Create a New Course in SLMS

Step	Action
1.	After you log in to SLMS, click the **Main Menu** button. Main Menu ▾
2.	Click the **Enterprise Learning** menu. 📁 Enterprise Learning ▶
3.	Click the **Catalog** menu. 📁 Catalog ▶
4.	Click the **Maintain Courses** menu. 📄 Maintain Courses
5.	Click the **Add a New Value** tab. Add a New Value
6.	When you add a new course, take note of the different tabs and links that are available. **Basic Data**, **Prerequisites**, **Equivalents**, **Notes and Attachments**, **Security**, **NY Credits** and the **Attributes** tab are all individual pages where you can enter additional data about the course you are going to create.
7.	Use the **Course Details** page to enter course Basic Data such as the name, course code, and other basic information for a course.
8.	Click in the **Course Long Name** field.
9.	The **Course Long Name** is the name of the course offering. It holds 200 characters. Enter your desired information into the **Course Long Name** field. For example, enter a valid value such as **Delivering Customer Service in NYS**.
10.	Click in the **Course Short Name** field, which holds 10 characters.
11.	Click in the **Course Code** field.
12.	Enter the desired information into the **Course Code** field. This code must be **unique** among all other courses codes in all of SLMS and be no more than 30 characters. For example, enter a valid value such as **SLMS-DelCusServ-2017**.
13.	The **Owner** field defaults to your name, since you are creating the Course. This is important system information - certain system notifications will be sent to the **Owner**. This could be the person to contact with issues concerning this Course.

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14.	The **Effective Date** defaults to the current date. ***THIS SHOULD ALWAYS BE CHANGED TO A DATE IN THE PAST*** Make your **Effective Date** **a couple months** in the past or more to ensure that your Course remains effective and valid in the Catalog.
15.	Click the **Choose a date** button. [31]
16.	Change your **Effective Date** to the past. For example, click the **25** link for June 25, 2017. [25]
17.	Click the **Course Status** list. Active ▼
18.	The **Course Status** field identifies the course as active or inactive. Making a Course **Inactive** will affect any Class associated with it. Leave the status as **Active.**
19.	Click in the **Description** field.
20.	Enter a description for the course you are creating in the **Description** field. The **Description** field holds 254 characters, including spaces. Enter the desired information into the **Description** field. For example, enter a valid value such as **This course will cover the vital concepts of delivering quality customer service to citizens of the State of New York.** What you enter in the Description field will appear when a Learner searches the SLMS Catalog.
21.	A more complete **Course Abstract** can be added in the **Course Abstract** field below the Description. These are important fields to make agency catalog entries substantive. The Course Abstract field holds 4,000 characters including spaces.
22.	Click the **Approval Type** list. None ▼
23.	Use the **Approval Type** field to specify if a manager, special approver, or both is required to approve learners in classes that are associated with this course. If you select a list item that includes a special approver, you must select the special approver on the **Class Details** page.

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24.	There are only four valid different **Approval Types** to choose from. 1. None/Internal-None = No Approval Needed 2. Internal-Mgr = Manager Approval Required 3. Both-Special/Internal-Special = Special Approver Required 4. Standard = Both Manager and Special Approver Required Anything that says External can be ignored. If you choose any **Approval Type** that starts with Internal-Mgr, it will require the Learner to recevie **Manager** approval. If you choose any **Approval Type** that contains **Special**, you will have to designate a Special Approver at the class level.
25.	Click the **None** list item. None
26.	**Certificate Template Field** You can choose a specific certificate to display for a learner, once they complete a class. If you want to upload your own agency-specific template, contact the SLMS Help Desk. **Logo File Field** You can choose a logo to display next to your content in the system, so a learner knows that this particular training is offered by your agency. If you want to upload your own agency-specific logo, contact the SLMS Help Desk.
27.	Click the **Prerequisites** link. This link, along with Basic Data, Equivalents, Notes and Attachment, Security, and NY Credits, can also be found at the bottom of the screen. Prerequisites
28.	Use the **Course Prerequisites** page to define required and recommended prerequisites. Prerequisites can be other courses, objectives, or programs. Adding prerequisites is optional. Please note, SLMS does not currently have Objectives configured in the system, but this feature may be added in the future. Before a learner can enroll in a class when prerequisites are enforced, the learner must complete any required prerequisites or an equivalent course.
29.	Click the **Equivalents** link. Equivalents
30.	Use the **Course Equivalents** page to identify equivalent Courses and Programs that currently exist in the SLMS catalog.
31.	Click the **Notes and Attachments** link. Notes and Attachments

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32.	Use the **Notes and Attachments** page to enter notes and/or attach documents to the Course you are creating. You can also provide a link to a website that you want the learner to view.
33.	Click the **Security** link. Security
34.	Use the **Security** page to share a course with other learning environments and to select the learner groups that can access the course.
35.	By default, the primary administrator's Learning Environment is designated as the primary environment. If no other Learning Environments are added, a primary administrator can make a course available **only** to learner group that is associated with the administrator's learning environment.
36.	To access the more than 500 Learner Groups configured in SLMS, an administrator needs to add a second Learning Environment. You are going to add the **State of New York** learning environment. This will give you access to the 500+ learner groups and allow the SLMS Help Desk to access your course should you ever need help.
37.	Click the **Add a new row** button. +
38.	Click the **Look up Learning Environment** button. 🔍
39.	Click in the **Learning Environment** field.
40.	Enter the desired information into the **Learning Environment** field. Enter a valid value such as **State of New York**.
41.	Click the **Look Up** button. Look Up
42.	Click the **State of New York** link. State of New York
43.	This is an **important step**. After you add the **State of New York** as your second learning environment, you MUST click the **Save** link. Clicking save opens the door to those 500+ learner groups. Click the **Save** link. Save
44.	Click the **Add Learner Group Security** link. Add Learner Group Security
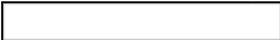
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45.	Click the **Learner Group Prompt** button.
46.	From this lookup screen, you can find any of the Learner Groups you want to associate with your Course. Add as many Learner Groups as you think you may use. Your Class inherits the Learner Groups from the Course. So you can pick and choose which Learner Groups you want to use once you get to the Class level.
47.	For example, click the **All Learners** link. All Learners
48.	Click the **Done** button. Done
49.	Click the **NY Credits** link. NY Credits
50.	The **NY Credits** page allows you to add continuing education units (CEU) to your Course. You can multiple CEU types to your course, if you desire. Upon completion of the class associate to this course, the learner will receive credit for whatever CEU type you have added.
51.	Click the **Look up Type** button.
52.	Currently, there are 83 CEU types loaded in SLMS. If you need a new type added, please contact the SLMS Help Desk.
53.	Click the **Close** button. ×
54.	Click the **Attributes** tab. Attributes
55.	Use the **Course Attributes** page to associate categories and keywords with a course.
56.	Click the **Add Category** link. Add Category
57.	The **Category** field defines the category that this course belongs to. When learners search the catalog, they can fitler the results by categories.
58.	Click the **Look up Category** button.
59.	Click the **Mental Health** link. Mental Health
60.	Click the **Add Keyword** link. Add Keyword

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61.	The **Keyword Type** field associates keyword types with this course. Click the **Look up Keyword Type** button. 🔍
62.	There are more than 20 **Keyword Types** in SLMS. The Keyword Type you choose determines which Keywords are available for use.
63.	Click the **IT** link. IT
64.	Click the **Look up Keyword** button. 🔍
65.	Click the **Excel** link. Excel
66.	Click the **Save** link. Save
67.	**Congratulations! You have completed how to the Create a New Course**