

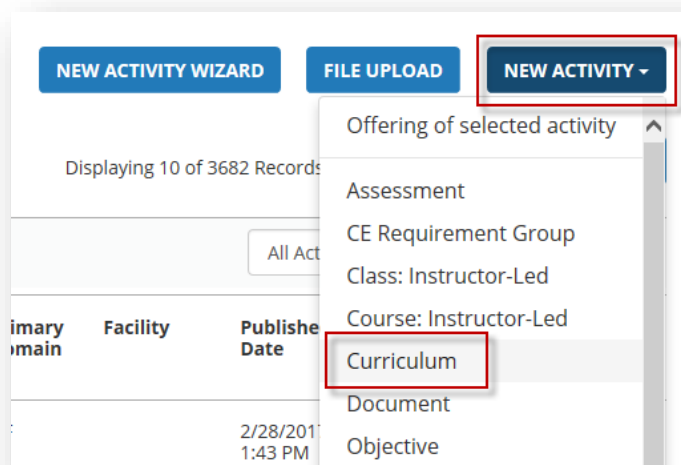
Building a Curriculum Instructions

A curriculum is a series of activities defined by a learning path. It acts as a container that holds multiple items, but only requires one registration event from the learner. It also presents the required courses in the order in which they are to be taken. For example, a curriculum could require the learner to read a PDF file, complete an online course and then attend an instructor-led class.

All components of the curriculum should be uploaded and ready in myTraining before starting the curriculum creation process. The curriculum is the activity displayed to the learner for registration purposes. The individual components of the curriculum can be hidden from search results if desired.

Nearly any activity can be included as a component of a curriculum, *except* we will not accept curricula that contain only an online course and separate quick assessment. This combination of activities has proven to be problematic and will not be approved by T&OD.

1. After logging into mytraining.hr.ufl.edu, navigate through **Administration > Learning Management > Activity Management > Learning Activities**.
2. Select **New Activity > Curriculum** from the drop-down list.

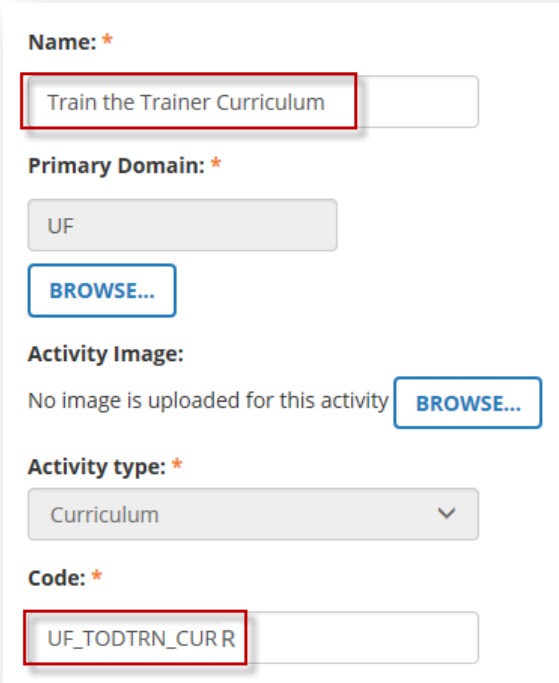


3. In **General Properties**, enter the **name** of the curriculum in the **Name** field.
 - a. Activity names entered here will appear as **written** to the Learner audience
 - b. Create a descriptive, logical, easy to read name (i.e., CTSI Clinical Research Coordinator, T4 End User Training)
 - c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)

Building a Curriculum Instructions

4. Enter the **curriculum code** in the **Code** field.
 - a. Activity codes must follow the UF_Name_CURR or _CERT format (i.e., UF_CTSICRCO_CERT or UF_ITT321_CURR)
 - a. Prefix: UF_ indicates the activity is owned by the University of Florida.
 - b. Middle: myTraining Partners have more freedom when setting up Activity Codes for curricula. We encourage you to keep the middle portion of the code as short as possible, but you aren't *required* to adhere to the ABC123 convention of other activities.
 - c. Suffix: _CURR = indicates this activity is a curriculum.
Suffix: _CERT = indicates this activity is a curriculum that is also a certification.

