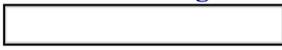
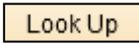
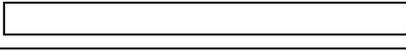


## Create a New Delivery Method for a Course in SLMS

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Catalog</b> menu. 
4.	Click the <b>Maintain Delivery Methods</b> menu. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Click the <b>Look up Course Code</b> button. 
7.	Use the fields at the top of this window to look up the course in SLMS you want to add a delivery method for.
8.	Click in the <b>Long Name</b> field. 
9.	Enter the desired information into the <b>Long Name</b> field.  An example, enter a valid value such as <b>Delivering Customer Service in NYS</b> .
10.	Click the <b>Look Up</b> button. 
11.	Click the <b>Delivering Customer Service in NYS</b> link. 
12.	Click the <b>Look up Delivery Method Type</b> button. 
13.	There are more than 30 delivery methods types currently configured in SLMS. Choose the best one that fits your course and class.
14.	Click the <b>Demonstration</b> link. 

Step	Action
15.	Like <b>Courses</b> , delivery methods need an effective date. The effective date defaults to the current date. You need to change this to a date in the past.  Click the <b>Choose a date</b> button. 
16.	Click the <b>2012</b> list item. 
17.	Click the <b>1</b> link. 
18.	From here, you can continue down the page and modify the fields on the <b>Delivery Method</b> .  This is <b>not required</b> , however, because all of the fields on this page are also on the <b>Class Details</b> page and can be modified there.
19.	Click the <b>Save</b> link. 
20.	<b>Congratulations! You have completed the Create a New Delivery Method for a Course in SLMS.</b>



It should be noted that it is recommended when adding a New Delivery Method to an existing course, it is **ALWAYS** preferred that you enter through the course, rather than Maintain Delivery Methods. This Job Aid was designed for individuals who use SLMS daily and would be less likely to make this kind of mistake.

Entering through [Main Menu > Enterprise Learning > Catalog > Maintain Courses] and finding the course, before creating the Delivery Method will prevent common mistakes.