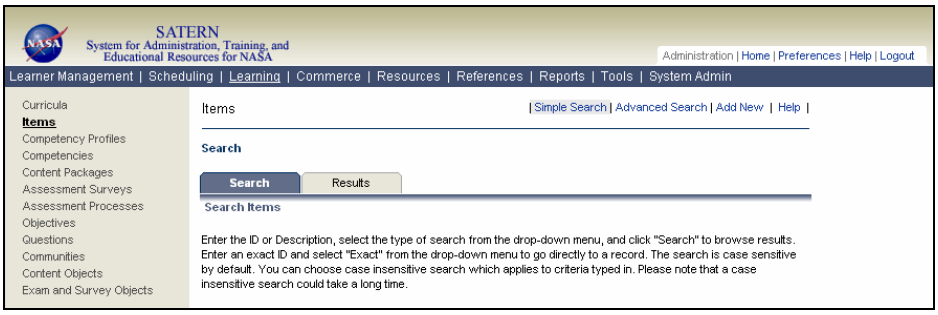
Job Aid: Add an Item

Tasks

A. Add an Item/Summary Tab
B. Complete the Custom Fields Tab
C. Complete the Design Data Tab
D. Complete the Delivery Data Tab
E. Complete the Subject Area Tab
F. Complete the Catalog Tab
G. Add an Online Evaluation

