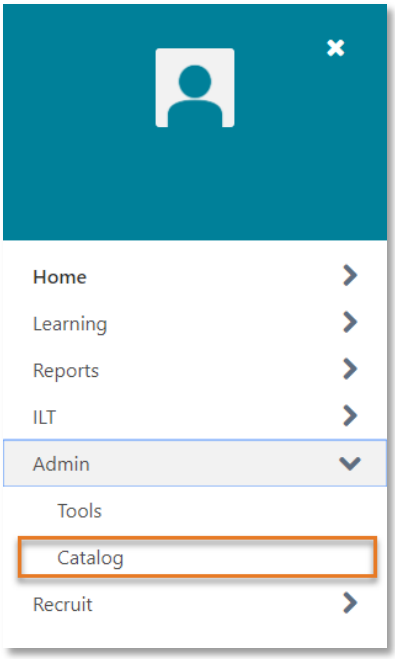
Creating Materials

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 **Materials** under the **Learning Objects** header.

Material Administration

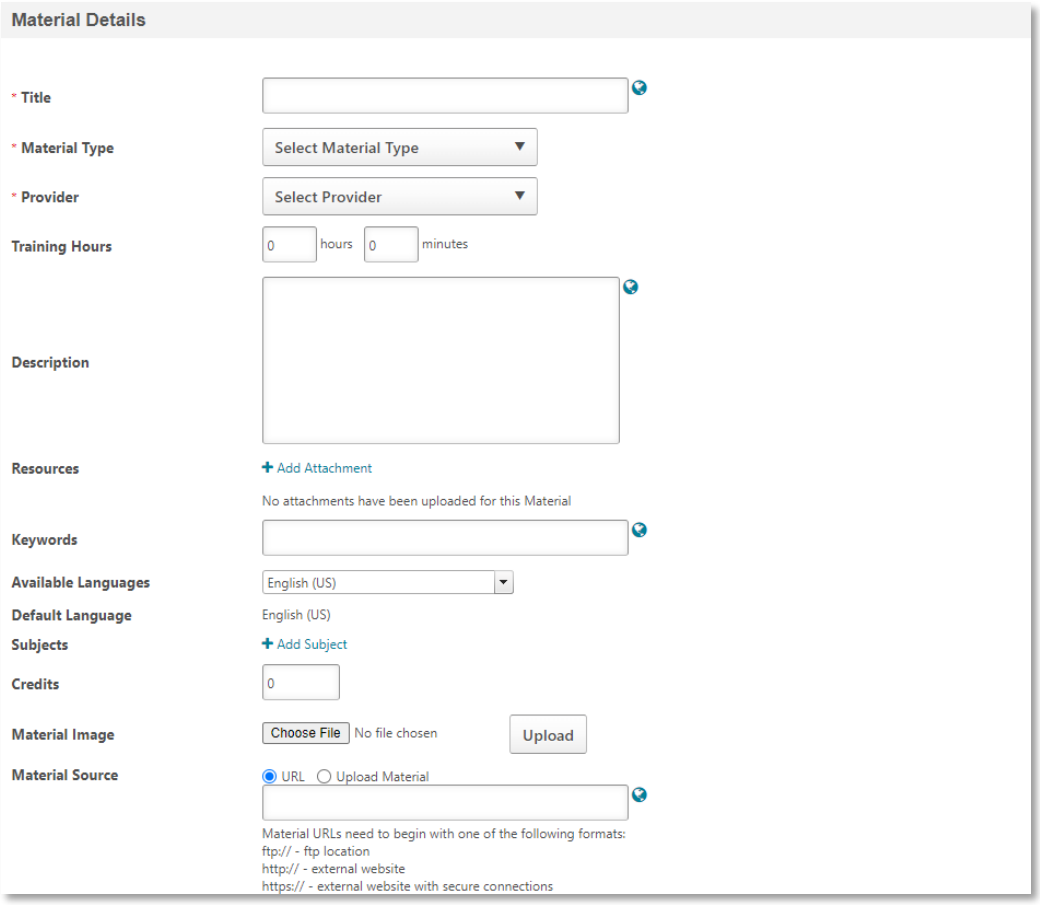
Once on the Material Administration page, click the **Create Material** button (Create Material) to open the material creation tool.

