ULearn Materials Management

Materials can be created in ULearn as a learning object as well as included in courses and sessions as pre- and/or post-work. They are created in the Manage Materials section under Admin > Catalog Management.

Existing material types are displayed on this page. Management options include:

Add New Type  Click this link to create a new Material type. See the Add Material Type section for additional information.

Hide Inactive Types  Select this option to hide all inactive material types from the display. With this option selected, the list only displays active materials.

Title  Displays the material type title.

Active  Select this option to make the material type active. Deselect this option make the material type inactive.

Options:
- Add Material - Click to add a material to the material type. See the Add Material section for additional information.
- See All - Click to view all existing materials within the material type.
- Edit Details - Click to edit the material type title.
ULearn Materials Management (cont.)

ADD MATERIAL TYPE

1. To add a material type, navigate to Admin > Catalog Management > Manage Materials.
2. Click <Add New Type>. A new row appears at the bottom of the page.

3. In the Title field, enter the material type name.
4. Click <Save>.

ADD MATERIAL

1. To add a material: Go to Admin > Catalog Management > Manage Materials.
2. Click the Add icon to the immediate right of the material type name.
3. Enter the following information for the material:

   **Title**
   - Enter a title for the material.

   **Material Type**
   - This displays the type of material you are creating.

   **Provider**
   - Select the appropriate training provider from the drop-down menu.

   **Training Hours**
   - Enter hours and/or minutes.

   **Description**
   - Enter a description for the material. HTML can be used in this field.

   **Keywords**
   - Enter words to associate with the material. When a learner searches for training and enters any of the keywords specified here, the material title will appear in the search results.

   **Available Languages**
   - Defaults to English (US).
ULearn Materials Management (cont.)

Default Language:  Defaults to English (US).

Credits:  Enter the number of credits a learner receives for utilizing this material.

Material Image:  Select an image to upload if applicable. The image will be visible to the learner in the Training Details view.

URL:  Enter a website URL if applicable. The learner will be able to launch this from their transcript.

4. Click <Save>.

5. Click on the edit icon next to the title of the material to edit general course catalog information.

   - By default, a new material does not have any catalog settings applied. Therefore the basic information (Subjects, Availability, Evaluations, etc.) must be set in order for learners to view and locate the material in a search.