

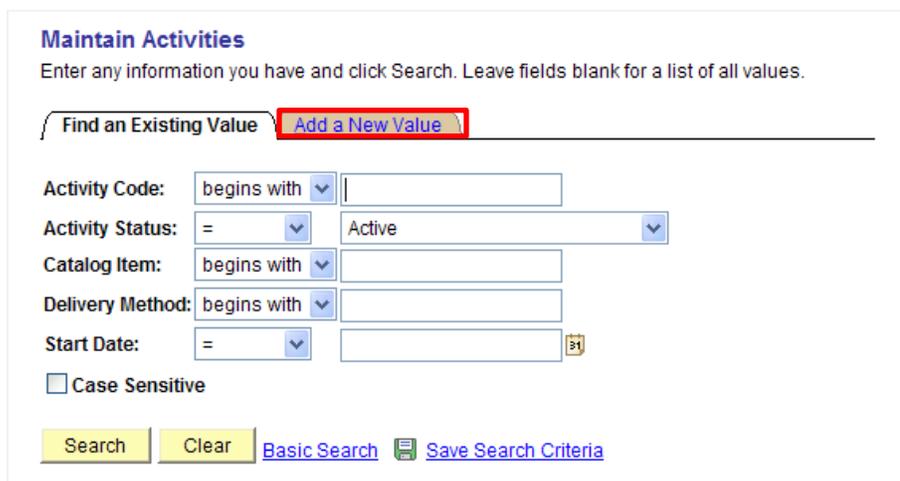
# Creating an Activity - Assignment

Assignment learning that can have up to three links to ELM hosted content or external urls. Assignments can be set up to allow the Learner, Learner & Manager or Administrator to set completion.

1. In OAKS ELM, navigate to **Enterprise Learning > Catalog > Maintain Activities**.



2. The **Maintain Activities** page appears. Click the **Add a New Value** tab.



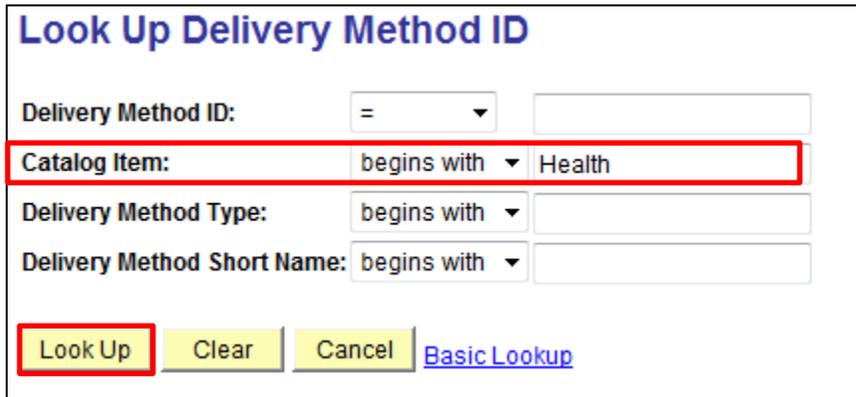
A screenshot of the 'Maintain Activities' page. The page title is 'Maintain Activities' and it includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. The search form contains several fields: 'Activity Code' with a 'begins with' dropdown and an input field; 'Activity Status' with an '=' dropdown and a dropdown menu set to 'Active'; 'Catalog Item' with a 'begins with' dropdown and an input field; 'Delivery Method' with a 'begins with' dropdown and an input field; and 'Start Date' with an '=' dropdown, an input field, and a 'BY' button. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

# Creating an Activity - Assignment

- On the **Add a New Value** tab, click the magnifying glass next to the *Delivery Method ID* field.



- Enter the name of the item in the *Catalog Item* field to search for the delivery method.



- Click the **Look Up** button.

**Search Results**

View All First ◀ 1 of 1 ▶ Last

| Delivery Method ID   | Catalog Item                                      | Delivery Method Type | Delivery Method Short Name |
|----------------------|---|----------------------|----------------------------|
| <a href="#">2275</a> | <a href="#">Health - Fema Training Assignment</a> |                      | <a href="#">Assignment</a> |

- Click the appropriate link from the list of available *Catalog Items*. This will associate your activity with the appropriate Catalog Item (course.)