There are three sections of the material creation tool: **General**, **Availability** and **Emails**.

General

Material Details

Input the details about your material into the provided fields. **Title**, **Material Type**, **Provider**, **Subjects** and **Material Source** are required fields but POD recommends you fill out every field possible.



To add **Resources** to your material, click **Add Attachment** (+ Add Attachment) to launch the **Upload File** pop-up.

You can add an image to be associated with your material. Click the **Choose File** button (Choose File) to open your file explorer and select the file you wish to upload. Click the **Upload** button (Upload).

To add **Subjects**, click **Add Subject** (+ Add Subject) to launch the **Find Subject** pop-up window and select the desired subject from the list.

To create your material you must identify the **Material Source**; this can be a URL (1) or a file you upload (2).

1. If your material is web-based, select the radio button next to **URL** and paste the address into the field.
2. If you are uploading a file, select the radio button next to **Upload Material**; the page will reload. Click the **Choose File** button (Choose File) to open your file explorer. Select the file you wish to upload and the file will appear on the material creation tool. Click the **Upload** button (Upload). Confirm you have uploaded the correct file and then click the Save icon ( ).

To add **Prerequisites**, click on **Add New Option** (+Add New Option) to open the **Select Training** pop-up window. Use the search functionality to locate and select the desired prerequisite learning object.

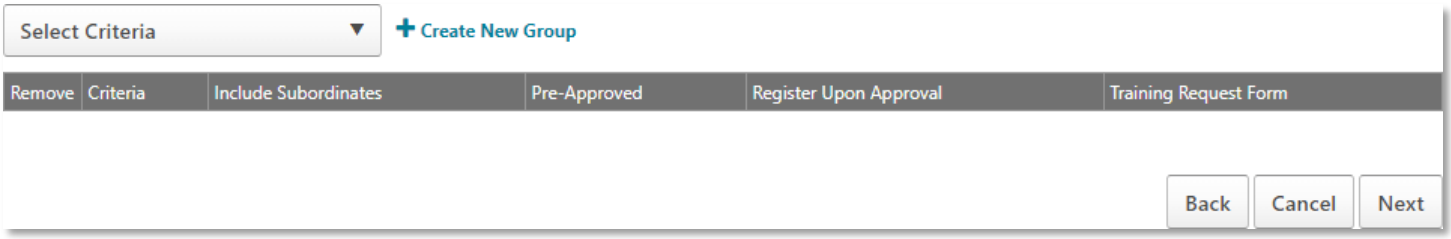
PCC does not currently utilize **On The Job Observers** so you should skip this portion of the tool.

In the **Version Details** portion of the page, you can set an **End Date** for your material that will automatically deactivate your material after the date you set has passed.

Click the **Next** button (Next) at the bottom of the page to continue on to the **Availability** section.

Availability

Availability defines which users have the ability to view and register for your material.



Most materials 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 material, click on the **Select Criteria** field to open a dropdown menu:

- If your material 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 material.
- If you are limiting access to your material, select the appropriate organizational unit from the list. Once the page reloads, click the Search icon ( ) that is now available to launch a pop-up window. Use the search tools to locate the desired criteria. Click the teal 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 material. Make sure that the **Include Subordinates** box is unchecked.

Once you have added the desired criteria to your material, click the **Next** button (Next) to move on to the **Email** section.

Emails

The majority of materials uploaded to the system will not be assigned on a standalone basis, meaning they will be a part of a curriculum. POD recommends that you select the **No Email** option if this is the case because you don't want to inundate learners with superfluous emails that could be confusing.

If you do plan to use this material as a standalone learning object, POD recommends you configure custom emails to be used with your material. To learn more about this, please review the Custom Automated Emails guide.

Now, click the **Save** button (Save) to save your configuration and return to the **Materials Administration** page.

You have created your material!

Creating a Version of a Material

If you update a material, you will need to create a version within the system. On the Material Administration page, click the Create Version icon ( ) from the Options column. This will open the Create Version page.

On the General tab, make any changes you would like to the Title or Description of your material.

If your material is a URL, simply delete the URL from the box and input the new URL.

If you uploaded a material, you will likely need to remove the old file. Do this by selecting the Remove icon ( ) next to the old file and then upload the new file using the Choose File button (Choose File).

