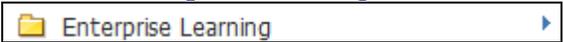
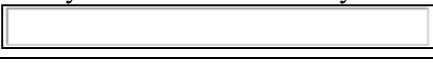


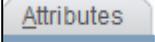
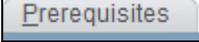
## Exercise 4: Setting Up a Program

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.

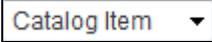
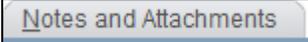
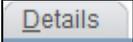
Step	Action
1.	After logging in to the SLMS training environment ( <a href="http://dev.nyslearn.ny.gov">http://dev.nyslearn.ny.gov</a> ), click the <b>Main Menu</b> button to get started. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Catalog</b> menu. 
4.	Click the <b>Maintain Programs</b> menu. 
5.	Click the <b>Add Certification</b> link. 
6.	Use the <b>Maintain Programs - Details</b> page to create a program code and description and to specify rules for registration payments, approvals, and programs waivers.
7.	Use the <b>Certification Code</b> as a unique identifier for the certification. 
8.	Enter the desired name for the certification program in the <b>Long Name</b> field.
9.	The system will automatically fill the <b>Short Name</b> field. You can change it, if you desire. 
10.	The <b>Owner</b> field is for informational purposes. This could be the person to contact with issues concerning this program.
11.	Click in the <b>Description</b> field to enter a description of the program you are going to create.
12.	You can choose a specific approval type for a program, just like you can with Catalog Items and Activities.
13.	Click in the <b>Special Approver</b> field to look up a special approver.  This is only required if you chose an approval type that requires a special approver.
14.	Skip the <b>Payments</b> section.
15.	Use the <b>Completion Type</b> field to calculate the completion date based on a Fixed or a Delayed type.  You can base the target completion date on the learner's registration date (select Fixed in the <b>Completion Type</b> field) or on the date that the learner completes the first item in the program (select Delayed in the <b>Completion Type</b> field).

## Exercise 4: Setting up a Program

Step	Action
16.	Use the <b>Completion Period</b> field in conjunction with the <b>Completion Type</b> field to calculate the completion date for the certification.  For example, if you select a completion type of Fixed and a completion period of 60 days, then learners who register on January 1 have until March 3 to complete the program. <input data-bbox="354 422 431 464" type="text" value="0"/>
17.	Use the <b>Warning Period</b> field to define the number of days before the completion period date that the system sends an email reminder to learners. Clear the field or enter 0 to have emails sent on the completion period date. <input data-bbox="354 579 431 621" type="text" value="0"/>
18.	Use the <b>Validity Period</b> field to define the number of days for which the certification is valid after the learner completes the program. Alternatively, you can enter a fixed date in the <b>Expiration Date</b> field.  A learner can register for recertification any time after completing a certification. They do not have to wait for a certification to expire. <input data-bbox="354 837 431 879" type="text"/>
19.	Use the <b>Grace Period</b> field to define the number days that the certification remains in effect after the expiration date. <input data-bbox="354 957 431 999" type="text"/>
20.	Use the <b>Expiration Warning Period</b> field to define the number of days before expiration that the system will send an email reminder to learners. Clear the field or enter 0 to have emails sent on the expiration date. <input data-bbox="354 1119 431 1161" type="text"/>
21.	Use the <b>Recertification Period</b> field to define the number of days after the grace period that learners have to complete the recertification program to reinstate their certification. After the recertification period expires, learners must repeat the original certification program. <input data-bbox="354 1310 431 1352" type="text"/>
22.	Use the <b>Recertification Warning Period</b> field to define the number of days before the expiration of the recertification period that the system will send an email reminder to learners. <input data-bbox="354 1472 431 1514" type="text"/>
23.	Click the <b>Sections</b> tab. <input data-bbox="354 1566 505 1608" type="button" value="Sections"/>
24.	Use the <b>Maintain Programs - Sections</b> page to specify the sets of catalog items that make up the program. You must define at least one section per program and one item per section.
25.	Click the <b>Add Item Section</b> link. <input data-bbox="354 1745 540 1776" type="button" value="Add Item Section"/>
26.	Use the <b>Section Name</b> field to enter a desired name for this section of the program.
27.	The <b>Instructions</b> field text appears in the learning catalog and in the learning plans.

