COLUMBIA | ELM
Enterprise Learning Management

Job Aid
How to Create a New Course in ELM

The course is a container for your training. A course must already exist in ELM, or a new one must be created prior to a class being created; a class is based on existing course details.

Before creating a new course, search for the title to ensure another course by that name does not already exist.

1. **Log in**to the Columbia Enterprise Learning Management System **Test** Environment to practice. Log into the Columbia Enterprise Learning Management Production Environment to make courses and content available to learners.	● Click on the links below or in a chrome browser, enter the addresses for the applicable environment. ● Test (QA) site = https://columbiasb.sabacloud.com/ and log in with your uni and the password provided ● Production (Live) site = https://columbia.sabacloud.com/ and login with your uni and password
2. Access **Admin** options	● Select on the sandwich bar icon on the top left of the page and select 'Admin'
3. Access **Learning – Manage Learning Catalog** and create a New Catalog Item	● Select the '**Learning Admin**' tile on the page. ● Select '**Manage Learning Catalog**' (in the menu on the left side of the page) ● To prevent learners and course confusion, search the catalog first to determine your course name does not already exist. ● Select '**New Catalog Item**' under the Search button

4. Create a **New Course** and add **Course Details**	● Select '**New Course**' under '**Advanced** …'. **Always use the advanced course option. *Do not use Quick Course*. ● Note - the Course Image defaults and can be updated once the information on this page is saved. **Course Details Section** ● Enter **course title**. Add specifics such as the year or department name for clarity. ● **Course ID** - system assigned. Keep note of this ● **Domain** – The default is set to the "Columbia" domain. **Be sure to change this to the designated domain for your course**. ● **Description** – Type brief description of the course for learners. This can be the goals of the course, or learning objectives, for example. This section is html enabled and you are able to add indicators for font changes such as bolding or italics Once the *Course Title* and *Description* are added, you can save your progress. Note the Course ID to easily locate the course upon return. ● **Is Sensitive** - Leave unchecked ● **Hide Score** - Leave unchecked ● **Show Web 2.0 functions** - Check off ● **Show custom fields during registration** - Leave unchecked ● **Show custom fields during cancellation** - Leave unchecked ● **Hide Classmate** - Check off ● **Target Days -** Enter 0, unless the Course should be completed within a set number of days from assignment. Ex: 30 days, enter 30. ● **Enable Learning Requests** - Leave checked

Create a **New Course** and add **Course Details, continued**	**Expiration and Re-acquisition Section -** leave unchecked **Pricing Information Section** **NOTE:** All the details in this section of the Course carry over to each new Class created ● **Price -** Cost of class, if applicable. If no fee, leave at $0.00. ● **Multi-Currency Pricing** - Leave as is ● **Default Credits** - enter if using or leave blank ● **Instructor Credits** - enter if using or leave blank **Availability Information Section** ● **Available From** - This defaults to the current date. Can leave as is or use a different date ● **Discontinued From** - Leave blank. This is used when you are discontinuing a course ● **Display for Admins** - Check off. This allows admins to locate the course ● **Display for Learner** - Check off. This allows learners to find the course in the catalog. If you don't want it to be searchable yet, you can uncheck it but remember to go back in and check it once it should be made available. This also must be done within the class. ● **Consumable only within Certification/Curriculum** - Leave unchecked ● **Featured -** Leave unchecked ● **Mark for Compliance** - Leave unchecked

Create a **New Course** and add **Course Details, continued**	**Registration Information Section** ● **Min Count -** Enter minimum class size or leave as 0. ● **Max Count -** Enter maximum class size. ● **Waitlist Max**– Enter maximum number of learners able to be in the waitlist. ● **Vendor** - Leave blank ● **Course Contact –** Select the magnifying glass to search for the person or administrative account linked to a shared email address. This is who learners will contact regarding course questions. ● **Learning Request Manager** - Leave Blank ● Click **Save. Your Course has now been created,** and additional fields appear for entry **Post Course Save Field Entries** ● **Course Image** is now editable. To add an image specific to your course, select 'Choose File, and then navigate to the image to upload it. After uploading, save the course again. ● **Course Owner** - Within the Course Details Section, you can now add the course owner. The course owner is the individual responsible for the training and its content **Tip!** Be sure to click **Save** whenever you make an update. Save and save often! Now that the main tab of course information is complete, additional tabs appear for your review and/or entries. Next, we will review the details and settings in the remaining tabs

Activities Tab	Do not enter anything on this tab at the course level. For WBT, we attach content at the class level.

Related Info Tab	● Leave **Attachments** and **Notes** as is.
	
	Category Section
	Used if you would like your course to be searchable within a category grouping within the catalog.
	● Select **Add Category**
	    ■ Type, search, and select the designated Category.
	
	● Leave **Skill, Catalog Prerequisites,** and **Equivalents Sections** as is.
	
	Keywords Section
	Add words a learners may use to search the catalog to easily find your course.
	    ● Select **Add Keyword**
	    ● **Search** for an existing keyword
	    ● Click **Select**
	
	If the keyword does not exist, first select **Create Keywords**. Once created, they can be selected.
	
	● Leave the **Certifications and Curricula sections** as is
	
	Certificate Template Section
	● Select **Add Certificate Template**
	
	● Search for and select the Certificate Template. Learners can print out a completion certificate when they complete the training

Policies Tab	**Available Languages Section** English is set as the default

	Additional Charges, Registration Questions, and Price List Sections - leave as is ***Approval Required to Register Section -** leave as is. ● It is set to 'Do not Override Domain setting', which means that approval is not required for a learner to register for this course ***Recurring Registration Section** This section allows or prevents a learner from registering multiple times for the same course. Indicate the below to prevent this. ● Select **Do not allow recurring registration if current registration is** ○ Then in the dropdown, select the drop-down option appropriate for your course: ■ **In-Progress or Successfully Completed** - this is most common ■ In-Progress or Completed, ■ In-Progress **Completion Policy Section** - leave unchecked **If for any reason the class is not completed Section** - leave as is **Show Best Attempt Score on Learner Transcript Section** ● Select *yes* for learner to see their highest score on their transcript, or *no* and they will see all attempts and their associated scores Click **Save**
Delivery Types Tab	**Do not enter anything** on this tab at the course level.

Notifications tab	**Email notifications to learners are selected at the Course level for WBT courses.**

	It is important to select at least one event, "Course added to profile" to alert learners that they were assigned a course. Review the remaining notifications that you would like the system to send to learners and select the checkboxes for the notifications you want activated at this time. **Save changes.** ● Repeat for the second tab of notifications then save changes again. Confirm with the Central HR ELM Admin team to ensure the correct default notifications have been set up for your domain. **NOTE**: ● For **Web-Based Trainings**, notifications are selected at the **Course level**. ● For **Virtual and Instructor-Led (ILT) classes**, **<u>no</u>** notifications are selected at the Course level (all boxes are unchecked). They are instead selected at the **Class level.** **The Course is now officially set up.** **Classes are ready to be created.**