This SOP is for Learning Coordinators (LC). If you do not have access please contact your local LC, or learning@un.org.

Use this SoP to:

1. Create a catalog item (course) that provides the standard attributes for all the activities delivered under that course title. These include name, prerequisites, objectives, equivalencies, activity components and other features.

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Red highlights: the information that must be specified when you create a catalog item

Yellow highlights: the information you can choose to fill out for a new catalog item
STEP I: Log into Inspira homepage as Learning Coordinator

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Catalogue”
4. Click on “Maintain Items”
STEP II: Double check if the item has already been created by someone else in the system

1. In the dropdown menu of “Catalogue Item Long Name”, choose “contains”
2. In the “Catalog Item Long Name” field enter a key word of the new course you wish to create (in our example “Supply”).
3. Click on “Search”. You should be able to see if the catalog item already exists (in our example “No matching values were found”, we can therefore go ahead and create a new catalog item).
4. If not match is found, it might only mean that the item has not been opened up into your learning environment on Inspira. Please run the same query on HR Insight or contact learning@un.org to verify that no such course already exists.
5. Once you have verified this is a new catalog item, click on “Add a New Value”.

![Image showing search criteria options with arrows pointing to different fields: contains, supply, search, add a new value.](image-url)
STEP III: Define basic item information

1. Under “Item Details” > “Basic Data”, enter the item name in the “Catalog Item Long Name” field. This name will be displayed as the course name when learners search for the catalog items.

2. The system will automatically generate a short version of the “Catalog Item Long Name” in “Catalog Item Short Name” field (in our example, we change the system generated “Catalog Item Short Name” to “SCM” for our own purpose). This short name would not be displayed to learners and is only used for your own reference.

3. “Owner” field defaults to the name of the person who creates the item and whom the system notifies when the catalog item is updated.

*Note: Only learning coordinators associated with one of the learning environments in this catalog item (as defined on the Item - Security page) can update this catalog item.
4. The system defaults the **Effective Date** field to today’s date. The item (course) will appear on the catalog for learners on or after the date you specify here, provided that the status is set to active.

5. Select a “Catalog Item Status”:
   - **Active**: This is the default status when you create a new catalog item.
   - **Pending**: If selected, the item and its activities do not appear in the catalog, and learners cannot enroll in related activities.
   - **Inactive**: If selected, the item and its activities do not appear in the catalog, and learners cannot enroll in related activities. Also, this prevents delivery methods and activities from being defined for the catalog item.

6. Enter a “**Description**” of the program, such as topics covered and intended audience. This description is available to learners through the catalog. The description should be in 255 characters or less.

7. The “**Catalog Item Abstract**” complements the description. It should briefly summarize critical information and aspects of the course in 2000 characters or less.

8. The default is “None” for “**Approval Type**”. Please do not touch this field. This option can be overridden at the activity level.

9. The default for “**Offering**” is “Internal”. Please do not touch this field.

10. Click on “**Save**”

Once you click on “Save”, a new Course Code would be generated in Inspira. Please note down this code for your own reference.

*To make searching for this item easier for learners, please ensure the LMS-XXXX code is then put into the description above and the page is re-saved.*

**STEP IV: Define prerequisites for catalog items**

In this section you can identify prerequisites, which are other catalog items and objectives that one must be completed or can be completed if recommended, before a user can enroll in this catalog item.
If the prerequisites are required before taking this course:

1. Click on “Prerequisites” tab
2. Click on “Add required Prerequisites”
3. Select the type of prerequisite; the default value for this field is “Catalog Item”, please do not change this area.
4. Click on the box next to “Prerequisite Name”.
5. Select “contains” from the dropdown list of “Catalog Item Name”.
6. Enter key word to search for the prerequisite course (in our example we type “low”)
7. Click on “Look Up” button
8. Select the prerequisite course from the list (in our example we select “Umoja Low Value Acquisitions”)

The system displays the text that appears in the catalog directly above the Catalog Item Prerequisites group box.

9. Under “Relationship” field:
   • Select End if this is the last prerequisite. (In our example we select “End”)
   • Select And if there are additional prerequisites.
   • Select Or if this prerequisite can be met by completing the next prerequisite that you enter.
10. Click on “Done”

If the prerequisites are only recommended before taking this course:
*Rcommended prerequisites that are not met do not prevent the learner from enrolling in the activity.
11. Click on “Add Recommended Prerequisites” and repeat the same process as in “Add Required Prerequisites”.
12. Once you finish adding prerequisites, click on “Save”.

Step V: Define equivalents for catalog items

In this section you can identify catalog items that are equivalent to a given catalog item.

1. Click on “Equivalents” tab
2. Click on “Add Equivalent”
3. Select the type of equivalent, the default value for this field is “Catalog Item”, please do not change this area.
4. Click on the  next to “Equivalent Name”.
5. Select “contains” from the dropdown list of “Catalog Item Name”.
6. Enter key word to search for the equivalent course (in our example we type “solicitation”).
7. Click on “Look Up” button.
8. Select the equivalent course from the list (in our example we select “Umoja Solicitations”).
9. Once you finish adding equivalents, click on “Save”.