Step	Action
28.	Use the <b>Section Order</b> field to define the completion order for the program. If the program has only one section, then 1 appears by default.
29.	Click the <b>Look up</b> button. 
30.	You can look up the name of the Catalog Item you want to include in this program.
31.	The <b>Allow Waiver</b> option specifies if the catalog item can be waived. If the item is waived for a learner, then that learner gets completion credit for the item and its objectives.
32.	Use the <b>Historical Credit</b> option to enable the learner to get completion credit for having completed the item before registering for the program. Credit is given upon registration.
33.	If you enable the <b>Historical Credit</b> option, then you use the <b>Credit Period</b> field to specify the number of days from the registration date within which the learner must complete the item to receive credit.
34.	Use the <b>Allow Equivalent</b> option if an optional catalog item can be taken instead of this one.
35.	To add additional catalog items to the section, you can click the <b>Add Catalog Item</b> link.
36.	If you click the <b>Add Program Section</b> link, you can include programs that are in the SLMS catalog as sections in the program you about to create. <a href="#">Add Program Section</a>
37.	Click the <b>Attributes</b> tab. 
38.	Use the <b>Maintain Programs - Attributes</b> page to specify the categories, keywords, and objectives to associate with the program.
39.	Click the <b>Add Category</b> link. <a href="#">Add Category</a>
40.	Use the <b>Category</b> field to associate this program with a category in the catalog. Learners can use the catalog to search for programs by category.
41.	Click the <b>Add Keyword</b> link. <a href="#">Add Keyword</a>
42.	Use the <b>Keyword Type</b> field to associate this program with an existing keyword type. <input type="text"/>
43.	Use the <b>Keyword</b> field to associate this program with a keyword in the catalog. Learners can use the catalog to search for programs.
44.	Click the <b>Prerequisites</b> tab. 
45.	Use the <b>Maintain Programs - Prerequisites</b> page to select required and recommended prerequisites.
46.	Click the <b>Add Required Prerequisites</b> link. <a href="#">Add Required Prerequisites</a>

## Exercise 4: Setting up a Program

Step	Action
47.	Click to select the Prerequisite type. Click the <b>Relationship</b> list. 
48.	You can add prerequisites that are Catalog Items, Objectives, or Programs.
49.	Click the <b>Equivalents</b> tab. 
50.	Use the <b>Maintain Programs - Equivalents</b> page to identify programs or catalog items that are equivalent to this one. For example, a Project Manager certification may include all of the Manager certification components.
51.	Click the <b>Notes and Attachments</b> tab. 
52.	Use the <b>Maintain Programs - Notes and Attachments</b> page to enter notes and add attachments to the program.
53.	Click the <b>Security</b> tab. 
54.	Use the <b>Maintain Programs - Security</b> page to select the learning environments and learner groups that can access the program.  Do not remove your default Learning Environment. If you do, you will not be able to view or edit this program in the future.
55.	Click the <b>Add Learner Group Security</b> link. 
56.	Use the <b>Name</b> field to assign a Learner Group to the program. Assigning a learner group to a program does not guarantee that all group members will have access to all items in the program.  The administrator is responsible for ensuring that no conflicts or inconsistencies exist between learner groups assigned to the program and learner groups assigned to the catalog items of the program.
57.	Click the <b>Details</b> tab. 
58.	Click the <b>Status</b> list.
59.	Click the <b>Active</b> list item.   When you have added all of the elements to the program, and you are ready to open it up for enrollment, be sure to change the status to <b>Active</b> . This status remains Pending until all elements are added.
60.	Click the <b>Save</b> link.
61.	<b>End of Procedure.</b>