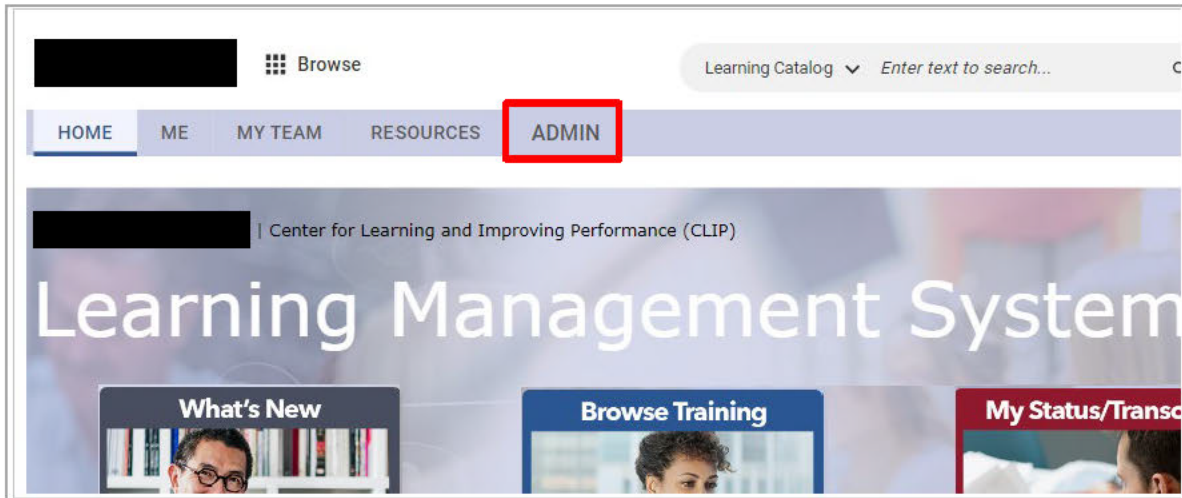


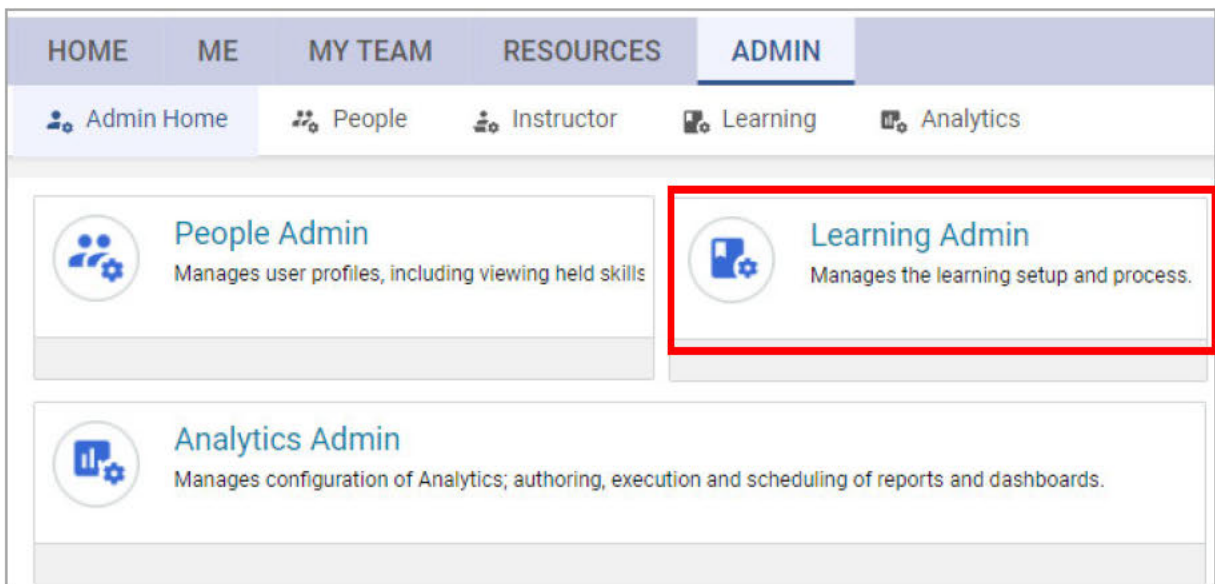
ORGANIZATION NAME AND LOGO

Creating a Course for Web-Based Training (WBT) Registration

STEP 1: Click on the **ADMIN** menu button on the LMS homepage.