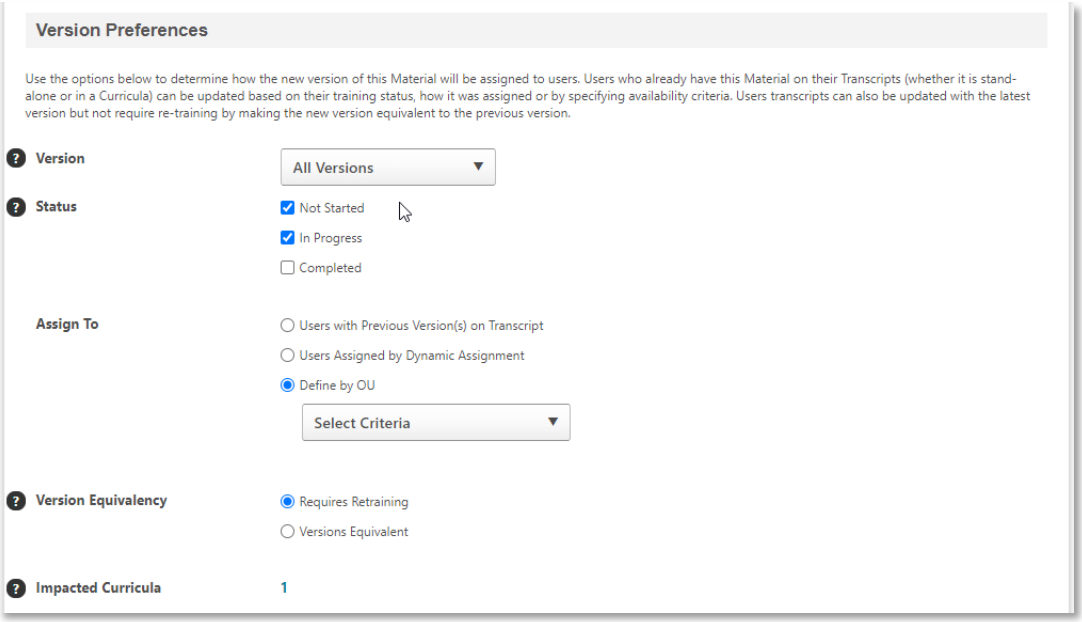
Under the Version Details section of the page, you can choose to replace or append the material. The Replace option will update the material and any curricula that contain the material with the new version. The Append options allows two version of the material to be in the system at once and does not automatically update curricula.

You can also choose to replace the material immediately or set a specific date to assign the new version.

Progress through the Availability and Email tabs and make any necessary changes.

Reversion Options Tab

Use the options on this tab to determine how the new version of your material will be assigned to users. You have several options to limit how the new version is assigned.



Status

This option filters by Transcript Status; a user will appear in the User List if they have a previous version of the Material in the selected status. For example, if the In Progress option is selected, then learners who have an 'In Progress' status for the selected version of the Material will be found in the User List. If no status options are selected, only learners who register in the future will get the new version.

Assign To

This option allows you to define which users are assigned the new version:

- **Users with Previous Version(s) on Transcript option:** This is the default option and will only assign the new version to users with a prior version of the material on their transcript (if the material is in one of the statuses you checked)
- **Users Assigned by Dynamic Assignment option:** This option allows you to assign the new version to users assigned the material by a specific Dynamic assignment. Use the onscreen search tools to find and select the dynamic assignment in question
- **Define by OU option:** This option allows you to select a specific OU using the criteria drop down menu

Version Equivalency

This option allows you to choose whether the new version is equivalent to the previous version or if it requires retraining. This setting only applies to the new material version and the previous version, not all previous versions.

Impacted Curricula

If your material is included in various curricula, this section will show you how many. Click on the number to launch a popup window that lists the curricula in question.

Click the Update User List button (Update User List) to see the users that fall within your selections in the Results area. If you are happy with your selections, click the Next button (Next) to progress to the Confirm tab.

Confirm Tab

On the Confirm tab, review the changes made to your material and the selections you made on the Reversion Options tab. You can choose to set a new due date or keep the current due date associated with the material.

You can also leave a comment describing the changes you made.

If you are happy with your updates, click the Save button (Save).