the [Select](#) link in the far right corner of that row.
  - i) Since we have already specified the Location, we can click **Search** immediately.
  - ii) Select Room from the list.
  - iii) Click **OK** to return to the last form.

## **Administrator Scenario – Course Catalog Tab**

Created on 4/4/2003 2:35 PM

Page 14 of 14

- q) Click the **View Calendar** button to verify that there are no conflicts with other scheduled events for the Room you have selected.
  - r) There are also two buttons here specific to Booking Blocks.
    - i) **Remove All Blocks**
    - ii) **Add Booking Requirements.**
  - s) Click **Add Booking Requirement**
    - i) Select classroom for the Activity Type
    - ii) Set duration equal to 1 day and 8 hours
    - iii) Set Schedule on Day 4
    - iv) Leave the Instructor Count at 1
    - v) Select Conference Room as the Room Type.
    - vi) Enter Comments
    - vii) Click **OK** to return to the previous screen.
  - t)The Schedule Offerings Form refreshes, scroll back to down to the Classroom Section.
  - u) Notice that a new Classroom Booking Block has been added.
  - v) Repeat the steps used to finalize the Learning Event Booking block.
- 2) Click **Save**.
- f. Use your Navigation History List in the upper right hand corner of the form to return to the Course Catalog.

End of Course Catalog