How to Use a Curriculum

Introduction	Courses are grouped together in a Curriculum, which can be composed of multiple learning objects including: online classes, instructor led training (ILT), evaluations, videos, etc. This step by step job aid will include how to request a Curriculum to complete the necessary training.

Definition: Curriculum

A Curriculum is comprised of multiple learning objects which are part of one program, and will appear within a user's transcript to be managed.

Definition: Request

Requesting a training initiates the appropriate registration process. If necessary the system will automatically solicit the necessary approval.
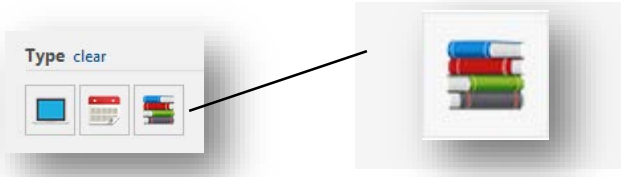
Request

Definition: Curriculum Player

A Curriculum Player is a list of all of the learning objects that must completed. Launching the Curriculum Player will allow the courses to be completed in the order listed.

Open Curriculum Player

Step by Step:

Step:	Action:
1	Log on to the CNM Talent Management System via *my*CNM portal.
2	Select Browse for Training from the Employee Learning drop down tab on the menu across the top of the screen.

Step by Step:	3	On the Browse for Training screen, select the type of training for Curriculum.
	4	Scroll through the list of available Curriculums to select the appropriate training. Click on the title of the course Curriculum and the Training Details page will open.
	5	To add the Curriculum to your transcript, click on the Request button on the top left button. Upon selection, the Transcript page will open. The newly added Curriculum will be available. Note: If you are already registered for the training Curriculum, you will have an Open Curriculum Player button. Proceed to step 7.
	6	On the Transcript page, move your cursor to the right hand side of the page under the Options tab and select Open Curriculum. The selection will now open the Curriculum Player.
	7	Click the Activate button to start the Curriculum from the Transcript page or click the Open Curriculum Player button. Then select Launch to begin the first module.
	8	Upon completion of module, exit the module and the system will return to the Curriculum Player. The Curriculum may include an evaluation to be completed. Continue to select the additional modules to complete the training requirement.
	9	If the training cannot be completed in full during one sitting, the user can leave the Curriculum, and may return to the training at a later time. The Status bar will include a status of In Progress.
	10	To return to the training, log back into the system and navigate to the Active Transcript page. Under the Options page, select Launch and complete the training.
	11	Upon final completion, archive the Curriculum to the Transcript Archive. Please refer to How to Archive Training job aid.

For additional assistance, the following job aids are available:

➢ Browse for Training
➢ How to Archive Training

If you have questions regarding Training, contact the Employee Training at
224-4600 or by e-mail at Employeetraining@cnm.edu.