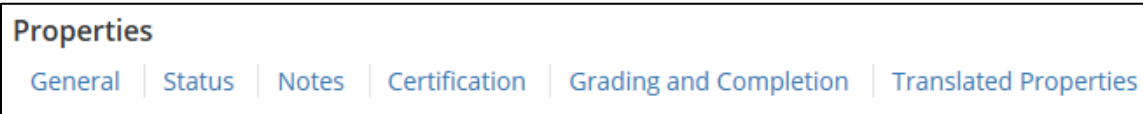
NOTE: Before entering a code, **contact Training & Organizational Development** (training@ufl.edu or 352-392-4626) to confirm the code you wish to use is available.



The screenshot shows a form for creating a curriculum. The fields are as follows:

- Name:** * Train the Trainer Curriculum
- Primary Domain:** * UF
- Activity Image:** No image is uploaded for this activity
- Activity type:** * Curriculum
- Code:** * UF_TODTRN_CUR R

5. Click **Optional**, then click on **General**.



The screenshot shows the 'Properties' tab with the following sub-tabs: General, Status, Notes, Certification, Grading and Completion, and Translated Properties.

6. Enter text that appropriately describes the curriculum in the **Description** field. Examples of information to include would be critical information, learning objectives, intended audiences, etc. HTML codes (refer to page 85) must be included if formatting is desired.
7. **Contact:** Enter at least the **name of your department/unit** and **phone number** in the Contact field.
8. **Keyword** to search for this activity (separated by space): Enter the **middle portion of the course code** and any **other keywords** that a Learner may use to search for your course (i.e., EHS814, BCC030, Hazard, Communicate, etc.).
9. Click **Next**.

Status Section –

10. Make sure the following check boxes are **CHECKED:**

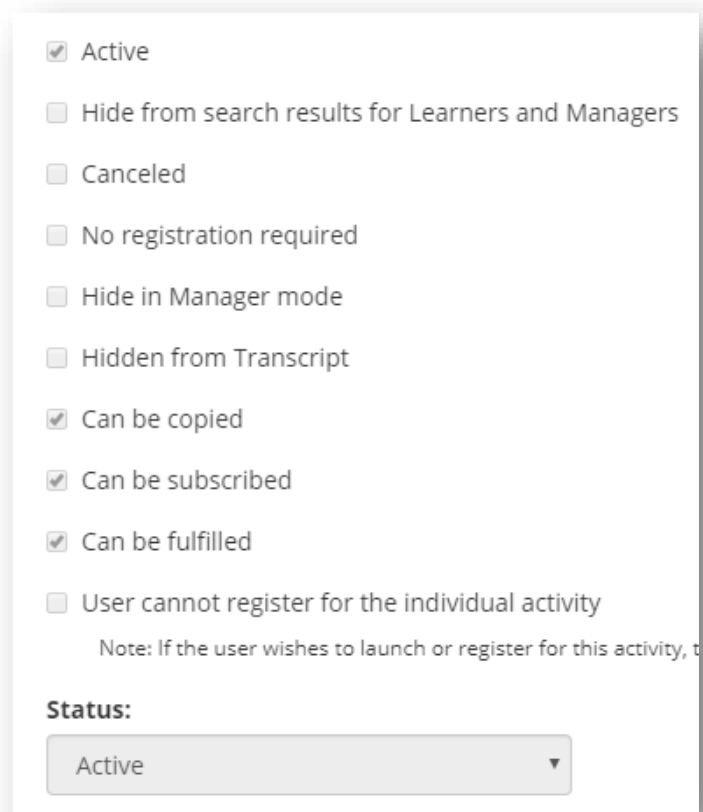
- Active
- Can be copied
- Can be subscribed
- Can be fulfilled

11. Make sure the following check boxes are **UN-checked:**

- Hide from search results for Learners and Managers
- Canceled
- No registration required
- Hide in Manager mode
- Hidden from Transcript
- User cannot register for the individual activity

12. Change the **Status** dropdown field to **Active**.

13. Click **Next** twice.



The screenshot shows a form with the following options:

- Active
- Hide from search results for Learners and Managers
- Canceled
- No registration required
- Hide in Manager mode
- Hidden from Transcript
- Can be copied
- Can be subscribed
- Can be fulfilled
- User cannot register for the individual activity

Note: If the user wishes to launch or register for this activity, t

Status:

Active ▼

Notes Section–

The Registration Instruction field is only filled out for ILT Courses. You are welcome to use this field if needed.