Task A: Add an Item/Summary Tab

1. Click **Learning** > **Items**.



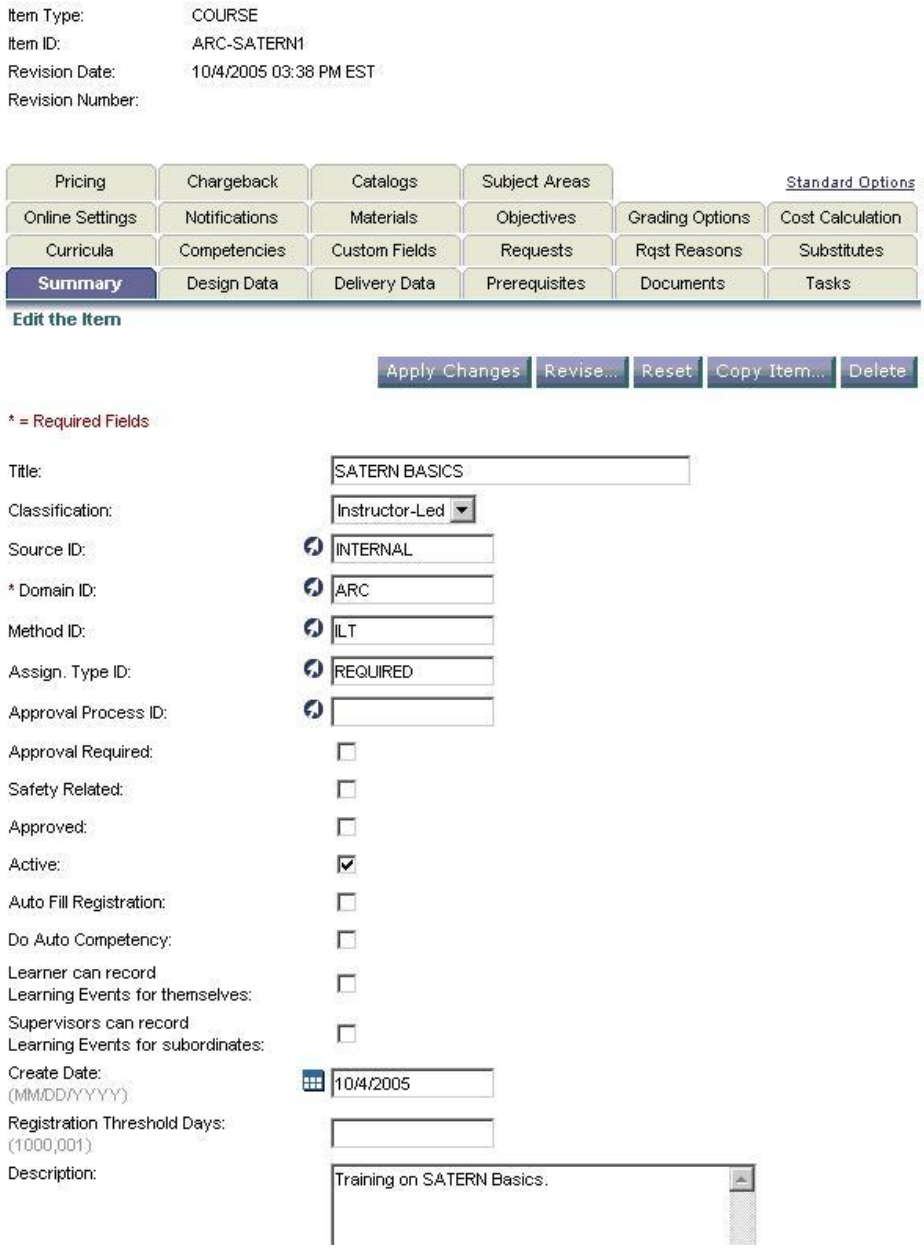
2. Click the Add New link

3. Enter/select all required information.
   - Item Type
   - Item ID (CENTER-UPPER CASE ALPHA/NUMERIC CHARACTERS)
   - Revision Date/Time (if left blank, defaults to current date/time)
   - Title (ALL UPPER CASE ALPHA/NUMERIC CHARACTERS)
   - Classification
   - Source ID
   - Domain ID
   - Delivery Method ID
   - Assignment Type ID
   - Approval Process ID
   - Approval Required Checkbox
   - Description (Sentence Case)

4. Click the **Add** button.

Task A: Add an Item/Summary Tab (continued)

5. The entered information displays on the ***Summary*** tab.



6. If edits to data are made on the ***Summary*** tab, click **Apply Changes** before leaving the screen to save the changes.

Task B: Complete the Custom Fields Tab

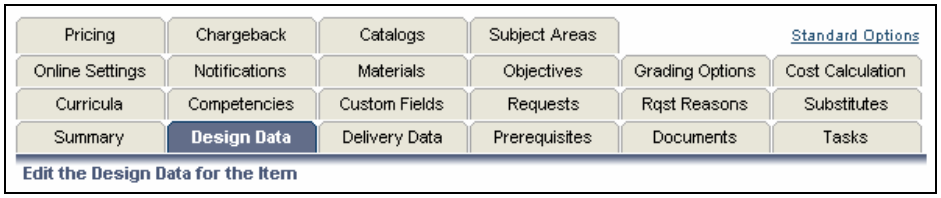
1. Click the ***Custom Fields*** tab.

2. Enter/select all required information.

- On Duty Hours
- Off Duty Hours
- Purpose of Training
- Type of Training
- Type of Training Sub-Code
- Source of Training
- Special Interest Code
- Academic Credit Code
- Training Credit Type Code
- Direct Cost Code
- Per Participant Cost
- Books and Materials Cost
- Other Direct Cost
- Indirect Cost Code
- Travel
- Per Diem

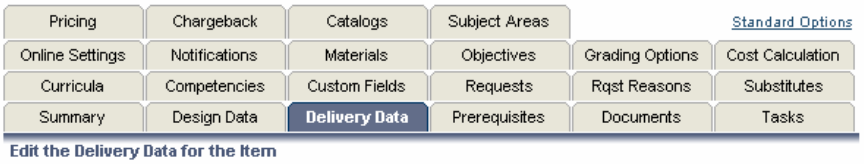
3. Click the **Apply Changes** button.

Task C: Complete the Design Data Tab

1. Click the ***Design Data*** tab.	
2. Enter/select all required information.	◆ Contact's Email (Specialist's e-mail goes into this field) ◆ Audience (recommended)
3. Click the **Apply Changes** button.	

Task D: Complete the Delivery Data Tab

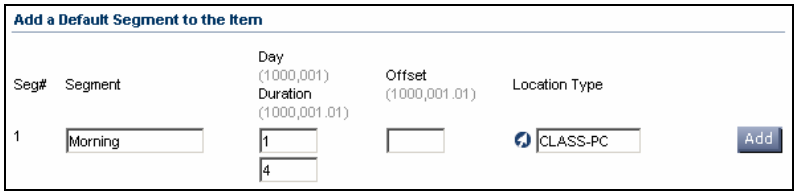
1. Click the ***Delivery Data*** tab.



