# HOW TO CREATE NEW LEARNING PROGRAMS

Hello and welcome to LearnConnect Help. I'm going to explain how to create new learning for a program.

Programs are used to create a collection of courses or modules that make up one topic or requirement. For example, if you were to run a first aid course, your program might include an introductory video, an interactive course for theory and history, a face-to-face event and an assessment.

To pass the first aid course, you need to ensure that the user is deemed competent in each of these items in order to successfully complete the "program".

Let's begin by selecting the "Create Learning" tab under "Manage Learning" in the top menu.
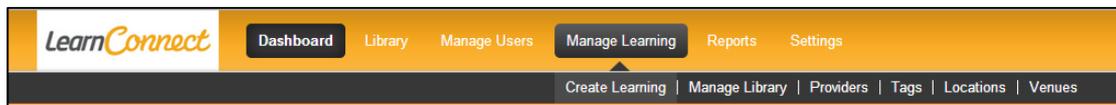
You will notice that the "Create Learning" is a wizard split into four easy steps, and they are:

1. "Learning Type", where you define what type of learning you're adding;
2. "Description", where you describe your learning;
3. "Details", where you add or define the learning; and
4. "Review/Publish", where you get to see your learning in action before it's added to your library.
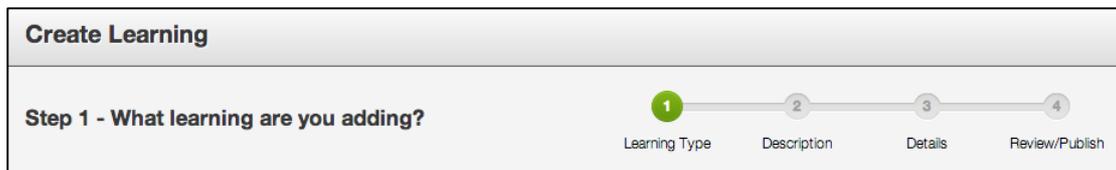
Let's start with step 1 – "What type of learning are you creating?"

This wizard allows you to create different types of learning within the LMS. For this demonstration, I'll show you how to create a learning program. First of all, I want you to select the "Learning Type" which in this case is Program, and select 'Next', which takes you to Step 2 – "Tell us about your program".

What type of learning are you creating?

Click the type of learning you want to create. Rollover each tool tip to learn more about each learning type.

| Assessment | Learning Event | Other Learning | Program |
| SCORM Course | Survey | Trackable Document | |

Step 2 asks you to describe the learning that you want to create. Here you'll provide the information that will be shown in the library - it informs users what they can expect to achieve once they've completed their learning.

Begin by adding the name or title of the learning, which should be short and succinct.

The LMS will automatically generate an identifier (based on the Name), however you can override this and enter a different identifier. An identifier is a term that you can use to help you locate your learning behind the scenes. For example, it might be the learning title with a date, a year or perhaps an accreditation code or any other unique terms that can help you to track the learning.

Next, you can use the overview to provide a detailed description of the learning. I'd encourage you to use descriptions that include an overview of the learning, what the expected learning outcomes should be and a list of the learning objectives.

Name *:

Identifier *:

Overview:

Approx Duration (minutes):

Has Certificate:

Once you've typed in this information, you can then use the text editor options to adjust the formatting. When you're happy with your description, add the expected duration of the learning in the field provided.

There are a number of other descriptors that you can add using the "Description" wizard. F or example, you can upload completion certificates by checking the "Has Certificate" box. Users will then receive a certificate on the successful completion of the learning.

Another feature of this wizard is the ability to add tags. Tags are words or phrases that describe the learning and are used to categorise the learning in the LMS. Tags can describe topics like "Compliance", or the even the type of learning itself such as "Video", "Audio", or "Policy". The tags area allows you to select existing tags, or quickly add your own.

You may also want to add a primary contact for the learning by using the dropdown menu. Simply start typing their contact details into the field for an auto complete or, alternatively, you can scroll down to select someone from the list provided.

Once you've had some practice and become an advanced user, the "Description" tool will also allow you to add archive dates, version names and lots of other information.


And that's it for step 2. Now let's move on to step 3 – "What are the program details?"

Step 3 is where you attach your learning. In this case it's a program of learning.