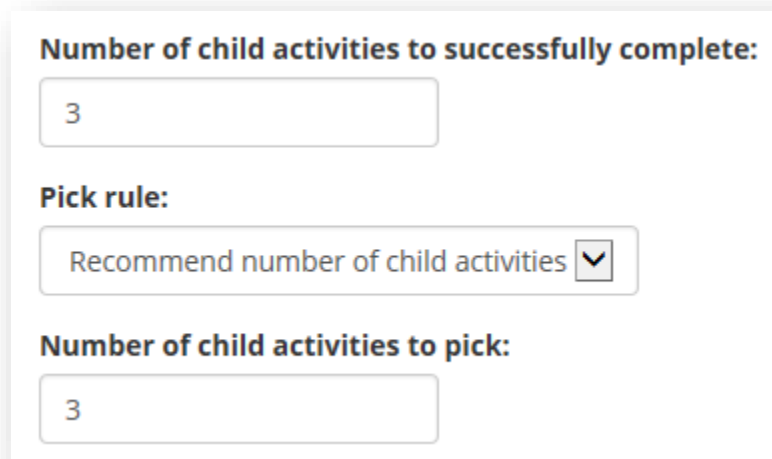
Certification Section –

If your curriculum is required on a recurring schedule or tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for direction on the appropriate combinations of properties you will need for your specific certification needs.

14. Click **Next** to the **Grading and Completion** section.

Grading and Completion Section –

15. Select the **Required to be completed** checkbox.
16. Enter the **number of child activities** (curriculum activity components) to successfully complete the curriculum.
17. **Under Pick rule**, select **Recommend number of child activities to pick**.
18. Enter the **number of child activities** available from which to pick.



Number of child activities to successfully complete:

Pick rule:
 ▼

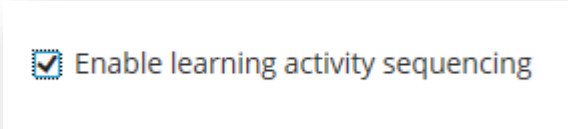
Number of child activities to pick:

NOTE: If the requirement includes only a portion of the child activities need to be completed (e.g., complete 2 of 3) and you'd like to require a **specific** activity be completed, you **must mark the child activity as Required**. To do this, send the stand-alone child activity to Stage. Navigate to Grading and Completion and mark the box for **Required to be completed**.

19. **Diploma template:** If you wish your attendees to receive a diploma of completion after the curriculum is completed, contact T&OD for assistance.

You are welcome to use the UF T&OD myTraining Diploma Template or create one for your department.

20. Check the **Enable learning activity sequencing** field to require the learner to complete the training in the order it is in within the curriculum. If the learner can complete the child activities in any order, this box can be kept unchecked.



Enable learning activity sequencing

21. Click **OK**.

Metadata Section –

Metadata

System Defined | Optional Information | User Defined | Activity Filters

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.

22. **System Defined:** Indicate the **Media** type, **Delivery method**, **Content type** and **Modality Filter** for the training. If you are interested in adding new modalities contact the Training and Organizational Development Department to discuss.

Media type:
None

Delivery method:
None

Content type:
None

23. Click **Next** twice.

30. **Activity Filters:** Indicate the expertise level as Beginner, Intermediate or Advanced.

Filter	Value
Expertise	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

24. Click **OK**.

Registration Section –

Registration

[Availability](#) | [Audiences](#) | [Allocations](#) | [Prerequisites](#) | [Evaluations](#) | [Auto-Registration](#) | [Auto-Cancellation](#)

This section determines who can register for your course and displays the evaluation that is sent after course completion.

