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## Curriculums

Created by [Harris, Jeffrey](#) last modified on [12/03/2021](#)

Curricula are comprised of multiple learning objects which are part of one program and can include tests, external courses, online learning, instructor-led training, postings, tests, evaluations and more to allow for a blended learning experience. Once assigned, curricula appear within a user's transcript to be managed.

Key Benefits

A curricula give you the ability to blend all Facets of learning MyPath has to offer. The curriculum also allows you to pull one report for all learning objects. Prerequisites can be added to a curriculum to ensure users are completing the proper training before being allowed to complete

User Permissions

- Ability to Pull Status Reports
- Ability to design curriculum layout and completion process.
- Ability to dictate training assignment date.

Admin Permissions

- Edits Curriculum
- Setting availability of Curriculum
- Deactivation or updating of Curriculum.
- Attach Evaluation

### Building a Curriculum

1. Within the learning admin tab click **Learning Management**.
2. Click the curriculum button under learning objects.
3. Within Curriculum Administration click **Create new Curriculum**.
4. In the **General** tab you will need to add a title, keywords, description and additional information if any.
5. Ensure credit amount are entered if any.
6. Ensure **Curriculum Player** box is selected.
7. **Prerequisites** may need to be added to curriculum to ensure a training is completed before a user can register for the curriculum.

PREREQUISITES

Users must complete

Add New Option

8. Select appropriate **Availability**. (*Users that can search and request training*)
9. Set the appropriate standard or custom emails.
10. Select recurrence Option.

Recurrence: ?

When a curriculum active for recurrence is re-requested or re-assigned, the internal learning objects will be reset. Recurring curricula are allowed to have courses in common with other recurring curricula.

☐ Allow this training to be assigned to the same user more than once (Warning: In order to re-assign the latest version of the curriculum to a user with a previous version of the curriculum, the admin must also activate this option for the previous versions of this curriculum.)

☐ Allow users to request this training more than once.

☐ Allow subsequent instances of training to be approved based on original approval. Leave unmarked to apply approval workflow for every request.

11. Build curriculum by adding requested sections, notes, materials, ILT's, Online Trainings and/or Test.
12. Sequence the Curriculum (*order in which the training will need to be taken*)
13. : Ensure the pay upfront, Pre-approve and auto-register boxes are checked
14. Save the curriculum.

Curriculum Structure Breakdown:

General

Availability

Emails

Pricing

Training Units

Structure

Sequence number

"Ditch the Drama" Cy Wakeman Webinar- May 21, 2019

1 Disclosure to Participants (#19085.1)

2 Presentation (Select 1-either with captions or no captions) (1 of 2 required)

1 Ditch the Drama (No Captioning)

1 Ditch the Drama (Open Captioning)

Section Dropdown

Training type

Registers them instantly in the curriculum

Automatically launched training (not to be selected)

Delete Training

Allow preapproval (Most Common)

Add Form

Add Checklist

Add Note

Add Training

Add section

### Best Practiced Do's and Don'ts

Do's

- Ensure a meeting occurs between you and customer to ensure all proper trainings are attached to the curriculum.
- Advertise the ability of the evaluation to get rated feedback and comment feedback for the curriculum
- Ask the customer if they would want the trainings within the curriculum to be completed in succession or at anytime.
- Create curriculum in pilot first to ensure a smooth transition to production.
- Demo Curriculum to customer in pilot for testing.
- Ask the customer if the training should be assigned by managers or open for employees to register for.
- Add Key words for better search results

Don't's

- Do not create only in Production.
- Some trainings have the same name, do not assume the training that the customer want within the curriculum.
- Do not recreate a new curriculum if the same exist in the system. Reversion the one that exist.
- Do not forget to check in with customer after a few weeks or so to ensure the success of the curriculum launch.
- Do not agree to all customer request in first meeting, ensure we can complete the task that is being requested.
- Do not forget to mention that live class must continually have sessions while the curriculum is open.

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