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Worker Education and Training Curricula Information and Data Management System (DMS)

Instructions for Entering and Editing Courses and Course Materials in the Curricula Catalog

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A. Adding a new course

1. Click on the *Add New Course* link (Figure 1) under the Curricula Catalog tab on the DMS tab menu.

Figure 1. Add New Course Link.

2. The Course Add screen will be displayed. You can add a new course by using a blank template or, if the course you are adding is similar to a course that has already been entered, you can choose to copy (or "clone") an existing course. If you "clone" a course, many of the fields on the Course Add form will already by populated with the data from the selected course. This minimizes the data you need to enter.

3. Regardless of whether you use the blank template or clone a course, the same Course Add form is used. The Course Add Form is divided into 4 sections/tabs: Course Details, Course Contact, Course Delivery and Course Materials (Figure 2).

Figure 2. Four tabs of the Course Add Form.

4. Complete the fields under the Course Details tab. The [icon] icon next to a field means that it is a required field and must be completed. If you have any questions about what information should go in a field, click on the [?] help button icon to get more details. When you are done entering information under the Course Details tab, click on the Course Contact tab.

5. Complete the fields under the Course Contact tab. When you are done entering information under the Course Contact tab, click on the Course Delivery tab.

6. Complete the fields under the Course Delivery tab. When you are done entering information under the Course Delivery tab, click on the *Save Changes* button at the bottom of the screen to save the information you entered under the Course Details, Course Contact, and Course Delivery tabs.

NOTE: You must complete and save the first three sections/tabs of the form before you can add and upload course materials under the Course Materials tab.

7. After you click the *Save Changes* button, the Course Materials tab will be displayed. Click on the link *Add New Course Material.*

8. The Material Add Screen will be displayed. There are two tabs on the Material Add Screen: Material Details and Material File List.

9. Complete the fields under the Material Details tab. Make sure that you check the Active checkbox Active: ☐ at the bottom of the form. If you do not check the Active checkbox the material will be considered inactive. Inactive materials do not appear under your organization on the Clearinghouse website.

NOTE: If you are going to upload a course material that is to be available for download from the Clearinghouse website, you MUST select "Clearinghouse" under the *Item Provided By* field.

10. When you are done entering the information under the Material Details tab, click on the *Save Changes* button at the bottom of the screen.

NOTE: The information under the Material Details tab must be entered and saved prior to uploading material items under the Material File List tab.

11. After saving the information entered under the Material Details tab, the information under the Material File List tab will be displayed. Click on the link *Add New File.* The Upload File form will be displayed.

12. Complete the fields on the Upload File form. Be aware that:
   • Only the file types PDF, PPT, and DOC can be uploaded.
   • You cannot use commas, quotes, or special symbols in the file name of the material file being uploaded. Any spaces in the file name will be converted to underscores ' _ '.
   • All files MUST be made Section 508 compliant before they are uploaded.

13. Click on the *Upload File* button. The file you uploaded will appear in a table at the bottom of the form.

14. If you have more materials to add to this course, repeat steps 11 – 13 above.

B. Editing an existing course in the Curricula Catalog

1. Click on the *Curricula Catalog Editor* link (Figure 3) under the Curricula Catalog tab on the DMS tab menu.
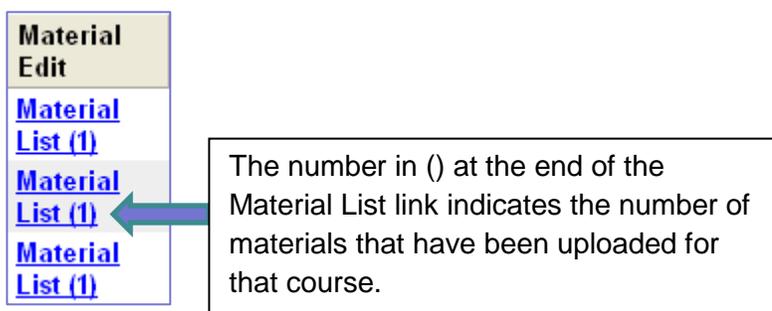
Curricula Catalog Editor

Figure 3. Curricula Catalog Editor link.

