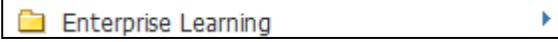
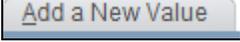


## Create a Catalog Item

Please use the log in information (user ID and password) provided to you for this webinar. If you do not know your log in information, submit a question via the webinar and request that they be resent to you.

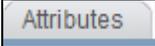
Step	Action
1.	After logging in to the SLMS training environment ( <a href="http://dev.nyslearn.ny.gov">http://dev.nyslearn.ny.gov</a> ), click the <b>Main Menu</b> button to get started. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Catalog</b> menu. 
4.	Click the <b>Maintain Items</b> menu. 
5.	Click the <b>Add a New Value</b> tab. 
6.	When you add a new catalog item, take note of the different tabs and links that are available.  <b>Basic Data, Prerequisites, Equivalent, Notes and Attachments, Security, NY Credits</b> and the <b>Attributes</b> tab are all individual pages where you can enter additional data about the catalog item you are going to create.
7.	Use the <b>Catalog Item Basic Data</b> page to enter data, such as the name, course code, and other basic information for a catalog item.
8.	Click in the <b>Catalog Item Long Name</b> field.
9.	The <b>Catalog Item Long Name</b> is the name of the course offering. It is a required field.  Enter the desired information into the <b>Catalog Item Long Name</b> field.  For example: " <b>SLMS Training</b> " or " <b>Sexual Harassment Prevention</b> "
10.	Click in the <b>Catalog Item Short Name</b> field. The system will automatically populate this field with the first 10 characters of the Catalog Item Long Name. However, you can rename this if you prefer.  Either leave the default, or enter the desired information into the <b>Catalog Item Short Name</b> field.
11.	You can enter in any <b>Course Code</b> of your choosing. Your agency may use a standardized course code naming convention, which you may wish to follow.  For every <b>Catalog Item</b> that is created, you must provide a unique <b>Course Code</b> .

## Exercise 1: Create a Catalog Item

Step	Action
12.	The <b>Owner</b> field is for informational purposes. It defaults to the person who is creating the <b>Catalog Item</b> . You can leave it, choose a different person, or delete the name entirely.
13.	The <b>Effective Date</b> is the system's default date. This should reflect the date when this catalog item will become valid. <b>Effective Date</b> is not start date. As a best practice, you should choose an <b>Effective Date</b> that is well in the past (i.e., 01/01/2011).
14.	The <b>Catalog Item Status</b> field identifies the course as active or inactive.
15.	Click in the <b>Description</b> field.
16.	<p>Enter a description for the catalog item you are creating in the <b>Description</b> field. The <b>Description</b> field holds 250 characters, including spaces.</p> <p>Enter a valid value, for example: "<b>Creating a Catalog Item</b>".</p> <p>Note: A more complete <b>Catalog Item Abstract</b> can be added in the <b>Catalog Item Abstract</b> field below the <b>Description</b>. The abstract field holds 1,000 characters including spaces.</p>
17.	<p>Use the <b>Approval Type</b> field to specify whether a manager, special approver, or both is required to approve learners in activities that are associated with this catalog item.</p> <p>The Standard approval type includes both manager and special approver approval.</p> <p>If you select a list item that includes a special approver, you must select the special approver on the <b>Activity Details</b> page.</p>
18.	<p>Click the <b>Prerequisites</b> link.</p> <p>This link, along with Basic Data, Equivalent, Notes and Attachment, Security, and NY Credits, can also be found at the bottom of the screen.</p> <p><a href="#">Prerequisites</a></p>
19.	<p>Use the <b>Catalog Item Prerequisites</b> page to define required and recommended prerequisites. <b>Prerequisites</b> can be other catalog items, programs, or objectives. Before a learner can enroll in an activity when prerequisites are enforced, the learner must complete any required prerequisites or an equivalent catalog item.</p> <p>Please note SLMS does not currently have <b>Objectives</b> configured in the system, but this feature may be added in the future.</p>
20.	<p>Click the <b>Add required Prerequisites</b> link.</p> <p><a href="#">+ Add required Prerequisites</a></p>
21.	The <b>Type</b> field identifies the type of prerequisite you would like to add.
22.	<p>Click the <b>Type</b> drop-down list.</p> <p><input type="text" value="Catalog Item"/></p>
23.	<p>You can add prerequisites that are Catalog Items, Objectives, or Programs. Please note that SLMS does not currently have Objectives configured in the system, but this feature may become available in the future.</p> <p>Select <b>Catalog Item</b> from the list.</p>

Step	Action
24.	Click the <b>Prompt</b> button. 
25.	From the <b>Look Up Object</b> page, you can search the catalog to find the item you want to add as a prerequisite.
26.	Click the <b>Equivalents</b> link. 
27.	Use the <b>Catalog Item Equivalents</b> page to identify equivalent Catalog Items and Programs that currently exist in the SLMS catalog.
28.	Click the <b>Notes and Attachments</b> link. 
29.	Use the <b>Notes and Attachments</b> page to enter notes and/or attach documents to the Catalog Item you are creating. You can also provide a link to a website that you want the learner to view.
30.	Click the <b>Security</b> link. 
31.	Use the <b>Security</b> page to share a catalog item with other learning environments and to select the learner groups that can access the catalog item.
32.	By default, the primary administrator's <b>Learning Environment</b> is designated as the primary environment.  A primary administrator can make a catalog item available only to learner groups that are associated with the administrator's learning environment.  In order to gain access to the Learner Groups configured in SLMS, you need to click on the <b>Add a new row</b> button. 
33.	Click the <b>Prompt</b> button for the new row that was added. 
34.	Choose <b>State of New York</b> from the list of <b>Learning Environments</b> .  Doing this gives you access to the 270+ learner groups that have been established.
35.	Click the <b>Add Learner Group Security</b> link. 
36.	Click the <b>Prompt</b> button. 
37.	A list of available learner groups for your learning environment will appear. You can choose the learner group(s) you want for this catalog item.
38.	Click the <b>NY Credits</b> link. 
39.	Use the <b>NY Credits</b> page to add any continuing education units that may exist for the catalog item you are creating.

## Exercise 1: Create a Catalog Item

Step	Action
40.	Click the <b>Look up Type</b> button to view a list of continuing education unit types. 
41.	Currently, there are over 70 configured <b>Continuing Education Unit Types</b> in the SLMS catalog.
42.	Click the <b>Attributes</b> tab. 
43.	Use the <b>Catalog Item Attributes</b> page to associate categories, and keywords with a catalog item.
44.	Click the <b>Add Category</b> link. 
45.	The <b>Display Order</b> field specifies the relative order in which a catalog item is to appear within the selected category. Assigning the same number to more than one item does not prevent those items from being displayed, but their order will be unpredictable.
46.	The <b>Category</b> field defines the category that this item belongs to. When learners browse the catalog by the category you select, only items belonging to that category will be displayed.
47.	Click the <b>Look up Category</b> button. 
48.	There are currently more than 200 categories to choose from in SLMS.
49.	Click the <b>Add Keyword</b> link. 
50.	The <b>Keyword Type</b> field associates keyword types with this catalog item.  Click the <b>Look up Keyword Type</b> button. 
51.	There are more than 20 <b>Keyword Types</b> in SLMS.
52.	Click the <b>Save</b> link. 
53.	<b>Congratulations! You have completed the Create a Catalog Item exercise. End of Procedure.</b>