**Step VI: Adding Notes and Attachments**

You can enter notes and attach files, such as documents to read before beginning an activity. Attachments can be included elsewhere in the system, including at the activity level.
1. Click on “Notes and Attachments” tab.
2. Enter the information in the “Notes” field you would like to share with learners.
3. Enter the information in “URL” field you would like to share with learners.
4. To enable users to access notes from the catalog, select the “Display in Catalog” check box.
5. Click on “Add Attachment” if you would like to share a document with learners.
6. Click on “Browse”, select the file from your local drive.
7. Click on “Upload”.
8. Select the “Display” check box to enable learners to access the attachment.
9. Click on “Save”
Step VII: Define Security requirements for the Catalog Item

1. Click on “Security”.

2. The system displays the Learning Coordinator’s current learning environment as the default (in our example “New York”). Make sure this is correct. You can also add more learning environments to enable Learning Coordinators in other environments to view/manage the item. Please note that if a learning environment is not listed from the item level, it cannot be added to the activity level.

3. The system defaults the Learning Coordinator’s current environment as primary. You cannot remove the primary learning environment from this page without first selecting another environment as the primary. You can change the primary learning environment on this page at any time.

4. Click on the “+” button if you would like to add a learning environment.

5. Click on the on the new row.

6. Look up ECLAC.
6. Select the learning environment you want to add (in our example “ECLAC”)

![Image of Learning Environment](image1)

7. Click the “Edit Learner Group Security” link to display fields for adding or editing learner groups. Specify which learner groups can access this catalog item when browsing or searching the catalog. You can select from the learner groups that have been defined for any of the learning environments associated with the catalog item. Learner groups added here in the item level determine the learning groups at the activity level. Removing a learning group from the Catalog Item will also remove the learning group from the activities of the Catalog Item. You need to associate an item with at least one learner group. If you do not select a learner group, learners will not be able to access this item (course).

![Image of Learner Groups](image2)

8. Click on the next to “Name”

![Image of Look Up](image3)
9. Select the learner group (in our example “New York”).

10. If you want add learner groups, click on the “+” button.

11. Click on the on the new row.

12. Select the learner group (in our example “New York”).
Repeat the same process to add ECLAC and ECLAC Extra learner groups.
13. In the “Relationship” field, specify how this learner group is related to others in the list when used to determine whether or not a person has access.
   Values are:
   And: A learner must be a member of both this learner group and the next in the list.
   Or: A learner must be in this learner group or the next in the list.
   End: A placeholder for the last learner group in the list.
   The system ignores any learner groups that are listed after End.
14. Click on “Done”

15. Click on “Save”
STEP VIII: Define Category Relationships (this determines how a learner will find the course while browsing the catalog)

1. Click on “Attributes”
2. Click on “Add Category”
3. In the “Display Order” field, enter the order in which this catalog item should be listed when a user clicks this category while browsing the catalog. Assign a unique number to each catalog item in this category. Assigning the same number to more than one item does not prevent the item from appearing.
4. Click on the next to “Category”
5. Select the category to which this catalog item belongs (in our example we select “Management and Operations Support”).

Please discuss the category with New York.
6. Please click on “Save”

Please leave black “Keywords” and “Objective” panes.
STEP IX: Define Delivery Methods for Catalog Items

When you add a catalog item to the learning catalog, you specify how its activities can be delivered. You can define one or more delivery methods for each catalog item.

1. Click on “Delivery Method”
2. Click on “Add New Delivery Method”
3. Click on the icon next to “Delivery Method”
4. Select the delivery method type that applies to the delivery method that you are defining (in our example we select “Live Classroom Instruction”).
5. Make sure the “Effective Date” of Delivery Method is consistent with the “Effective Date” of the catalog item.

6. Select the language in which the activity is offered (in our example we select “English”). The language chosen in delivery method would be copied to the activity level. You can however override the selections that you make at the activity level.

7. Make sure the “Status” field is set to “Active”.

8. Click on “Save”.
**STEP X: Create the First Activity of the Catalog Item**

1. Once you click on “Save” from “Delivery Method” page, a new tab “Activities” appears. Click on the “Activities” tab to create the first activity associated with this catalog item.

2. Click the “Add New Activity” button to access the Activity component.

3. The system automatically displays the name of the catalog item and delivery method at the top of the Activity - Activity Details page. The “Status” of the new
activity defaults to “Pending”. Please refer to “How to clone an activity” SOP on how to set up this page.
Once done, click on “Save”.
STEP XI: How to edit catalog item after creation

1. Navigate to “Main Menu” > “Learning Administration” > “Catalog” > “Maintain Items”.
2. Under “Find an Existing Value”, select “contains” from the dropdown list of “Course Code”.
3. Enter catalog item code in the “course code” section.
4. Tick the checkbox “Correct History” to allow editing at the item level.
5. Click on “Search”.
6. Click on “Save” once you finish editing the item setup.