

iLearn

Add or remove a competency to an existing Catalogue Item

Add or remove a competency to an existing Catalogue Item

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	Manage Learning – Manage Catalogue- Edit Catalogue Item
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

1
From the menu button '≡' select 'Manage Learning'.

2
Select 'Manage Catalogue' from the left menu. This should be the default selection.

Type	Catalogue Name	Number Of Enrolments	Created
<input checked="" type="checkbox"/>	TEST-Clouds test-clouds-20141031	1	21 Oct

3
From the Catalogue Manager screen, click the 'Search for Catalogue Items' enter keyword or phrase in the search box. Click 'Search'.

4
Click on the name of the Catalogue item to be edited.

Adding a Competency

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: Available in Catalogue **Change**

Overview

How to create an event for Content Administrators

Archive **i**
Make private **i**

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

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

Edit Learning Event:Clouds

Name*

Identifier*

Description

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Code icon]

This training is specific for Event Facilitators and Course Administrators

Components

Select Learning Asset

Component	Prerequisite	Weight	Share progress	Actions
 Learning Event Clouds	set full stop	<input type="text" value="100"/>	<input type="checkbox"/>	+ -

> Thumbnails

▼ Competencies **6**

You can add Competencies or Competency sets to this Catalogue Item. Learners will automatically obtain these Competencies after completing this Catalogue Item.

From Learning Assets linked to this Catalogue Item

No Records To Display

Competencies for this Catalogue Item

Specify Competencies and Competency sets achieved through completion of this Catalogue Item. They will automatically be awarded to any learner after completion of the Catalogue Item.

Code	Name	Active	Validity	Actions
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7

6

Click 'Competencies' to expand the screen.

7

Click the drop down menu and select the Competency. Click the 'Plus' sign.

› Thumbnails

▼ Competencies



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From Learning Assets linked to this Catalogue Item

No Records To Display

Competencies for this Catalogue Item

Specify Competencies and Competency sets achieved through completion of this Catalogue Item. They will automatically be awarded to any learner after completion of the Catalogue Item.

Code	Name	Active	Validity	Actions
102	Competency Unit Duty of Care	True	Forever	 

Select Competency or Competency Set 

› Extended Information

Additional information about this Catalogue Item.

› Self Enrolment Settings

› Additional Enrolment Settings

Save Catalogue Item

8

Cancel

TIPS

If there are more than one competency you can change the order by clicking and dragging the cross.

TIPS

More competencies can be added to the catalogue item if required.

TIPS

To remove competency to Step 9 on page 6 of this guide.

8

Click 'Save Catalogue Item' to save your changes.

Removing a Competency

> Thumbnails

▼ Competencies


You can add Competencies or Competency sets to this Catalogue Item. Learners will automatically obtain these Competencies after completing this Catalogue Item.

From Learning Assets linked to this Catalogue Item

No Records To Display

Competencies for this Catalogue Item

Specify Competencies and Competency sets achieved through completion of this Catalogue Item. They will automatically be awarded to any learner after completion of the Catalogue Item.

Code	Name	Active	Validity	Actions
102	Competency Unit Duty of Care	True	Forever	

Select Competency or Competency Set

> Extended Information
Additional information about this Catalogue Item

> Self Enrolment Settings

> Additional Enrolment Settings

Save Catalogue Item **Cancel**

9

Click the 'Red Stop sign' to remove the Competency.

A pop up box will appear. Click 'OK' to confirm.

10

Click 'Save Catalogue Item' to save your changes.