Availability section -

26. Confirm the **Open for registration** checkbox is **checked**.

27. Check the **Allow one click registration** checkbox.

- Open for registration
- Allow one click registration

Audiences section -

28. Audiences: Default is myTraining Internal Audience

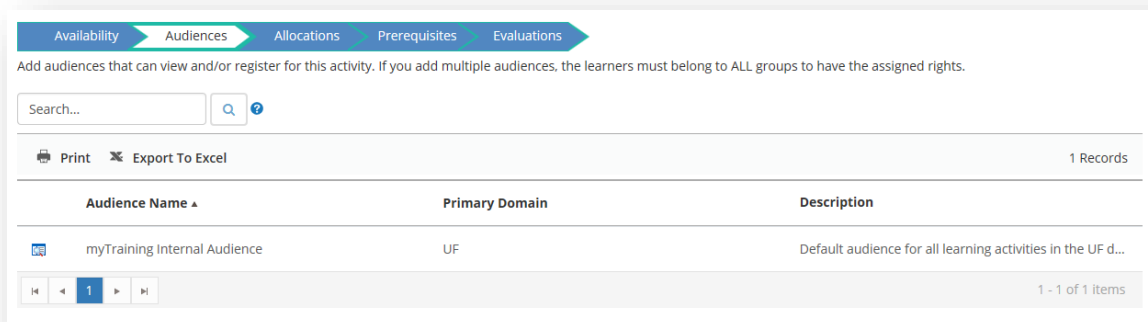
Standard published audiences are:

- **UF Audience** – all employees of UF
- **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
- **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.

In addition to the standard audiences, some courses have been assigned to custom audiences. Custom audiences are very specific lists of learners based on data points such as salary admin plans, security roles, etc. or by UFID. If you believe your course needs a “custom” audience, contact T&OD for consultation.

When your curriculum is complete, contact T&OD to have the audience flipped to the desired standard audience.

IMPORTANT: As a myTraining Partner, you are not to add, edit or delete any audiences to or from your courses. All audience additions/editions/deletions are done strictly by T&OD.



The screenshot shows the 'Audiences' tab in a management system. At the top, there are navigation tabs: Availability, Audiences (selected), Allocations, Prerequisites, and Evaluations. Below the tabs, a message reads: 'Add audiences that can view and/or register for this activity. If you add multiple audiences, the learners must belong to ALL groups to have the assigned rights.' There is a search bar with the text 'Search...' and a search icon. Below the search bar are 'Print' and 'Export To Excel' buttons. On the right side, it says '1 Records'. The main content is a table with three columns: 'Audience Name', 'Primary Domain', and 'Description'. The table contains one row: 'myTraining Internal Audience' with 'UF' as the primary domain and 'Default audience for all learning activities in the UF d...' as the description. At the bottom, there is a pagination control showing '1' and '1 - 1 of 1 Items'.

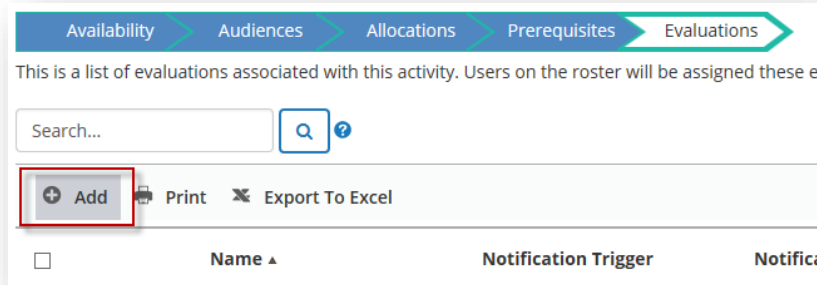
Audience Name	Primary Domain	Description
myTraining Internal Audience	UF	Default audience for all learning activities in the UF d...

Evaluation section -

You are welcome to use the **UF T&OD Workshop Evaluation 2.0** training evaluation for your trainings.

NOTE: You may choose to send a custom evaluation to attendees after course completion, if desired. A report is available to view responses. If you wish to create a custom evaluation, contact T&OD to arrange a training. The custom evaluation must already be created in myTraining before you can add it here. Otherwise, leave this section blank.

29. Click **Add** button.



Availability Audiences Allocations Prerequisites Evaluations

This is a list of evaluations associated with this activity. Users on the roster will be assigned these e

