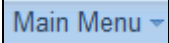


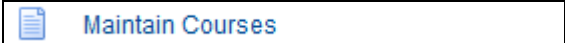










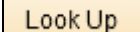






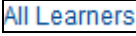




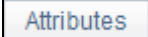


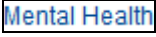

Create a New Course






Step	Action
1.	After you log in to SLMS, click the Main Menu button. 
2.	Click the Enterprise Learning menu. 
3.	Click the Catalog menu. 
4.	Click the Maintain Courses menu. 
5.	Click the Add a New Value tab. 
6.	When you add a new course, take note of the different tabs and links that are available. Basic Data, Prerequisites, Equivalent, 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 only holds 50 characters. Enter your desired information into the Course Long Name field. For example, enter a valid value such as Basketweaving for a New Generation .
10.	Click in the Course Short Name field. 
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-Basket-2013 .
13.	The Owner field defaults to your name, since you are creating the Course. It is for informational purposes - certain system notifications will be sent to the Owner . This could be the person to contact with issues concerning this Course.

Step	Action
14.	<p>The Effective Date defaults to the current date.</p> <p>*THIS SHOULD ALWAYS BE CHANGED TO A DATE IN THE PAST*</p> <p>Make your Effective Date six months in the past or more to ensure that your Course remains effective and valid in the Catalog.</p>
15.	<p>Click the Choose a date button.</p> 
16.	<p>Change your Effective Date to the past.</p> <p>For example, click the 25 link for June 25, 2012.</p> 
17.	<p>Click the Course Status list.</p> 
18.	<p>The Course Status field identifies the course as active or inactive.</p> <p>Making a Course Inactive will affect any Class associated with it.</p> <p>Leave the status as Active.</p>
19.	<p>Click in the Description field.</p>
20.	<p>Enter a description for the course you are creating in the Description field. The Description field holds 254 characters, including spaces.</p> <p>Enter the desired information into the Description field.</p> <p>For example, enter a valid value such as This course will cover the basics of basketweaving.</p> <p>What you enter in the Description field displays when a learner searches the Catalog.</p>
21.	<p>A more complete Course Abstract can be added in the Course Abstract field below the Description.</p> <p>The Course Abstract field holds 4,000 characters including spaces.</p>
22.	<p>Click the Approval Type list.</p> 
23.	<p>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.</p>

Step	Action
24.	<p>There are four different Approval Types to choose from.</p> <ol style="list-style-type: none"> 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 <p>Anything that says External can be ignored. If you choose any Approval Type that starts with Internal-Mgr, it will require the Learner to receive Manager approval.</p> <p>If you choose any Approval Type that contains Special, you will have to designate a Special Approver at the class level.</p>
25.	<p>Click the None list item.</p> <p>None</p>
26.	<p>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.</p> <p>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.</p>
27.	<p>Click the Prerequisites link.</p> <p>This link, along with Basic Data, Equivalentents, Notes and Attachment, Security, and NY Credits, can also be found at the bottom of the screen.</p> <p>Prerequisites</p>
28.	<p>Use the Course Prerequisites page to define required and recommended prerequisites. Prerequisites can be other courses, objectives, or programs. Adding prerequisites is optional.</p> <p>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.</p>
29.	<p>Click the Equivalentents link.</p> <p>Equivalentents</p>
30.	<p>Use the Course Equivalentents page to identify equivalent Courses and Programs that currently exist in the SLMS catalog.</p>
31.	<p>Click the Notes and Attachments link.</p> <p>Notes and Attachments</p>

Step	Action
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. 
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 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. 
42.	Click the State of New York link. 
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. 
44.	Click the Add Learner Group Security link. 

Step	Action
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. 
48.	Click the Done button. 
49.	Click the NY Credits link. 
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. 
55.	Use the Course Attributes page to associate categories and keywords with a course.
56.	Click the Add Category link. 
57.	The Category field defines the category that this course belongs to. When learners search the catalog, they can filter the results by categories.
58.	Click the Look up Category button. 
59.	Click the Mental Health link. 
60.	Click the Add Keyword link. 

Step	Action
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. 
64.	Click the Look up Keyword button. 
65.	Click the Excel link. 
66.	Click the Save link. 
67.	Congratulations! You have completed the Create a New Course topic. End of Procedure.