To start adding learning items to your program, start typing the learning title you would like to add, and the items will automatically appear in order of relevance to your search term. Use your mouse or arrow keys to scroll down the list of learning items and press enter to select the item you want to add. To add learning to the list, simply select the add button next to it.
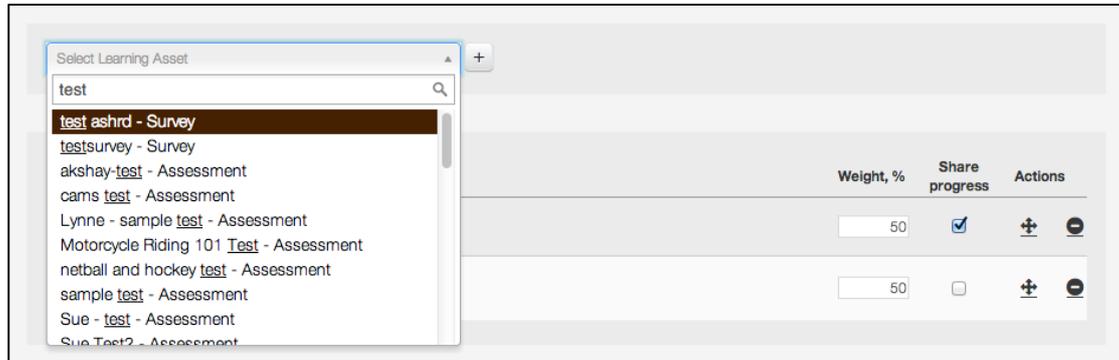
To add another learning item, repeat the same process again.

If you add a learning item that you didn't mean to, don't worry. You can remove any of your selected learning items simply by selecting the "Remove" (or minus sign) icon to the right of the learning items row.


"Share Progress" – If this is enabled, if a user is enrolled in two identical items, the status will be 'shared' across both items. For example, if a user was enrolled in a Program that had Course A as a component, and the user was also enrolled in Course A, if Share Progress was ticked, the progress of Course A would be shared. If it were not ticked, then the user would need to complete Course A twice – once as the standalone and once within the Program to mark it off as complete. We recommend always ticking Share Progress.

If you do check the "Share Progress' tick box, and a user completes only one (or some) of the modules in the program - the learning item progress bar (on their Dashboard) will indicate the program is partway complete.

When you're happy with your learning selections, select the "Next" button to continue.
It's now time for the fourth and final step in the "Create Learning - Programs" process – "Success".

By completing the previous steps, you'll now have a draft version of your learning.
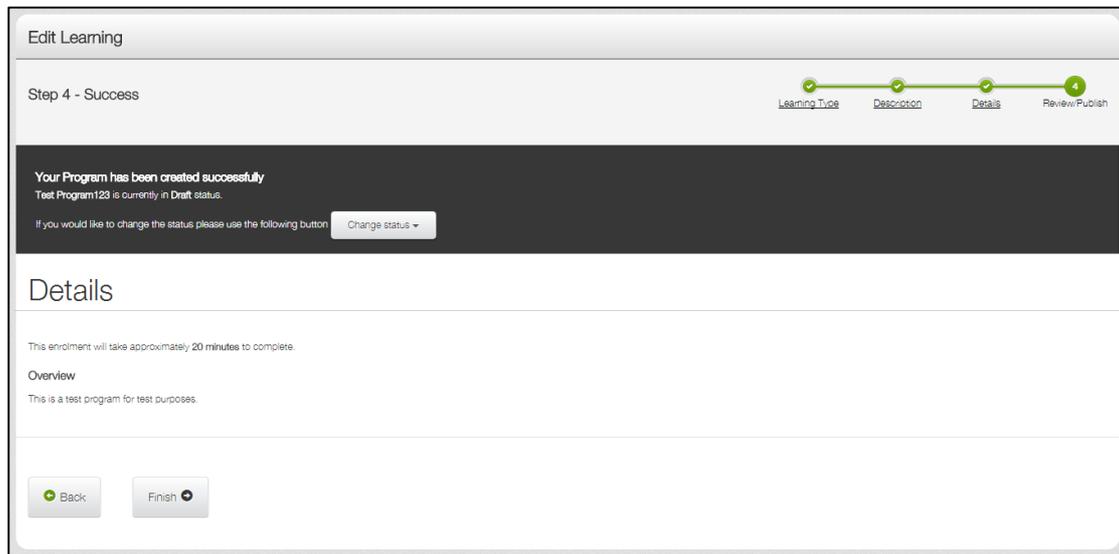

You have two options; to save the program as a draft or to publish the program. Draft learning is the state where a learning item exists in the library but can't be viewed or assigned to any users. To make this learning available within the system, it will first need to be published.

