Using a Curriculum in UTLearn

A “curriculum” is made up of modules or classes. It can include in-person courses and/or online courses. As shown below, online courses are symbolized by a blue computer icon, in-person courses are symbolized by a red calendar icon, and curricula are symbolized by multicolored books.

<table>
<thead>
<tr>
<th>In-person course</th>
<th>Online course</th>
<th>Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="In-person course icon" /></td>
<td><img src="image" alt="Online course icon" /></td>
<td><img src="image" alt="Curriculum icon" /></td>
</tr>
</tbody>
</table>

Generally, users must complete all of the items in the list to get credit for the curriculum. For example, the Information Security Awareness Curriculum is made up of 8 online modules (see Figure 1). Users must complete any quiz that is associated with the module before they are given credit for the module. Once they have completed all 8 modules, they will be given credit for the entire Information Security Awareness Curriculum.

With a curriculum, there are some additional steps a user must take:

- The user must “open” the curriculum to see the module (see Figure 2).
- The user then “activates” the module. This changes the status from “Not Activated” to “Registered” and changes the button label to “launch” (see Figure 3).
- Once the module is activated, the user then “Launches” the module. The online modules in a curriculum act in the same way as any other online module (like, Sexual Misconduct, for example).
  - Remember that the browser must allow pop-ups from the “csod” website.
- If there is a quiz, the user must complete the quiz to get credit for the module.
- The system keeps track of completed modules by updating the “curriculum progress chart” in the upper left and by placing a checkmark next to the courses that have been completed. If the module has not been completed (for example, the user did not pass the quiz or the user had to leave the module before finishing it), the status will be “in progress” (see Figure 4).
Figure 1: The Information Security Awareness Curriculum is made up of 8 online modules
Transcript: Joe User

To view your completed training, print certificates, and/or complete evaluations, please view your Completed items via the drop-down that currently displays Active. To view archived items, select Archived. To view the entire transcript history, select Run Transcript Report.

Figure 2: Users must open a curriculum to see the individual modules

Figure 3: User must click on the "Activate" button. The button label will then change to "Launch".
Figure 4: The Curriculum Progress Chart (upper left) updates as modules are completed. In addition, a checkmark symbol is placed on completed modules.