## Creating an Activity - Assignment

7. The **Delivery Method ID** field is populated with the **Catalog Item** code. Click the **Add** button.

### Maintain Activities

[Find an Existing Value](#) | [Add a New Value](#)

Delivery Method ID:  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Creating an Activity - Assignment

On the **Activity Details** tab, add the specific details to your activity:

Activity Details
Learning Components
Completion
Materials/Attachments
Activity Costs

Save
 Create New
 Clone
 Delete
[Send Notifications](#)
[Return To Activity Search](#)

**Catalog Item:** Health - Fema Training      **Delivery Method:** Assignment

**General Information**

**Activity Code:**

**\*Start Date:**

**End Date:**

**\*Approval Type:**

**Special Approver:**

**Administrator:**

**Primary Instructor:**

**\*Status:**       **Certificate Template**

**\*Language:**

**\*Education Units:**       **\*Education Type**

**Owner:**       **\*Facility/Room ID:**

---

**Pricing**

**Price:**

**Internal Drop Charge:**

**External Price:**

**External Drop Charge:**

---

**Training Units**

**Price:**

**Drop Charge:**

Fields with \* asterisks are **required**.

**Approval Type** will be the default added for Catalog Item. You can change.

No **End Date** is needed for a WBT or Assignment. However, you may enter in an end date if needed.

The **Activity Code** will be entered automatically when the Activity is saved.

**Status** is **Pending** until the **Learning Components** are added.

Determine the **Owner** within your agency.

Click the **Facility/Room ID**. magnifying glass and select **ASSIGN**.

**Pricing** and **Training Units** sections remain blank.

# Creating an Activity - Assignment

**Learning Period**

Learning Period:  Days

Send Warning:  Days

**Published Duration**

Days:  Hours:  Minutes:

Display Start and End Date

**Start Reminder**

Send Reminder:  0 Days      Reminder Date:  

Reminder Template:

**Enrollment**

Max Enrollment:  0

Enrollment Total: 0

Total Open Enrollment: --

Min Enrollment:  0

Min Enroll Days:  0 Days

Overbook:  0 %

Reserved Seats:  0

Last Enroll:  Days  Before the Start Date

Last Enroll Date:  

Last Enroll Date = Start Date

Enforce Enrollment Limit

Restrict to Programs

**Waitlist**

Enable Waitlist

Waitlist Capacity:  0

Waitlist Total: 0

Waitlist Threshold:  0

**Learning Period** is the number of days after the start date or enrollment date (whichever is greater) that learners have to complete the activity.

**Publish Duration** is an estimate of how long the activity should take. The activity duration you enter here appears on the Activity Details and Activity Progress pages.

**Reminders** are typically used for Instructor Led training.

**Max/Min Enrollment** is typically used for Instructor Led training.

Enter the **Last Enroll Date** or select **Last Enroll Date = Start Date**.

Enter the number of learners that can be placed on the activity waitlist in **Waitlist Capacity**.

# Creating an Activity - Assignment

**Grades and Attendance**

- Auto Mark Completion
- Launchable from History
- Enforce Prerequisites
- Mark Completion After:  Days
- Allow Completion from History

**Auto Mark Completion** is used to automatically mark sessions complete after a session occurs. Only used for ILT activities.

**Launchable from History** and **Allow Completion from History** are used for **web-based courses and assignments**.

Select **Enforce Prerequisites** only if there are classes the student **MUST** take before enrolling in this one.

**Mark Completion After**, indicates the number of days after the session occurs that the system will Auto Mark Complete the session. Only used for ILT activities.

- At the bottom of the **Activity Details** tab, your agency's Learning Environment will already be selected as a **Learning Environment**. This fills the **Learner Group** field with the learner groups designated at the Catalog Item level.

Click the **Add Learning Environment** link.

| Learning Environments   |                                     |                        |  |
|---|-------------------------------------|------------------------|--|
| <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a> |                                     | First  1 of 1  Last    |  |
| Learning Environment  | Primary                             | Default Learner Groups |  |
| Administrative Services   | <input checked="" type="checkbox"/> | Default Learner Groups |  |
| <a href="#">+ Add Learning Environment</a>                                  |                                     |                        |  |

- Select **State of Ohio** as the other Learning Environment.

