



This document outlines standards for settings when creating an instructor-led (ILT) item or online item.

Below are descriptions for each section within the **Item Details**, and the fields within that section.

Fields **highlighted in blue** are only for ILT Items.

Item Details

Course Information

Item Classification: Instructor-led with online content Locale*: English Item Type*: +

Item ID*:

Instructor-led with online content

Completion Status*: Number of Days*: 1 days Hours per Day*: 8.0 hours

COURSE INFORMATION	
Item Classification	<ul style="list-style-type: none"> Instructor-Led Instructor-Led with online content Online Other (Do not use this option) <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-top: 10px;"> <p>Note: The classification cannot be changed once the item is created.</p> </div>
Type	<p>Most common options:</p> <ul style="list-style-type: none"> Course (COURSE) In-service (INSERVICE) Assessment, test, or exam (ASSESS) Non-course reference material (RESOURCE)
Item ID	<p>Create the Item ID following the Naming Conventions Guidelines. The ID characters identify UPHS (HS) or University (UP), the provider code (a five-digit number), the type of component (in this case, ITEM), and the course code (abbreviated version of the title). Each section is separated by a period.</p> <p>For example: HS.20001.ITEM.EPIC151</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-top: 10px;"> <p>Note: The item ID cannot be changed once the item is created.</p> </div>
Completion Status	<p>For online content. Most common options:</p> <ul style="list-style-type: none"> COURSE-COMPLETE (Complete) – For Credit ASSESS-PASS (Complete) – For Credit RESOURCE-COMPLETE(Complete) – For Credit
Number of Days	<p>Enter the number of day(s)</p> <ul style="list-style-type: none"> You may edit this after the item is created
Hours per Day	<p>Enter the hours for each day</p> <ul style="list-style-type: none"> You may edit this after the item is created if each day is a different number of hours

Course Overview

Title: 300 characters remaining

Audience: 300 characters remaining

Duration: hours

Delivery Method*: +

Source: +

Credit Hours: hours

Contact Hours: hours

CPE Hours: hours

Description*: 4000 characters remaining

Image:

Image URL:

Contact's Email*:

COURSE OVERVIEW			
Title	Title of the course. The title should be easy for learner to search and easy for regulatory to identify what the course is. <i>Helpful Hint: List audience and/or Entity in title if applicable.</i>		
Audience	Default is blank. Type in a description of the intended target audience that the system displays in the user interface.		
Duration	Total hours. (Total duration of training over all days.)		
Delivery method	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Most common options: <ul style="list-style-type: none"> eLearning (ELEARNING) Instructor Led Training (ILT) In Service (INSERVICE) Assessment, test, or exam (ASSESS) Competency (COMPETENCY) Simulation (SIM) Online or Paper Document (DOC) </td> <td style="width: 50%; vertical-align: top;"> Other options: <ul style="list-style-type: none"> Podcast (PODCAST) Policy or procedure (POLICY) Informational Overview (QUICKLEARN) Survey (SURVEY) Video (VIDEO) Virtual Classroom or Webinar (VIRTUAL) Evaluation (EVAL) </td> </tr> </table>	Most common options: <ul style="list-style-type: none"> eLearning (ELEARNING) Instructor Led Training (ILT) In Service (INSERVICE) Assessment, test, or exam (ASSESS) Competency (COMPETENCY) Simulation (SIM) Online or Paper Document (DOC) 	Other options: <ul style="list-style-type: none"> Podcast (PODCAST) Policy or procedure (POLICY) Informational Overview (QUICKLEARN) Survey (SURVEY) Video (VIDEO) Virtual Classroom or Webinar (VIRTUAL) Evaluation (EVAL)
Most common options: <ul style="list-style-type: none"> eLearning (ELEARNING) Instructor Led Training (ILT) In Service (INSERVICE) Assessment, test, or exam (ASSESS) Competency (COMPETENCY) Simulation (SIM) Online or Paper Document (DOC) 	Other options: <ul style="list-style-type: none"> Podcast (PODCAST) Policy or procedure (POLICY) Informational Overview (QUICKLEARN) Survey (SURVEY) Video (VIDEO) Virtual Classroom or Webinar (VIRTUAL) Evaluation (EVAL) 		
Source	Leave blank (default). Learning source can be used as a filter in searches and reports. You can create or modify the source.		
Credit Hours	Number of hours of content delivered (educational hours). This applies to clinical and non-clinical professions. For ILT, this would equal Length minus breaks.		
Contact Hours	Number of Nursing Education approved contact hours. For use by Continuing Nursing Education only.		
CPE Hours	Continuing Professional Education Hours. Department of Nursing should use Contact Hours field for Continuing Nursing Education.		
Description	Brief description of course including target audience, objectives and any special instructions. This is useful for regulatory file reviews.		
Contact's Email	Enter email address for content questions or other questions about course.		

