Quick Start Guide – Curriculum

Introduction: The Curriculum are learning events that [generally] repeat for multiple groups of learners, it starts building the data with *Course Template* (Curriculum) records. The instances when the learning event is held is a *Course* record. Finally, each individual Learner and Preceptor have an *Event* record to fill their schedule.

1. Log-in using your Orientation Nurse Username & Password
2. Choose "Curriculum" from the menu.

- To view Curriculum, click on (▤) next to the name of the course
- To edit Curriculum, click on (✎) next to the name of the course
- To add new Curriculum, click ⊕ Add on the Curriculum List View
- To add an instance when the course will occur click on (⊕) next to the name of the course. This adds a [nested] Course record.

3. Fill in the fields to complete the Curriculum record. The Quick Start Guide – Survey covers the survey questions.
   Required Fields: Course Name, Course for Affiliates (choose 1), Event Type all other fields can be updated at any time.
4. Review the data on the Curriculum Record, edit as needed.

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5. Create an Instance in the past to document a learner / preceptor's participation in the learning previously. This will appear on their transcript and document a learning intervention on the Outcomes Report related to the Course Topics.

6. Create an Instance [⊕ Add Instance] in the future to place the learning event on the schedule of Learners/Preceptors and to also document their participation on the transcript and for Outcomes Reports.

- Fill in the fields to complete the Course record.

Required Fields: Date & Time fields, Length, and Leader, all other fields can be updated at any time.

Select Learners / Preceptors: Checking the box next to a name places the event on their schedule. A toggle allows you to change from showing only learners on orientation to all learners in the affiliates associated with the course templates.

- If you're creating an instance in the past no messaging will be sent regarding a course survey will be sent.
- If you're modifying an instance in the future, all the events that were associated with this course instance will be delated and then re-created when you save. This allows you to edit the attendance list for the course without needing to go find and delete individual events.