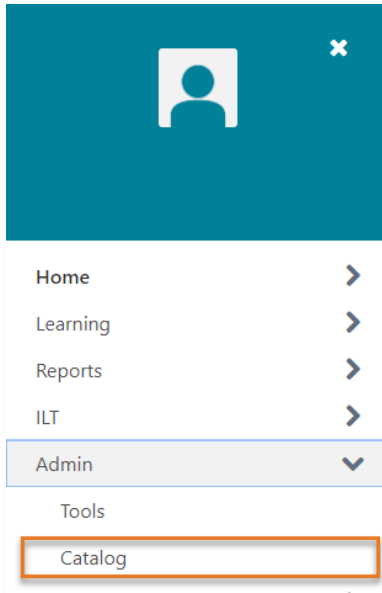# Creating Curricula

Catalog Management

From any page within MyCareer@PCC, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu.

Select **Admin** to open a submenu and click on **Catalog**.

On the Catalog Management page, click on **Curricula** to navigate to the Curricula Administration page.

Curricula Administration

On the Curricula Administration page, click **Create a New Curriculum** (✚ Create A New Curriculum) to open the curriculum creation tool.

The curriculum creation tool has five sections: **General**, **Availability**, **Emails**, **Pricing** and **Structure**.

General

The General section is where you will enter basic information about your curriculum. **Title**, **Vendor** and **Subjects** are required fields but POD recommends you fill out every field possible.

To add a Vendor, click in the Vendor field to launch the Search Providers pop-up window and select your vendor from the list.

To set Owners, click on Add Owner (✚ Add Owner) to open a pop-up window and use the search functionality to locate and select the desired owners.
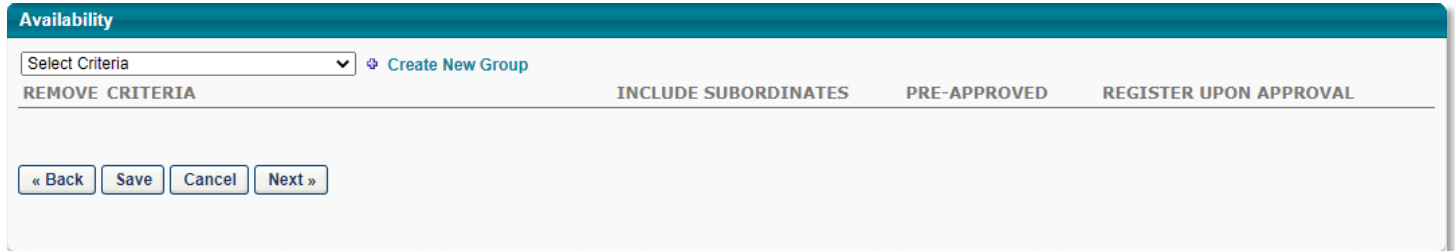
To add Subjects, click Add Subject (✚ Add Subject) to launch the Find Subject popup window and select the desired subject(s) from the list.

Administrators can identify a Prerequisite. Click on Add New Option (✚ Add New Option) to open a pop-up window and use the search functionality to locate and select the desired prerequisite learning object.

Once you are happy with the properties you have selected, click the **Next** button (Next ») to continue to the **Availability** section.

Availability

Availability defines which users have the ability to view and complete your curriculum.

Most curricula at PCC will be available to all users. However if your content is specific to a particular set of employees, you can limit access to a division or a location etc. using the Organizational Unit criteria. If you need a group set up that isn't already defined please reach out to POD@pcc.edu.

To set the availability for your curriculum, click on the **Select Criteria** field to open a dropdown menu:

- If your curriculum is available to all users, select **All Users** from the menu. Once the page reloads, click the **Add** button (Add) that is now available to add that criteria to the curriculum.
- If you are limiting access to your curriculum, select the appropriate organizational unit from the list. Once the page reloads, click the Select OU icon ( ) that is now available to launch a pop-up window. Use the search tools to locate the desired criteria. Click the blue plus sign ( ) associated with the criteria and then click the **Done** button (Done) at the bottom of the window to add your criteria to the curriculum. Make sure that the **Include Subordinates** box is unchecked.