If you would like to keep your program in draft status, select the "Finish" button. Your program is saved as a draft. When you are ready to publish your draft program, select the "Publish" button.
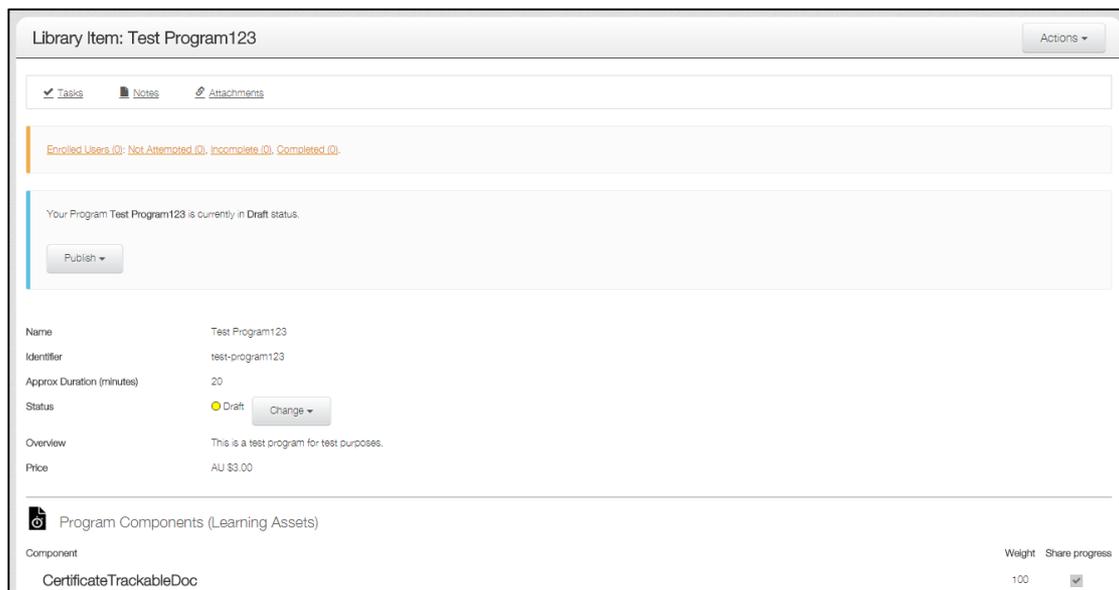
If you are ready to publish your program, look over all the details and make sure everything is appearing correctly. If not, you can go back and edit the details by selecting the "Back" button, or choosing the related step in the green progress bar at the top.

When you're happy with everything you see, it's time to publish your program. To do this, select 'Change status' drop down arrow, and then select whether you want your program to be published privately, or publically.
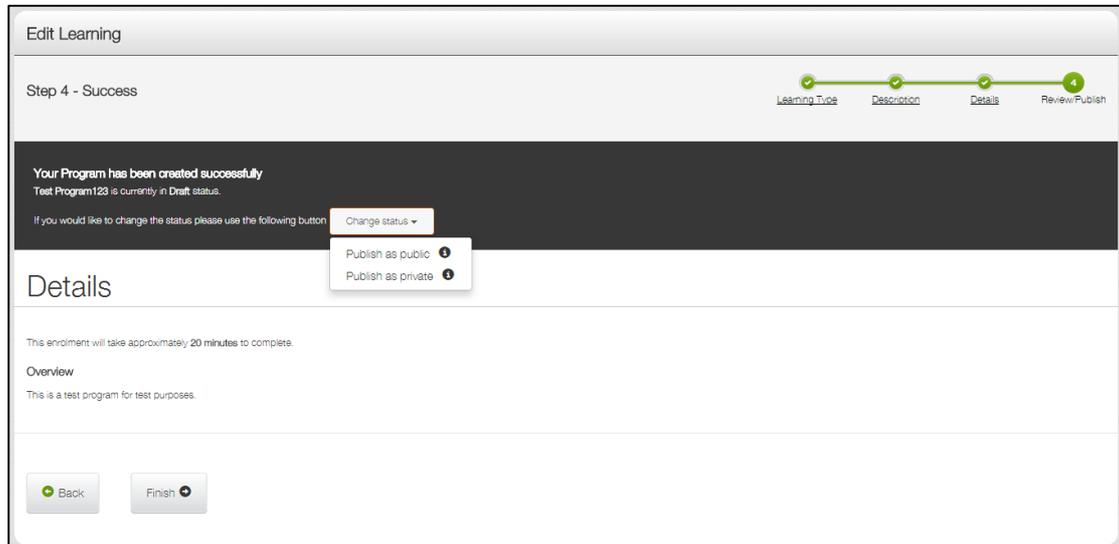
Private publishing allows administrators and managers to view your program in the library. Users will not have this visibility.

Public publishing means that your program can be seen in your library by anyone. This also allows your users to request the program, if your LMS has this functionality active.

And that's how to create new programs!