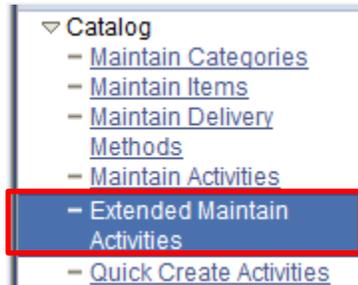


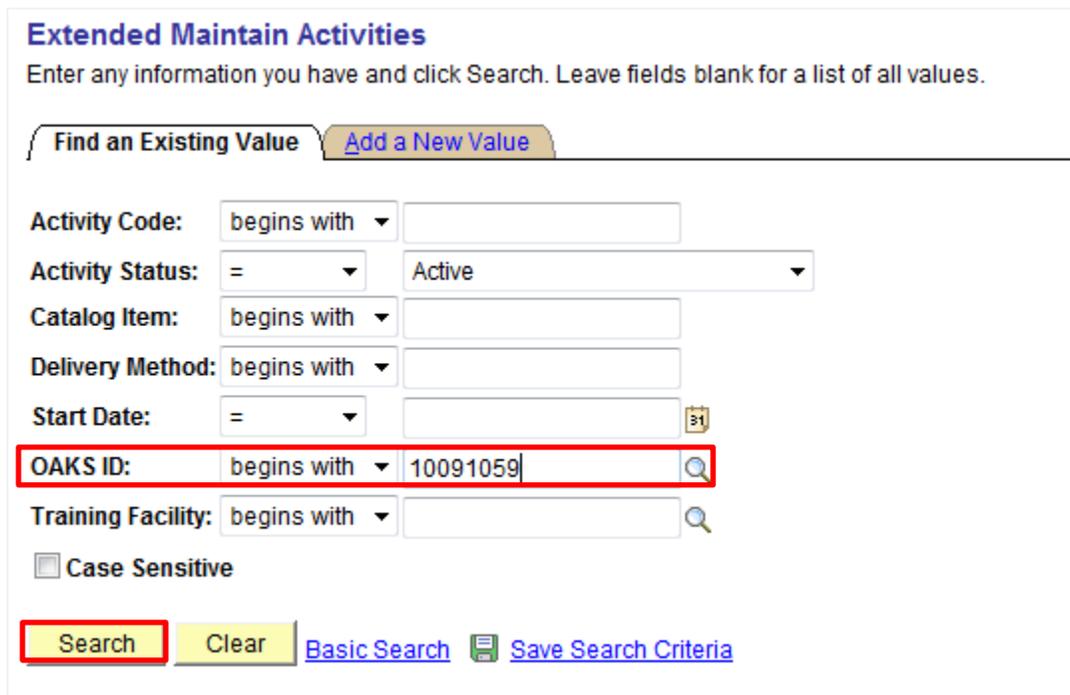
Maintaining an Activity - Instructor Led

Utilize the Extended Maintain Activities to quickly locate and maintain ELM activities.

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



2. The **Extended Maintain Activities** page appears. Enter your **OAKS ID (State of Ohio User ID)** to pull up only activities that you have created and click **Search**.



The screenshot shows the 'Extended Maintain Activities' search interface. At the top, there is a title 'Extended Maintain Activities' and a subtitle '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 search criteria include: 'Activity Code' (begins with), 'Activity Status' (= Active), 'Catalog Item' (begins with), 'Delivery Method' (begins with), 'Start Date' (=), 'OAKS ID' (begins with 10091059), and 'Training Facility' (begins with). A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. The 'OAKS ID' field and the 'Search' button are highlighted with red boxes.

Maintaining an Activity - Instructor Led

3. Select the activity you would like to maintain from the **Search Results**.

Search Results First

[View All](#)

Activity Code	Activity Status	Catalog Item	Delivery Method	Start Date	Start Time	End Time
DAS-CT-101DAS00100120130322756	Active	Education Unit And Education Type Testing	Instructor Led	03/22/2013	(blank)	(blank)
DAS-DM-099DASWEBTRA20130326761	Active	ELM Orientation Demo	Web Based	03/26/2013	(blank)	(blank)
DAS-EC-099DASWEBTRA20130327762	Active	Evaluating Compliance & Quality Through Case Review	Web Based	03/27/2013	(blank)	(blank)
DAS-RM-099DASWEBTRA20130327763	Active	Records Management Program Training	Web Based	03/27/2013	(blank)	(blank)
JFS-CL-001DAS00100120130408767	Active	Collections	Instructor Led	04/08/2013	(blank)	(blank)

4. The **Activity Details** page will display. Make changes and updates as necessary. See the **Creating an Activity** job aid for detailed information about each field.
5. Click **Save**.



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