STEP 2: After the Admin page loads, click on the *Learning Admin* link to access administrative functions pertaining to course creation.



STEP 3: The Learning Admin page loads. Under Manage Learning Catalog click on the *New Catalog Item* link.

The screenshot shows the Learning Admin interface. The top navigation bar includes HOME, ME, RESOURCES, and ADMIN (selected). Below this is a sub-navigation bar with Admin Home, People, Instructor, Learning (selected), and Analytics. The left sidebar lists Learning Home, Manage Learning Catalog, Manage Classes, Manage Categories, Manage Resources, and Manage Assessment. The main content area shows the breadcrumb Admin / Learning / Learning Home and a section titled 'Top Learning Activities'. Under 'Manage Learning Catalog', the 'New Catalog Item' link is highlighted with a red box. Other links in this section include Categories, New Audience Type, and More actions. Below this are sections for 'Manage Classes' (New Class) and 'Manage Resources' (New Location, New Facility, New Classroom, More actions).

STEP 4: The New Catalog Item page loads. Under Advanced... click on the *New Course* link to open the New Course page.

The screenshot shows the 'New Catalog Item' page. The top navigation bar is the same as in Step 3. The sub-navigation bar now includes Admin Home, People, Instructor, Learning (selected), and Analytics. The left sidebar shows Manage Learning Catalog expanded, with Learning Catalog, Audience Types, Certificates of Completion, and Session Templates. The main content area shows the breadcrumb Admin / Learning / Manage Learning Catalog / Learning Catalog and a section titled 'New Catalog Item'. Under 'Quick...', the 'Advanced...' link is highlighted with a red box, and below it is the 'New Course' link. Other links in this section include Online Course, Blended Course, and Others. Below this is a section for 'Learning Path' with links for Certifications and Curricula.

STEP 5: The New Course page appears. Complete the necessary fields.

The screenshot shows a 'New Course' form. At the top is a 'Course Image' section with a 'Choose File' button and 'No file chosen' text, labeled with a red callout 'A'. Below this is a 'Course Details' section. It contains several fields: 'Title*' (empty), labeled with 'B'; 'Course ID*' (containing '0000040747'), labeled with 'C'; 'Version' (empty); 'Domain*' (containing 'HSP' and search icons), labeled with 'D'; 'Abstract' (empty, with a character limit of 1000), labeled with 'E'; and 'Description' (empty, with a character limit of 2000), labeled with 'F'.

- A. Course Image:** (Optional) Click the Choose File button to upload an image from the computer. Alternately, once the course creation is completed the LMS will atomically generate an image based on the course type.
- B. Course Title:** Each course title should begin with the agency's Domain name, followed by the subject matter. Example: [REDACTED] – DIMS Training.
- C. Course ID:** The system will automatically generate a number. The ATC may add their agency's Domain name to the beginning of that number in accordance with our Naming Convention Policy.
- D. Domain:** Type the first three letters of your agency's Domain name. Then click the search icon. When the domain name appears select it to populate the field.
- E. Abstract:** (Optional) The abstract is comprised of the course objectives or topic areas and the required materials.
- F. Description:** By default, the maximum size of this field is set to 2000 characters. Descriptions may be entered on the course and class levels. Learners will see both the course and class description if it is entered on both levels.

Do not change the following fields: Create Group, Is sensitive, Hide Score, show Web 2.0 functions, Show custom fields during registration, show custom fields during cancellation, Hide Classmates, Target Days.

G	Pricing Information	
	Currency	US Dollars Q Q
	Price	0.00

H I J K	Availability Information	
	Available From*	09/17/2024 Calendar
	Discontinued From	Calendar
	Display for Registrar's Desk	☒
	Display in Learning Catalog	☒

L	Registration Information	
	Min Count	
	Max Count	
	Waitlist Max	

Pricing Information

- G. Currency:** There should not be any cost with the courses you are creating so, do not edit this field. Leave the price at \$0.00.

Availability Information

- H. Availability From:** Enter the date the course is available in the system for registration. The LMS automatically populates the Available From date. It may be changed manually to another, future date.
- I. Discontinued From:** Enter the date the course is no longer available for registration.
- J. Display for Registrar's Desk:** Check this box. **This box should always be checked.** This function allows the Administrator to view the course and register learners.
- K. Display in Learning Catalog:** Check this box when you are ready to display the course in the catalog for learners' registration.
- L. Min Count:** Minimum number needed to register for the course to occur when it is an in-person course.
- Max Count:** Maximum number of staff permitted to register for the course it is an in person course.
- Waitlist Max (Optional):** Maximum number of staff permitted to be added to the waitlist for the course when it is an in-person course.

