Admin Job Aid: Create and Manage Curricula

Purpose

The purpose of this job aid is to guide you through the step-by-step processes of creating and managing a curriculum.

In this job aid, you will learn how to:

- Add a Curriculum
- Associate Items to a Curriculum
- Add a Sub-Curriculum
Add a Curriculum

1. After logging in to TMS 2.0, select the **Learning Administration** link from the My Admin Favorites tile.

2. Select **Learning**.
3. Select **Curricula**.
4. Select the **Add New** link.
5. Select a **Locale** from the drop-down list.

6. Create and enter a **Curriculum ID**.

7. Enter a **Domain**. If you do not know the domain name, select the **Magnifying Glass** icon to search for and select a domain from the list.
   
   **NOTE:** You may complete the other fields on this page as necessary, but they are not required.

8. Leave the **Force Incomplete** checkbox unchecked.

9. Select **Add**. You have successfully added a new curricula.
Associate Items to a Curriculum

1. Select Contents (located on the lower portion of the screen) of the new curriculum you just added.
2. Select the Edit link.

```
<table>
<thead>
<tr>
<th>Related</th>
<th>Contents</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Profiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contents</td>
<td></td>
<td></td>
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<tr>
<td>Documents</td>
<td></td>
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<tr>
<td>Job Codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

3. The Edit window appears. Select the Add Contents icon (green plus sign).
4. Select Items from the drop down list.
5. The Add Items window appears. Enter search criteria to locate items to include in the curriculum.

7. Select the **Add** checkbox next to the item(s) you want to add to the curriculum.

8. Select **Add**.

9. Select the **Edit** link next to the item.
10. Enter an **Initial Number (of days, weeks, months, quarters, or years)**.
11. Select an **Initial Period** from the drop-down list.
12. Enter a **Threshold**.
13. Select the **Event** radio button for **Initial Basis**.
14. Choose whether to ignore **Previous Completions** and if so, specify how many days past.
15. Select a **Required Date Basis** (assignment date or hire date).
16. Enter a **Retraining Number** and **Retraining Period**.
17. Select the **Event** radio button for **Retraining Basis**.
18. Enter a **Basis Date**.
19. Enter an **Effective Date**.
20. Select an **Assignment Type (Optional or Required)** from the drop-down list.
21. Select **Apply Changes**.

**NOTE:** Repeat steps 10-21 for each item in the curriculum. You have successfully associated items with a curriculum.
Add a Sub-Curriculum

1. Select Contents (located on the lower portion of the screen) from the Related area of a curriculum.

2. Select the Edit link.

   ![Diagram](image1)

3. The Edit window appears. Select the Add Contents icon (green plus sign).

4. Select Subcurricula from the drop down list.

   ![Diagram](image2)
5. The **Add Subcurricula** window appears. Enter **search criteria** to locate subcurricula to add.

6. Select **Search**.
7. Select the **Add** checkbox next to the curriculum to be added as a subcurriculum.
8. Select **Add**.

9. The subcurriculum is added to the bottom of the contents list. You have successfully added a subcurriculum to a curriculum.