

# iLearn

**Edit the Overview and Learning Objectives for an existing catalogue item**

## Edit the Overview and Learning Objectives for an existing catalogue item

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	<a href="#">Manage Learning – Manage Catalogue- Edit Catalogue Item</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

Queensland Government iLearn

Search

Content Adminis 15

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Manage Learning

Manage Catalogue

Manage Sessions

Enrolments

Assign Learning

Add Learning Wizard

Manage Learning Assets

Approve Learning

Reports

Add Catalogue Item

Search for Catalogue Items

Available in Catalogue (433) Not in Catalogue (2) Draft (4) Archived (2006)

Home

Manage Learning

iLearn Support

My Account

My Calendar

Logout

1

From the menu button '≡' select 'Manage Learning'.

2

Select 'Manage Catalogue' from the left menu. This should be the default selection.

3

From the Catalogue Manager screen, click the 'Search for Catalogue Items' enter keyword or phrase in the search box. Click 'Search'.

Catalogue Manager

Add Catalogue Item Add Learning Wizard

Search for Catalogue Items 3

Clouds

Search Search Reset Search

Available in Catalogue (1) Not in Catalogue (0) Draft (0) Archived (0) All (1)

Type	Catalogue Name	Number Of Enrolments	Created
TEST-Clouds	test-clouds-20141031	1	21 Oct

1 20 items per page 1 - 1 of 1 items

Archive Make Private

4

4

4

Click on the name of the Catalogue item to be edited.

**Manage Learning**

- Manage Catalogue
- Manage Sessions
- Assign Learning
- Add Learning
- Manage Learning Assets
- Approve Learning
- Reports
- Customisable Reports

Recently Viewed

## Catalogue Item: TEST-Clouds

[Tasks](#)
[Notes](#)
[Attachments](#)
[Tags \(1\)](#)

[Enrolled Users \(0\): Not Attempted \(0\), Incomplete \(0\), Completed \(0\).](#)

Name	TEST-Clouds
Identifier	test-clouds-20141031
Approx Duration (minutes)	120
Status	<span style="color: green;">●</span> Available in Catalogue <a href="#">Change</a>

Overview

How to create an event for Content Administrators

[Archive](#) ⓘ
 [Make private](#) ⓘ

### Tags

[DCCSDS](#)

Learning Event clouds with Learning Event Sessions (2)Clouds

[Competencies](#)

[Extended Information](#)  
 Additional information about this Catalogue Item.

Code	L&OD
Cost Centre	4000

[Recent activities](#)

5 **Actions**

- Edit Learning Event
- Edit Catalogue Item**
- Edit in Wizard
- Assign Learning

5

Click 'Actions' and select 'Edit Catalogue item' from the menu.

## Edit Catalogue Item: TEST-Clouds

Delete Catalogue Item

Name\*

Identifier\*

Provider

Author

Approx Duration (minutes)

6 Overview Learning Objectives Overview Learning Objectives 7

Details:

Target Audience:

Learning Objectives:

Duration:

Cost:

Contact Details:

Further Information:

On completion of this training participants will be able to:

- Competently apply first aid
- Competently perform CPR
- Emergency management of asthma in the workplace

6 Click the 'Overview' tab (default tab) and enter or edit text in the overview.

7 Click the 'Learning Objectives' tab and enter the learning objectives of the Learning Event in the box.

**TIPS**

When you enter Learning Objectives in the box under the 'Learning Objectives' tab, the learning objectives are not included in the enrolment notification email to the user (or their manager if manager approval is required).

Alternatively, you can include the Learning Objectives to the 'Overview' information if you want the learning objectives to be included in the enrolment notification email to the user and the manager.

8 Click 'Save Catalogue Item' to save the changes. The screen will return to the cover page and display the information entered.

8 Save Catalogue Item or Cancel