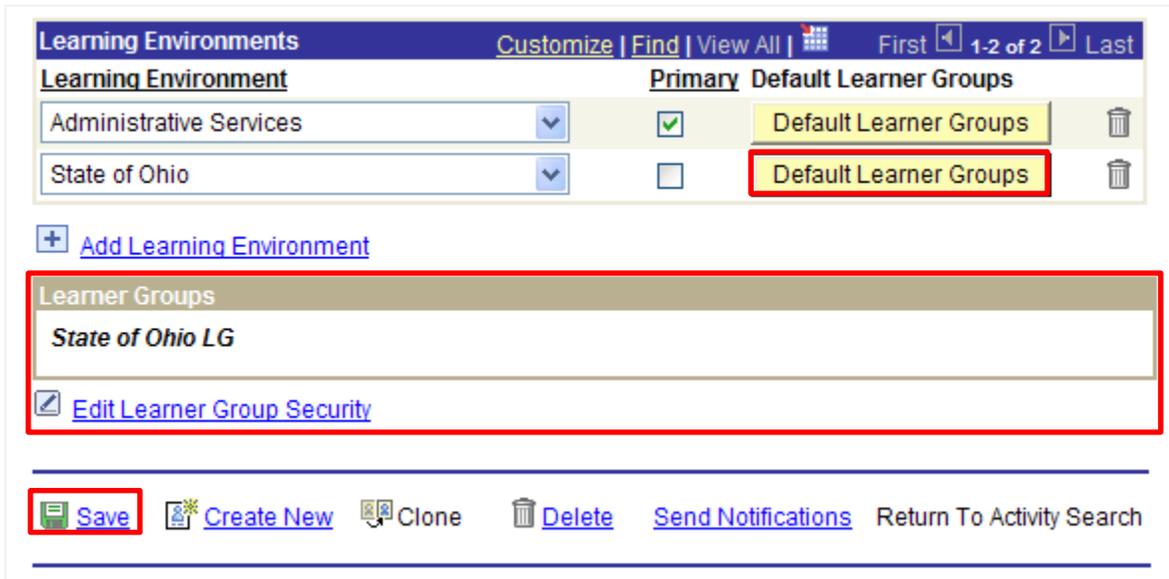
| Learning Environments   |                                     |                        |  |
|---|-------------------------------------|------------------------|--|
| <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a> |                                     | First  1-2 of 2  Last  |  |
| Learning Environment  | Primary                             | Default Learner Groups |  |
| Administrative Services   | <input checked="" type="checkbox"/> | Default Learner Groups |  |
| State of Ohio   | <input type="checkbox"/>            | Default Learner Groups |  |
| <a href="#">+ Add Learning Environment</a>                                  |                                     |                        |  |

Notice that the default learning environment, which is your agency environment, is ALWAYS the **Primary** environment.

# Creating an Activity - Assignment

10. Click the **Default Learner Groups** button next to *State of Ohio*.

The Learner Groups associated at the catalog item level will be populated in the **Learner Groups** section.



The screenshot shows the 'Learning Environments' interface. At the top, there are navigation options: 'Customize | Find | View All |' and 'First 1-2 of 2 Last'. Below this is a table with columns for 'Learning Environment', 'Primary', and 'Default Learner Groups'. The 'State of Ohio' row has a checked checkbox in the 'Primary' column and a 'Default Learner Groups' button in the 'Default Learner Groups' column, which is highlighted with a red box. Below the table is a '+ Add Learning Environment' link. A 'Learner Groups' section is highlighted with a red box, containing 'State of Ohio LG' and an 'Edit Learner Group Security' link. At the bottom, there is a toolbar with buttons: 'Save' (highlighted with a red box), 'Create New', 'Clone', 'Delete', 'Send Notifications', and 'Return To Activity Search'.

**Note:** You can remove any learner groups that should not be associated at the activity level by using the **Edit Learner Group Security** link. You cannot add additional learner groups at the activity level. To add a learner group, maintain the catalog item and add the learner group there.