Once you have added the desired criteria to your curriculum, click the **Next** button (Next ») to continue to the **Emails** section.

Emails

The Emails tab is where you will customize the automatic emails for your course. To learn more about this, please review the Custom Automated Emails guide. Click the **Next** button (Next ») to continue to the **Pricing** section.
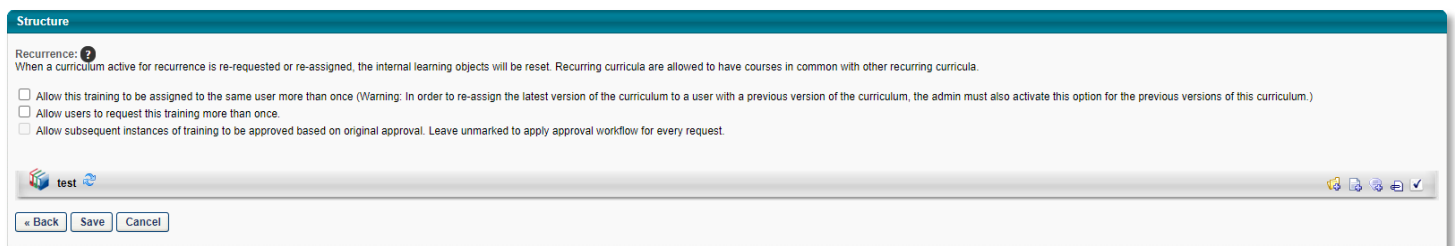
Pricing

PCC does not charge for curricula at this time. You can skip the Pricing section of the curriculum creation tool; click **Next** button (Next ») to continue to the **Structure** section.

If you are interested in using the pricing feature in the system, please reach out to POD@pcc.edu.

Structure

The Structure section of the curriculum creation tool is where you will set the recurrence options for your curriculum and add the desired learning objects to your training.

Recurrence

Decide the level of recurrence you would like for your curriculum and tick the checkboxes next to the options you select.

## Adding Content to Your Curriculum

Under the recurrence options you will see a header with your curriculum title in bold. On the right, you will notice a series of icons (🗐 🗎 🗎 🗎 ✓).

You can add sections to your curriculum as a way to organize your content if you would like. To do so, click the Add Section icon (🗐). This will launch the **Add Section** pop-up window. Give your section a **Title** and input any applicable **Instructions**. Click the **Save** button (Save) to add your section to the sequence.

Click the Add Training icon (🗎) to add learning objects to your curriculum (if you want to add the object directly to a section, make sure to click the icon in the section row). This will launch the **Select Training** pop-up window. Use the search functionality to locate and select the desired prerequisite learning object. Click the **Save** button (Save) to add the learning object(s) to the sequence.

You can add a note to your curriculum to provide your learners with context or additional instructions. To do so, click the Add Note icon (🗎). This will launch the Add Note popup window. Give your note a Title, input the body of the Note and provide any applicable Instructions. Click the Save button (Save) to add your note to the sequence.

Once you have added all of your content to the sequence, you can move the objects around by dragging and dropping them where you want them. You can also set the sequence using the field on the left of each item.
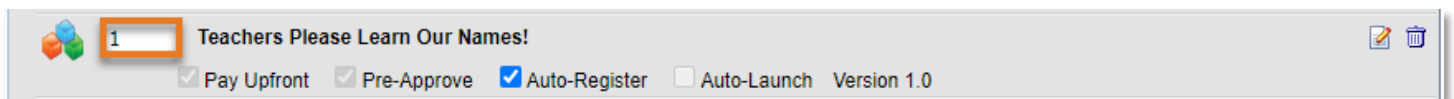
POD recommends you check the boxes next to **Pay Upfront**, **Pre-Approve** and **Auto-Register** to provide your learners with the easiest experience.

PCC does not currently use the forms or checklist functionality so you don't need to worry about the Add Forms and Add Checklist icons. Anywhere you see the Edit icon (🖉), you can click it and edit the content. Click the Remove/Delete icon (🗑) to remove the content from your curriculum.

Once you are happy with the sequence of your curriculum, click the **Save** button (Save) to save your curriculum.

You have created your curriculum!