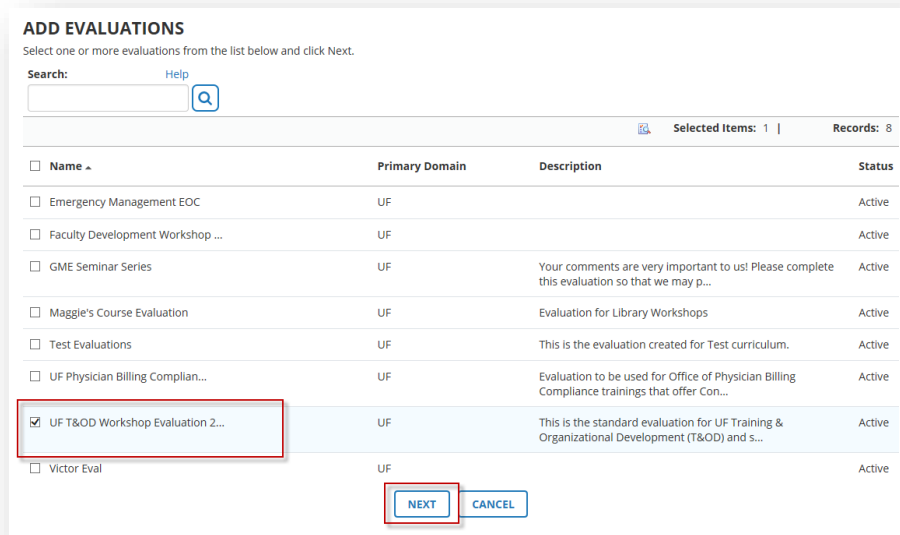
Search... [Search] [Help]

+ Add [Print] [Export To Excel]

<input type="checkbox"/>	Name ▲	Notification Trigger	Notifica
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30. **Search** for and **find** the desired evaluation.

31. Click **Next**.



ADD EVALUATIONS
Select one or more evaluations from the list below and click Next.

Search: [Search] [Help]

Selected Items: 1 | Records: 8

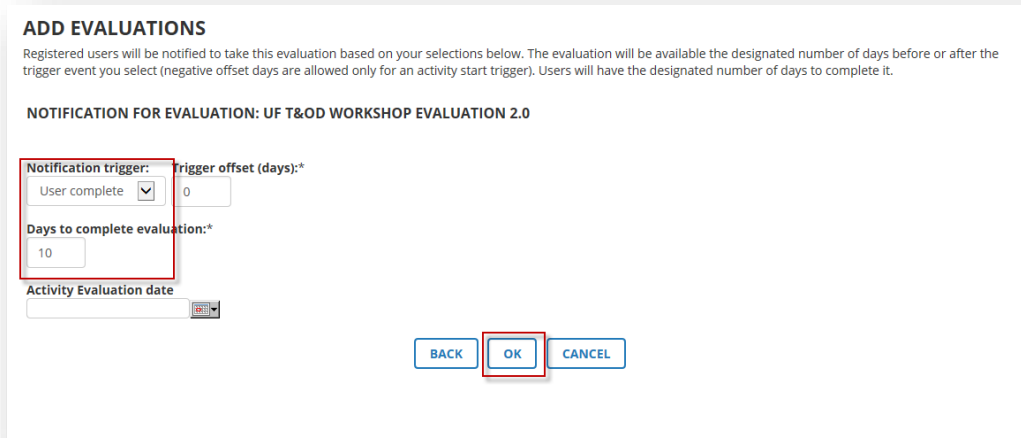
<input type="checkbox"/>	Name ▲	Primary Domain	Description	Status
<input type="checkbox"/>	Emergency Management EOC	UF		Active
<input type="checkbox"/>	Faculty Development Workshop ...	UF		Active
<input type="checkbox"/>	GME Seminar Series	UF	Your comments are very important to us! Please complete this evaluation so that we may p...	Active
<input type="checkbox"/>	Maggie's Course Evaluation	UF	Evaluation for Library Workshops	Active
<input type="checkbox"/>	Test Evaluations	UF	This is the evaluation created for Test curriculum.	Active
<input type="checkbox"/>	UF Physician Billing Complian...	UF	Evaluation to be used for Office of Physician Billing Compliance trainings that offer Con...	Active
<input checked="" type="checkbox"/>	UF T&OD Workshop Evaluation 2...	UF	This is the standard evaluation for UF Training & Organizational Development (T&OD) and s...	Active
<input type="checkbox"/>	Victor Eval	UF		Active

[NEXT] [CANCEL]

32. Change **Notification trigger** to **User complete**.

33. Enter **10** into **Days to complete evaluations**.

34. Click **OK**.



ADD EVALUATIONS
Registered users will be notified to take this evaluation based on your selections below. The evaluation will be available the designated number of days before or after the trigger event you select (negative offset days are allowed only for an activity start trigger). Users will have the designated number of days to complete it.