11. Click **Save**.

## Creating an Activity - Assignment

12. Next, click the *Learning Components* tab.



**NOTE: The Activity code is the unique ID for the activity. It can be used search for activity rosters or to enroll learners into this specific activity.**

For example: DAS-BI-112DAS00100120130422797

- DAS-BI-112 = Course Code
- DAS = Primary Learning Environment for the Activity
- 001001 = Facility/Room ID
- 2013 = Year
- 04 = Month
- 22 = Day
- 797 = Random Generated 3 digit #

# Creating an Activity - Assignment

13. On the **Learning Components** tab, click the **Add Component** button.

Activity Details
**Learning Components**
Completion
Materials/Attachments
Activity Costs

Catalog Item: Health - Fema Training
Activity: DOH-FM-101DASASSIGN20130823469

Save
 Create New
 Clone
 Delete
[Send Notifications](#)
[Return To Activity Search](#)

**Activity Learning Component**  
 Please add Learning Components to the Activity

Add Component

Save
 Create New
 Clone
 Delete
[Send Notifications](#)
[Return To Activity Search](#)

Note that the delivery method for the activity should always match the delivery method of the catalog item.

14. For the classroom portion, select **Assignment**.

### Select Learning Component

| Learning Components        | Find   View All   | First | 1-6 of 6 | Last |
|----------------------------|---|-------|----------|------|
| Component Type             | Description   |       |          |      |
| <a href="#">Web Based</a>  | Learning provided through the web.                      |       |          |      |
| <a href="#">Sessions</a>   | Learning provided through scheduled classroom sessions. |       |          |      |
| <a href="#">Assignment</a> | Assignment learning component.                          |       |          |      |
| <a href="#">Survey</a>     | Survey learning component.                              |       |          |      |
| <a href="#">Test</a>       | Test learning component.                                |       |          |      |
| <a href="#">Webcast</a>    | Webcast learning component.                             |       |          |      |

[Return to Previous Page](#)

# Creating an Activity - Assignment

15. Complete the **Basic Data** fields, (**Component Name**, **Short Name**, and **Description** are required fields).
16. Select who should provide completion credit for this assignment.
  - **eSignature Required** – Myohio.gov password required to complete training
  - **Mark Completion by Learner** – Learner marks completion
  - **Mark Completion by Manager** – Manager marks completion
  - **Mark Completion by Learner + Mark Completion by Manager** – Both Learner & Manger marks completion
  - **None** – Administrator marks completion from the Activity Roster

**Please note that there are no automatic ELM notifications to mark assignment completions.**

17. Enter up to three URLs that Learners are required to complete. The links can point to external content, or content housed internally within ELM.

## Edit Learning Component

### Assignment Component

Activity: DOH-FM-101DASASSIGN20130823469      Activity Title: Health - Fema Training

| Basic Data       |                      |
|------------------|----------------------|
| *Component Name: | Health Fema Training |
| *Short Name:     | DOH Fema             |
| *Description:    | Fema Training        |

| Assignment Details       |   |           |               |
|--------------------------|---|-----------|---------------|
| <input type="checkbox"/> | eSignature Required                       |           |               |
| <input type="checkbox"/> | Mark Completion by Learner                |           |               |
| <input type="checkbox"/> | Mark Completion by Manager                |           |               |
| URL 1:                   | http://emilms.fema.gov/IS100b/index.htm   | URL Name: | Fema Training |
| URL 2:                   | https://training.fema.gov/emiweb/is/examn | URL Name: | Fema Exam     |
| URL 3:                   |   | URL Name: |               |

[Return to Activity](#)

18. Click the **Save** button.

# Creating an Activity - Assignment

**Please note if the URL for Assignment is Captivate content with a quiz and a passing score, the Completion tab needs to be updated. This is found in the Creating an Activity – WBT job aid.**

- 19. Click the **Return to Activity** link.
- 20. On the **Activity Details** tab, change the **Status** to **Active**.

|                  |           |
|------------------|-----------|
| *Status:         | Active    |
| *Language:       | Active    |
| Education Units: | Closed    |
| Owner:           | Concluded |
|                  | Inactive  |
|                  | Pending   |

- 21. Click **Save**.

|  |  |   |  |                                    |   |
|--|--|---|--|------------------------------------|---|
|  <a href="#">Save</a> |  <a href="#">Create New</a> |  <a href="#">Clone</a> |  <a href="#">Delete</a> | <a href="#">Send Notifications</a> | <a href="#">Return To Activity Search</a> |
|--|--|---|--|------------------------------------|---|

**NOTE: The system is set up to “refresh” every hour. Learners will not be able to see your activity until the next refresh takes place.**