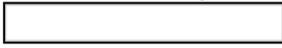
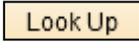
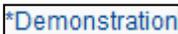


Create a New Delivery Method for a Course

Step	Action
1.	Click the Main Menu button. 
2.	Click the Enterprise Learning menu. 
3.	Click the Catalog menu. 
4.	Click the Maintain Delivery Methods menu. 
5.	Click the Add a New Value tab. 
6.	Click the Look up Course Code button. 
7.	Use the fields at the top of this window to look up the course in SLMS you want to add a delivery method for.
8.	Click in the Long Name field. 
9.	Enter the desired information into the Long Name field. For example, enter a valid value such as Basketweaving .
10.	Click the Look Up button. 
11.	Click the Basketweaving for a New Generation link. 
12.	Click the Look up Delivery Method Type button. 
13.	There are more than 30 delivery methods types currently configured in SLMS. Choose the best one that fits your course and class.
14.	Click the Demonstration link. 

Step	Action
15.	<p>Like Courses, delivery methods need an effective date. The effective date defaults to the current date. You need to change this to a date in the past.</p> <p>Click the Choose a date button.</p> 
16.	<p>Click the 2012 list item.</p> 
17.	<p>Click the 1 link.</p> 
18.	<p>From here, you can continue down the page and modify the fields on the Delivery Method.</p> <p>This is not required, however, because all of the fields on this page are also on the Class Details page and can be modified there.</p>
19.	<p>Click the Save link.</p> 
20.	<p>Congratulations! You have completed the Create a New Delivery Method for a Course topic.</p> <p>End of Procedure.</p>