NOTIFICATION FOR EVALUATION: UF T&OD WORKSHOP EVALUATION 2.0

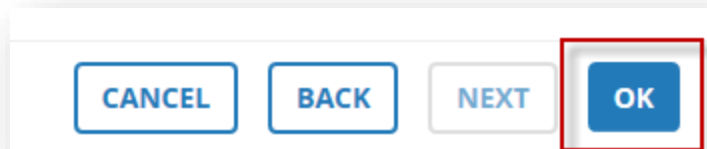
Notification trigger: User complete trigger offset (days):* 0

Days to complete evaluation:* 10

Activity Evaluation date

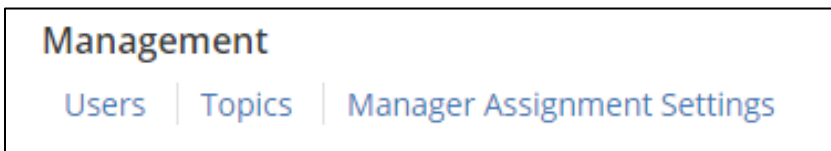
BACK OK CANCEL

35. Click **OK**.



CANCEL BACK NEXT OK

Management Section –



Management
Users | Topics | Manager Assignment Settings

Topics are associated with the course and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your course should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.

36. Click **Add** to add appropriate topics. **Drill down** as needed. **Select** the topics that are relevant for your course.

IMPORTANT: Your course must be assigned to all appropriate categories for it to appear consistently in search results.

<input type="checkbox"/>	Name
<input type="checkbox"/>	☐ Topics
<input checked="" type="checkbox"/>	☐ UF
<input type="checkbox"/>	☐ Communication
<input type="checkbox"/>	☐ Compliance/Regulatory
<input type="checkbox"/>	☐ Faculty Development
<input type="checkbox"/>	☐ Financial
<input checked="" type="checkbox"/>	☐ General
<input type="checkbox"/>	☐ Health Sciences/Clinical

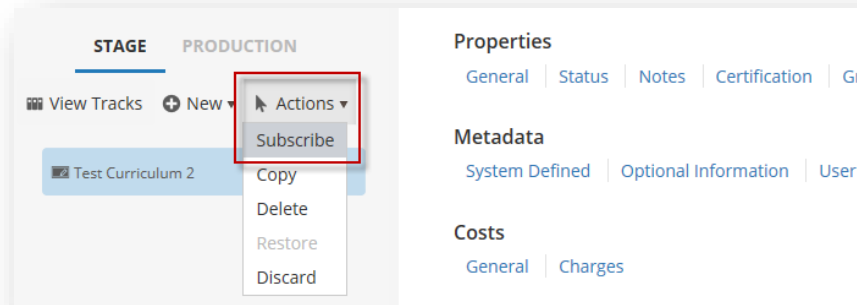
37. Click **OK**.

38. Click **OK**.

Attach the curriculum components

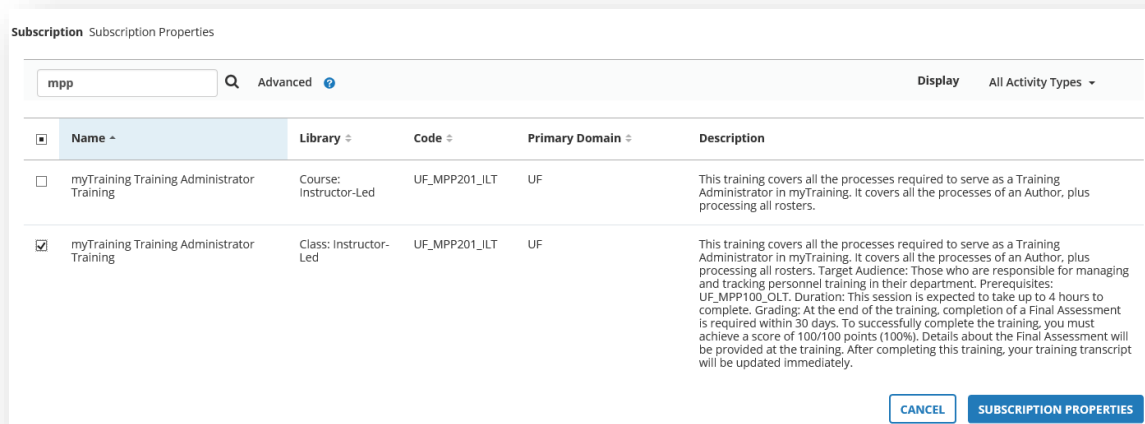
39. From the left panel, click the **Actions** drop down icon.