2. Enter/select all required information.

   - Minimum Registration

3. Set the schedule structure default.

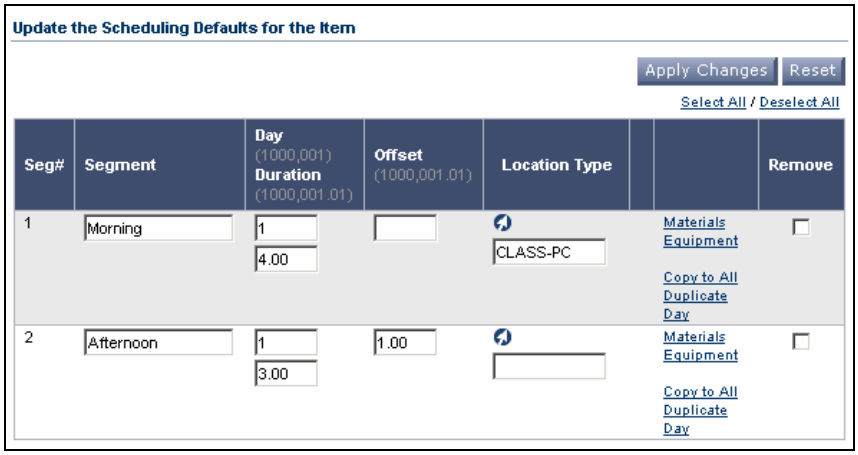


   - Enter a Segment Description
   - Enter the Day
   - Enter the Duration
   - Only enter an offset if the Day has multiple segments. Offset is never used with the first segment of a Day
   - Selecting Location Type is optional.

4. Click the **Add** button.

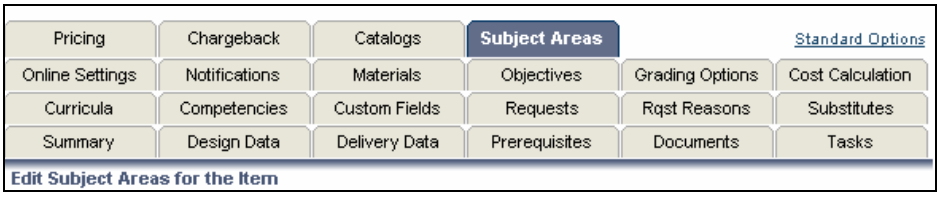
5. Repeat for each Segment to add to the default structure.

   Note: You can also use the Duplicate Day link to copy an entire day's segments.



Task E: Complete the Subject Area Tab

1. Click the ***Subject Areas*** tab.



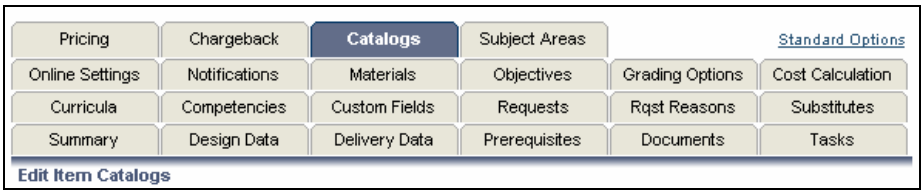
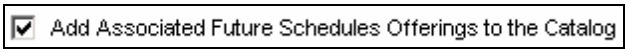
2. Enter a Subject Area ID.

   Note: If you do not know the ID, use the add one or more from list link to conduct a search and select the ID from a list.

3. Click the **Add** button.

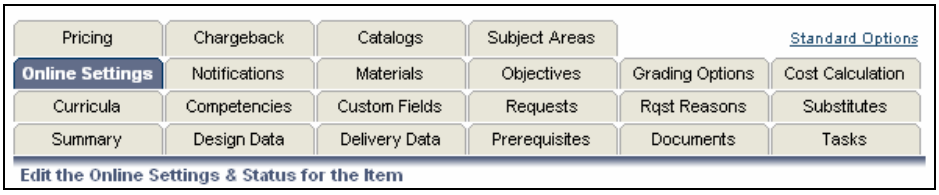
Task F: Complete the Catalogs Tab.

This should **only** be completed if the Item should be available to Learners for self-assignment.