This information can be added when creating Instructor-led classes and is not required for Web-based classes.

STEP 6: Click **Save** to save the course.

Is External Training?	☐
Mission Areas	-Select One- ▾
Core Capability	-Select One- ▾
Course Vendor	
CLIP Course Status	

VIEW ALL CLASSES

CREATE NEW VERSION

SAVE

CANCEL

Now, you must create a class for the course.

Creating a WBT Class for the Course

STEP 1: On the left menu of the Admin screen, select **Manage Classes**..

The screenshot shows the Admin interface with the 'ADMIN' tab selected. The left sidebar menu has 'Manage Classes' highlighted with a red box. The main content area displays the 'Classes' page, which includes a search bar with fields for Title, Class ID, Is Archived?, Audience Type/Sub Type, Domain, and Delivery. A 'SEARCH' button is located at the bottom right of the search bar. Below the search bar, there is a 'New Class' link.

STEP 2: The Classes page appears. Click on the **New Class** link.

This screenshot is identical to the one above, showing the 'Classes' page. However, the 'New Class' link at the bottom right of the page is now highlighted with a red box, indicating the next step in the process.

STEP 3: Search for the course the class is associated with in the **Based on Course** field. Select the desired course from the list.

HOME

ME

RESOURCES

ADMIN

Admin Home

People

Instructor

Learning

Analytics

Learning Home

Manage Learning Catalog

Manage Classes

Classes

Manage Categories

Manage Resources

Manage Assessment

Manage Content

Manage Content Completion

Admin / Learning / Manage Classes / Classes

New Class

1.Select Class Type 2.Define Class

Create New Class

Based on Course *

HSP

Delivery Type *

Title

EXT

CANCEL

STEP 4: Select **Web-Based** from the Delivery Type drop down list.

Manage Learning Catalog

Manage Classes

Classes

Manage Categories

Manage Resources

Manage Assessment

Manage Content

Manage Content Completion

New Class

1.Select Class Type 2.Define Class

Create New Class

Based on Course *

HSP DFD Civil Rights WBT

Delivery Type *

-Select One-

Blended

Instructor-Led

Virtual Classroom

Web-Based

NEXT

CANCEL

STEP 5: Click Next.

NEXT

CANCEL

STEP 6: The New Web-Based Class page appears. Complete the necessary fields. All fields marked with a red asterisk are required.

New Web-Based Class

1. Select Class Type >>> 2. Define Class

A

B

C

D

Class Details

Name

HSP-DFD Civil Rights WBT

Course ID

HSP-

Class ID *

Domain *

HSP

Description

Character Limit : 2000

E

F

Scheduling Details

Language *

Duration (HH:MM) *

00:00

G

Allow Drop

☒ Yes, this class can be dropped anytime after registration

☐ No, this class cannot be dropped hours after registration

☐ No, this class cannot be dropped after registration

- A. **Name, Course ID:** Inherited from the course.
- B. **Class ID:** Specify a unique ID. Use dashes rather than spaces or forward slashes. i.e., Domain-Course-Name-WBT (ex: XXXXXXXXXX-Civil-Rights-WBT).
- C. **Domain:** Inherited from the course. If it is not, type your agency's domain name in the field and click the search icon to select it. The class must have the same domain as the associated course.
- D. **Description:** Specify a meaningful description for the class. The default character limit for this field is 2000 characters.
- E. **Language:** The language in which the class is delivered.
- F. **Duration:** Enter the length of time scheduled for the class in hours and minutes.
- G. **Allow Drop:** Click the radio button next to the desired option.

Availability Information

H Available From* 02/18/2025

I Discontinued From

J Display for Registrar's Desk ☒

K Display in Learning Catalog ☒

Other Information

L Is Mandatory? -Select One- ▾

- H. **Available From:** Displays the date from when the WBT class will be available to learners. This is a read-only field.
- I. **Discontinued From:** When the class will no longer be available. This date can be completed at any time.
- J. **Display for Registrar's Desk:** **This field should always be checked.** It allows the administrator to view the class and register learners.
- K. **Display in Learning Catalog:** Check this field to allow the class to be displayed in the catalog by learners for registration.
- L. **Is Mandatory?:** Indicate if this training is mandatory.

STEP 7: : Click **Finish**. The Class is now created for the selected course.

Other Information

Is Mandatory? -Select One- ▾

BACK **FINISH** CANCEL