40. Click **Subscribe**.



41. Search for and select the first component you wish to add to the curriculum.

42. Click **Subscription Properties**.




NOTES:

- If nothing is selected the user **must retake** activity even if they previously completed it.
- **Recommendation is to mark**
 - Honor successful completions **after** this activity structure moves to production.
 - Honor previous successful completion made **before** this activity moves to production – most recent completion.
 - Most recent completion after [date] option permits you to determine the timeframe to consider when honoring completions.
- Leave checked: **Inherit from the original activity.**


SUBSCRIPTION PROPERTIES

Decide how you want the subscribed activity's completions to contribute to the parent activity's completion.

Note: Some exceptions apply. For detailed considerations regarding subscription links and completion settings, see the Online Help.

Activity Name	Honor Previous Completions	Completion Properties
<input type="checkbox"/> Apply to all	<input checked="" type="checkbox"/> Honor successful completions made after this activity structure moves to production <input checked="" type="checkbox"/> Honor successful completions made before this activity structure moves to production <input type="radio"/> Most recent completion <input type="radio"/> Most recent completion after <input type="text"/>  <input type="checkbox"/> Only honor the above completions after the learner registers for at least one activity in this activity structure	<input checked="" type="checkbox"/> Inherit from the original activity <input type="checkbox"/> Contribute to parent activity completion <input type="checkbox"/> Required to be completed

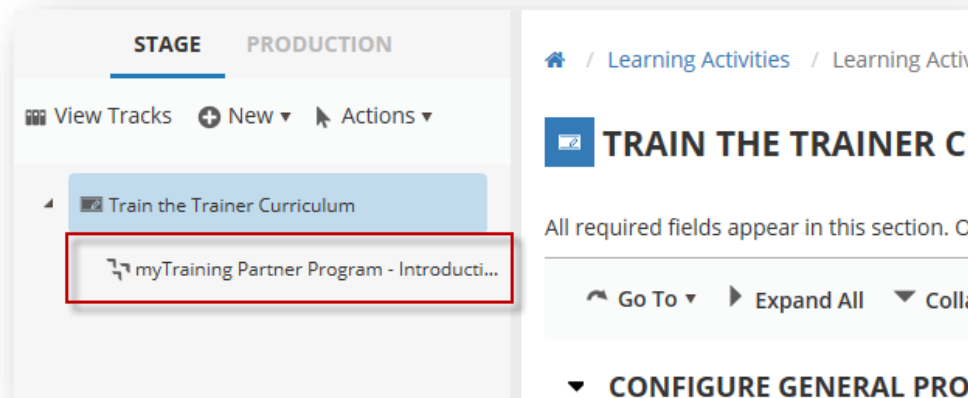
Accountability in the Workplace

<input checked="" type="checkbox"/> Honor successful completions made after this activity structure moves to production <input checked="" type="checkbox"/> Honor successful completions made before this activity structure moves to production <input checked="" type="radio"/> Most recent completion <input type="radio"/> Most recent completion after <input type="text"/>  <input type="checkbox"/> Only honor the above completions after the learner registers for at least one activity in this activity structure	<input checked="" type="checkbox"/> Inherit from the original activity <input checked="" type="checkbox"/> Contribute to parent activity completion <input type="checkbox"/> Required to be completed
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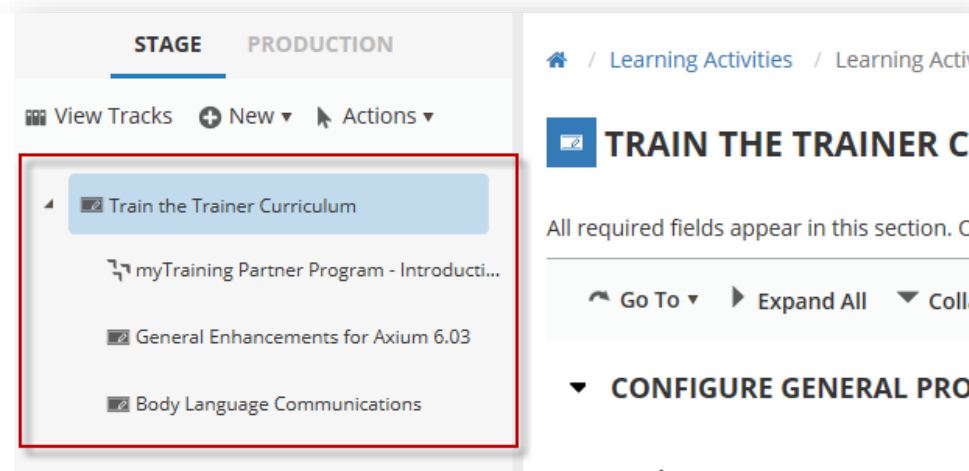
Building a Curriculum Instructions