1. Click the ***Catalogs*** tab.	
2. Enter a **Catalog ID**. **Note**: If you do not know the ID, use the add one or more from list link to conduct a search and select the ID from a list.	
3. If you want to place existing Scheduled Offerings of the Item into the Catalog, leave the "Add Associated Future…" checkbox checked.	
4. Click the **Add** button.	
5. Repeat this process for each Catalog that you want to the Item in.	Learner that have have access to the Catalog/s, can now self-assign the Item to their own Learning Plan. Learners that have access to the Catalog/s and are also Supervisors can assign the Item to his/her subordinates.

Task G: Add an Online Evaluation

1. Click the ***Online Settings*** tab.

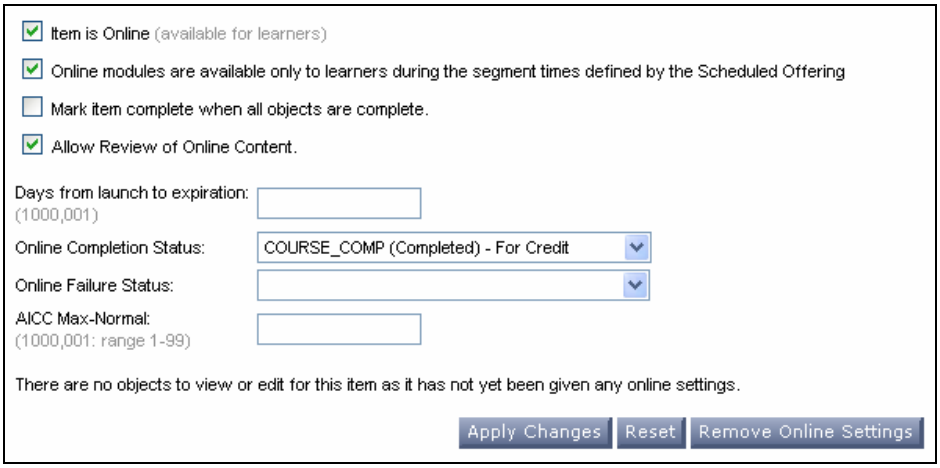


2. Check the **Item is Online** checkbox. To restrict launch of the Evaluation to the times of course delivery, check the **Online Modules are available…** checkbox.

   Leave unchecked the **Mark Item Complete…** checkbox.

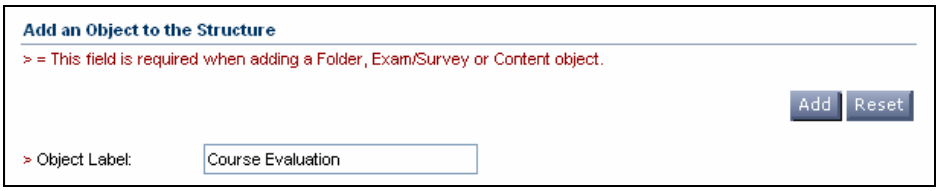
   Choose an Online Completion Status.

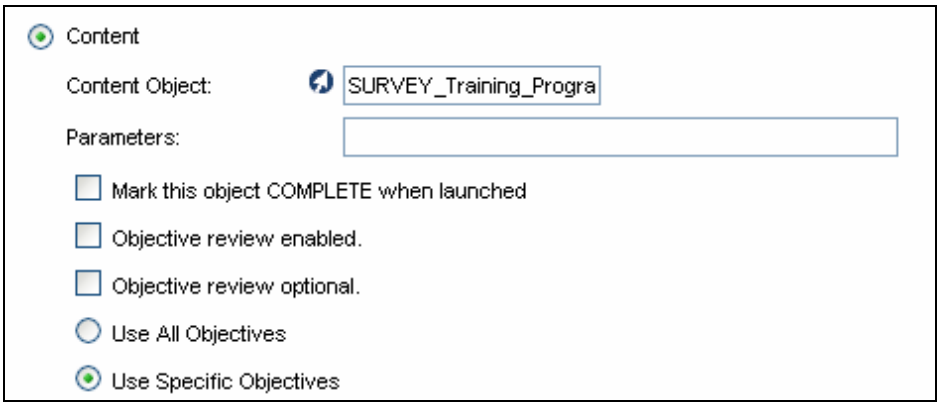
   Click the **Apply Changes** button.



3. In the Objects section, click the **Edit** link.

6. Enter an **Object Label**. This will be the clickable URL that the Learner uses to launch the Evaluation.



7. Select the Content radio button. Use the to search for and select the Course Evaluation content object.

   Click the **Add** button.