2. The Course List screen will be displayed. This screen displays all the courses that have been entered for your consortium.
   • To edit course information, go to step 3.
   • To upload new course materials or edit course material information, go to step 7.

3.   Click on the link under the Curricula Title column for the course you want to edit. The Course Edit screen will be displayed.

4. The Course Edit Screen is divided into 4 sections/tabs (Figure 2): Course Details, Course Contact, Course Delivery and Course Materials.
5. Make the needed changes/updates to the course information displayed in the fields under the Course Details, Course Contact and Course Delivery tabs. When you are done making your updates for the information under these three tabs, click on the *Save Changes* button at the bottom of the screen.

> **NOTE: If you make any changes to the information under the Course Details, Course Contact and Course Delivery tabs, you must save the changes BEFORE making any changes to the course materials or your changes will be lost.**

6. After your changes are saved, you will be returned to the Course List screen.
7. To edit information about specific course materials, or upload new course materials, click on the Material List link for the course material you wish to edit. The Material List link is located under the Material Edit column of the Course Listing table.

The number in () at the end of the Material List link indicates the number of materials that have been uploaded for that course.

Figure 4. Material Edit Column on the Course Listings table.

8. The information under the Course Materials tab will be displayed.
   - To upload a new material for the course, follow steps 7 – 14 above under section **A. Adding a New Course**
   - To modify course material information or add/delete files for a material already uploaded for the course, follow steps 9 - 20 below.

9. The Course Materials tab contains a table that shows all the materials that have been uploaded for that course.

Click on the X to delete the course material.

Title of Item	Type	File Count	Active	
Hazardous Waste Site Workers Basic Health & Safety	Manual	4	Yes	×

Figure 5. Course Materials Table under the Course Materials tab.

10. To delete a course material, click on the X in the row that corresponds to the material you want to delete (Figure 5). Use caution when deleting materials. Once a material is deleted it cannot be undone.
11. To edit information about a course material, follow steps 12 – 14 below. To upload/delete course material files, skip to step 15 below.
12. To edit information about a course material, click on the link for that material listed under the *Title of Item* column. The links for the materials are in the table displayed under the Course Materials tab (Figure 5).
13. The Material Edit Screen will be displayed. There are two tabs on the Material Edit Screen: Material Details and Material File List.

Figure 6. Material Details and Material File List tabs on the Material Edit Screen.

14. Modify, as necessary, any of the information in the fields under the Material Details tab. Make sure that you check the Active checkbox at the bottom of the form if you want the material to appear under your organization on the Clearinghouse website. If you do not want the material to appear under your organization on the Clearinghouse website leave the Active checkbox unchecked.

NOTE: If you are going to upload a course material that is to be available for download from the Clearinghouse website, you MUST select "Clearinghouse" under the *Item Provided By* field.

15. When you are done modifying the information under the Material Details tab, click on the *Save Changes* button at the bottom of the screen. After the changes are saved, you will be returned to the Course Listings screen.
16. To upload or delete materials start at the Material Edit Screen and click on the Material File List tab.
17. Under the Material File List tab there will be a list of all the files associated with the material. Click on the link *Add New File.* The Upload File form will be displayed.
18. Complete the field on the Upload File form. Be aware that:
    • Only the file types PDF, PPT, and DOC can be uploaded.
    • You cannot use commas, quotes, or special symbols in the file name of the material file being uploaded. Any spaces in the file name will be converted to underscores ' _ '.
    • All files MUST be made Section 508 compliant before they are uploaded.
19. Click on the *Upload File* button. The file you uploaded will appear in the table at the bottom of the form.
20. If you have more files to add to this material, repeat steps 16 – 19 above.

NOTE: For assistance with the Curricula Catalog, contact Lynn Albert at 919-794-4709 or albert2@niehs.nih.gov.

For assistance with Section 508 issues, contact Patrick Jones at 919-251-6137 or jonespo@niehs.nih.gov.