Access Settings

Security Domain*:

Status: Active

Available in Library: Yes No

Editable in Master Inventory

Registration Settings

Minimum Enrollments:

Maximum Enrollments:

Prevent Multiple Class Registration Interval: Days

User can Self-Register:

Manager can Register Others:

User can Request a Class:

Auto Enroll from Waitlist: Yes No

User can Waitlist:

ACCESS SETTINGS	
Security Domain	UPHS
Status	Active. If creating an in-service choose Inactive.
Available in Library	Yes (default). Libraries can be chosen in the Libraries section of the item.
REGISTRATION SETTINGS	
Minimum Enrollments	Number of seats required. If the minimum number of seats will be the same for all classes, enter the number at the item level. If the minimum number will change enter at the class level.
Maximum Enrollments	Number of seats available. If number of seats will be the same for all classes, enter the number at the item level. If the number will change you can modify at the class level.
Prevent Multiple Class Registration Interval	Blank by default. Represents the number of days before a user is permitted to enroll in another class of the same item. For example, if the user enrolls in a class that takes place on Feb 1, 2017, and the number in this field is 365, the user will be blocked from enrolling in another class for this item, unless the class date is Feb 1, 2018 or later.
Users can Self-Register	Yes (default)
Manager can Register Others	Yes (default)
User can Request a Class	Default is NO. For ILT items, when you select YES, you allow users to make ad hoc requests for other training dates. The item contact email address receives a weekly Item Scheduling Demand notification email when there are requests for the item and/or the contact can run an Item Requests report.
Auto Enroll from Waitlist	Item level: If you select Yes, the system automatically selects the Auto Fill Registration when you create a new class for this item. Classes: When you select Yes, the system automatically moves users who are next on the waitlist into registration slots that open after other users withdraw (or are withdrawn).
User can Waitlist	If YES, when capacity is met, user will be put on waitlist. If NO, then no waitlist is available. See Auto Fill Registration for additional options pertaining to the waitlist.

Approval Process

Approval Required:
 Yes No

Approval Process: +

Withdraw Approval Process

Approval required to withdraw:
 Yes No

Withdraw Approval Process: +

Assignments

Initial Basis: +

Initial Number:

Initial Period:

Retraining Basis: +

Retraining Number:

Retraining Period:

Assignment Type: +

Completion

Auto Record Competency Rating on Item Completion:

User can Add to Learning History:

Managers can Add to Learning History:

Certificate Template:

APPROVAL PROCESS	
Approval Required	No (default). If approval process is desired, contact your entity's lead KL admin.
Approval Process	Leave blank (default). If approval process is desired, contact your entity's lead KL admin.
WITHDRAW APPROVAL PROCESS	
Approval required to withdraw	No (default). If approval process is desired, contact your entity's lead KL admin.
Withdraw Approval Process	Leave blank (default). If approval process is desired, contact your entity's lead KL admin.
ASSIGNMENTS	
Initial Basis	Always leave blank (default). These settings are not used at the item level.
Initial Number	
Initial Period	
Retraining Basis	
Retraining Number	
Retraining Period	
Assignment Type	
COMPLETION	
Auto Record Competency Rating on Item Completion	No (default)
User can Add to Learning History	No
Managers can Add to Learning History	No
Certificate Template	Blank (default). If a custom certificate is required, contact your entity's lead KL admin.

Version Details

Creation Date:

Reviser:

Revision Date and Time*:

Revision Number:

Custom Fields

Legacy Course Master ID:

Course Owner:

Stroke Hours:

Trauma Hours:

VERSION DETAILS	
Creation Date	Today's date (default). You can select a date that you created this learning item record. Update when you copy an Item.
Reviser	Default is blank. Type the name of the person who most recently revised the learning item. This information is for administrative purposes only and cannot be viewed in the user interface.
Revision Date and Time	This field cannot be changed.
Revision Number	Blank (default).
CUSTOM FIELDS	
Legacy Course Master ID	Blank (default). Item ID from previous LMS.
Course Owner	Choose course owner.
Stroke Hours	Blank (default). Number of hours of content delivered for stroke education.
Trauma Hours	Blank (default). Number of hours of content delivered for stroke education.

Other Item Sections:



Section	Description
A. Online content	Any online content associated with the item.
B. Agenda Template	One agenda = one day, two agendas = two days, etc. The agenda defines the duration of each day and is used as the default when classes are created.
C. Classes	A list of classes related to an instructor-led item.
D. Libraries	Select Libraries based on audience. Include libraries for all audiences that may need to access the item. <i>Often PSOM and UNIV users must register for UPHS courses. If you are unsure, select all three libraries: UPHS, PSOM, and UNIV.</i>
E. Categories	Categories allow users to narrow search results in the library.
F. Curricula	Displays any associated curricula. Do not add curricula at the item level.
G. Assignment Profiles	Not used for items.
H. Prerequisites	If a prerequisite is desired, contact your entity's lead KL admin.
I. Substitutes	If a substitute is desired, contact your entity's lead KL admin.
J. Competencies	Not used.