

## How to Create a Learning Plan in the LMS

1. Navigate to **Administration > Learning Activities > Learning Plans**.
2. Click the **Create Learning Plan** button.
3. In the **Plan Type** section, select the option the best fits the kind of plan you want to create:
  - a. **Traditional**: Learner must complete courses according to the rules set for the plan and within the time specified. But completion of courses is not tied to compliance with safety or other regulations.
  - b. **Certification**: Learner must complete courses according to the rules set for the plan within the time specified. Otherwise, the learner is considered non-compliant for that skill.
4. In the **Prerequisites** section, select **Yes** or **No** to require the learning plan to have prerequisites. The **No** option is selected by default.
5. In the **Completion Rule** section, click the radio button for the option that best fits your desired completion criteria for this learning plan.
  - a. Learner must complete all courses.
  - b. Of learning events in the plan, learners must choose a certain number to complete.
  - c. Of learning events in the plan, learners must choose a certain number of CEUs to complete.
6. Click **Begin**.
7. In the **Name and Describe Learning Plan** section, enter a name and description for the learning plan.
8. Select an appropriate status.
9. Click **Next**.
10. In the **Select Courses** section, add courses and events to the learning plan.
11. Click **Next**.
12. In the **Sequence Courses and Events** section, specify the sequence in which you want the courses and events for this learning plan to appear.
  - a. Do learners have to complete the learning plan in a specific order? Choose **Yes** or **No**.
    - i. If your choice is Yes, in the **Courses and Events** list box, use the arrow buttons to move the items into the order in which you want learners to complete them.
    - ii. If your choice is No for the ordering option, the system keeps that order as a suggested sequence rather than an enforced sequence.
13. Click **Next**.
14. The **Confirm Your Decisions** screen allows you to double-check your selections before you proceed. Click **Previous** to make changes before saving. Click **Save** to continue.

\*Once the learning plan has been created, you may assign it to your learners.