Curricula and Programs

Administrators may choose to combine various training activities and group them into either Curricula or Programs.

Curricula

When viewing your My Learning Assignments tile, the individual items associated with the curricula will be identified by the checklist icon. On other screens, the actual curricula will be represented by the stack of books icon.

A curricula will list all the items, actions available to complete the specific learning, and the required completion date. When you are assigned a curriculum, the system automatically assigns the learning items to your My Learning Assignments tile; however, it does not register you for the required items.

1. In the screen shot below, we have two curricula assigned to the user. Click on the My Curricula tile to obtain more details.
2. Click on the University SuperVision curriculum link to learn details regarding what is required to complete this curriculum and the current completion status.

3. The curricula Overview page appears and provides additional details about the training requirement. Since this information is customized by each curricula owner, the amount of information found here can vary.
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4. Click on the “Course List” tab to see additional details and the individual requirements in the curriculum.
   a. Curriculum ID
   b. Assigned by
   c. Curriculum status

5. If you scroll down the page, you will see the specific requirements associated with the curriculum.
   a. If the item has only one option available to satisfy the requirement, you will see that item listed with the phrase “required.”
b. If the item has multiple options available to satisfy the requirement, you will see the topic name and an indication regarding how many items are needed to satisfy the requirement. Clicking on “Choose Courses” allows you to select the item to complete.

6. While there are two options listed, the requirement is that you only need to complete one item from the pool. Click on “Register Now” for the option you prefer.
Checking Curricula Status

1. To see items you have completed within the curriculum, click on the My Curricula tile from the myUK Learning home page.

2. From the Curriculum Status page, you will see the Status and Next Action Date (due date). Select the specific curriculum for more details.

3. Scroll to the bottom of the Course List page and you will see the topics that have been completed.

4. For items in a pool, click on the drop down arrow next to Completed and click “Choose Courses” to see the specific item you completed and the completion date.
Programs

When viewing your My Learning Assignments tile, programs will be identified by the calendar with a specific date selected icon. Programs don't have a unique tile on the myUK Learning home page. You will only see program information in the My Learning Assignments tile.

1. Programs will list the following information:
   a. Completion status (this example currently shows Overdue)
   b. Program name
   c. Program completion status
2. By selecting the “View Program” button, you will obtain more detail about the program.
   a. Assigned Date and Due Date
   b. Number of activities that are overdue
   c. Program description
   d. Program status

3. By clicking on the arrow to expand each week’s assignments, you will see two of the three assignments for week one have been completed. The Sample Online Course has not been started. If you continue scrolling down the page, you will see the assignments in weeks two and three have also not been completed.
4. The more items you complete within the program, the more the green progress bar will fill in.