43. Click **Add Subscription** button.

44. Confirm activity appears beneath the name of the curriculum in the left panel.



45. Select the curriculum again and repeat steps 39 – 44 to add as many activities as needed to the curriculum.



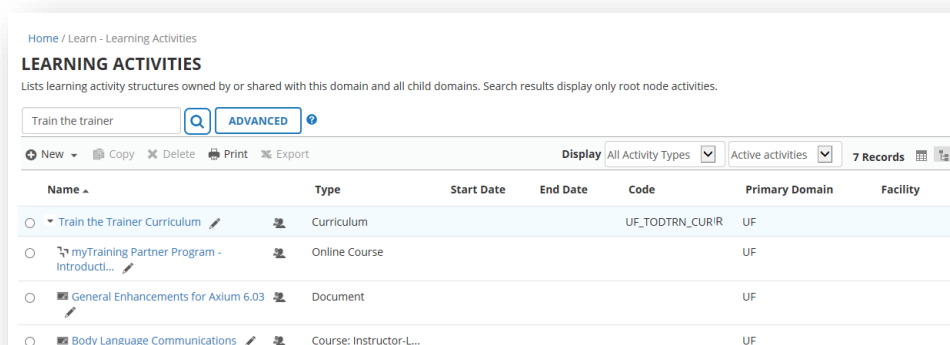
NOTE: When activities are subscribed to a curriculum, and a specific activity **must** be completed, then it is a best practice to modify the specific activity's properties to mark the **Required to be completed** checkbox under the **Grading and Completion Section** (this is done by sending the activity TO Stage and altering).

After all curriculum components have been subscribed and properties set, you will move the curriculum into Production.

IMPORTANT: Be sure to choose the correct activity to subscribe to your curriculum. Once a curriculum is published and learners have attended the activities subscribed, you cannot unsubscribe that activity from the curriculum.

Move to Production –

46. Click **Validate for Production** at the bottom of the left panel.
47. Verify validation results do not indicate any errors (green notice).
 - a. If you get an orange notice – this is an advisement, nothing critical.
 - b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
48. Click **Move to Production**
49. Click **Close** at the bottom, right corner of screen.
50. **Verify** the new Curriculum activity appears in the Activity Management screen.



Home / Learn - Learning Activities

LEARNING ACTIVITIES

Lists learning activity structures owned by or shared with this domain and all child domains. Search results display only root node activities.

Train the trainer

All Activity Types 7 Records

Name ^	Type	Start Date	End Date	Code	Primary Domain	Facility
<input type="radio"/> Train the Trainer Curriculum <input type="button" value="Edit"/>	Curriculum			UF_TODTRN_CUR/R	UF	
<input type="radio"/> myTraining Partner Program - Introducti... <input type="button" value="Edit"/>	Online Course				UF	
<input type="radio"/> General Enhancements for Axium 6.03 <input type="button" value="Edit"/>	Document				UF	
<input type="radio"/> Body Language Communications <input type="button" value="Edit"/>	Course: Instructor-L...				UF	

Retiring Parts of Curriculum:

There may be times where you will need to inactive/retire an activity. If a subscribed child activity needs to be removed from the curriculum prior to being made live, we highly recommend contacting T&OD for assistance. There are specific steps to do this correctly.