QUESTION		ANSWER
If you enter a number in the sequence box, but don't enter a number in the Wait for Sequence box, what happens?		I tested it. The **Wait For Sequence** is NOT necessary for the process to work. Visually, however, it can help explain logic to fellow admins.
I added curricula with trainings to a user group. I see curricula that got assigned to this user group. My question is why it shows that all user from that user group are qualify if they still have those training that are not complete in their "to do list" Those training are only in approval stage. This happened to me first time.		I would doublecheck the versions of the training items are the same, and aren't in a *Pending* status.
For curricula, do New Major versions have retraining/reset due dates for all in that curricula and do New Minor Versions not require retraining?		Versioned curricula retraining are set at the assignment level (clicking Ignore previous completions). Minor versions do not require retraining because you are not permitted to add or remove training items with them.
You can have more than 1 curricula to review but can more than one PERSON be added for curricula review?		A Curriculum Owner may be responsible to review more than one curriculum. Currently the review workflow process only supports a single Curriculum Owner.
Does the Wait Period make it so the item is not accessible until that certain time or that it is not added to the employee's to-do list until that certain time?		**Wait Period** means the item is not accessible for that number of days. The learner will see it on their To Do list as of the **Assignment Start Date**.
When you remove the item from the curriculum that has the SmartCurriculum rule, does the system warn you that the item has a rule set within it?		Yes. Furthermore, you cannot remove the item until you first remove the rule.
Can you add a review frequency to an already created/approved curricula or is this a function that can only be set upon creation? Thanks.		You can add the Review Frequency with each version of a curriculum. For nonversioned, this must be done from the get to as you create version 0. For versioned, this can be done (or not done, if you prefer) upon creation of the new version.
How can we assigned a curriculum owner?		On the **View Curriculum** screen, click **Curriculum Owner** and then choose **Add Curriculum Owner** from the cog Action menu.
As for the Curriculum Type, can we set more types additional to the default ones?		Yes, you can create as many as you want!
Can I create a curriculum without any training item?		Sure, but if you assign it nothing will be assigned. A lot of people do have these "shell" curricula to use as templates for other admins to follow.
Is it possible that keywords aren't enabled for our instance? Or how do I add Keywords initially so I can associate a curriculum with it?		It very well could be you don't have this enabled! If you don't see this option if you are an Organization Administrator (the top security role) under the **Site Configuration** > **Site / Data Dictionary** area, contact UL Client Services to enable this. Once enabled, you can create a Keywords list and then associate them with entities.

QUESTION		ANSWER
is there a way to disable the "Prerequisite", if using a training item in different curriculums, beside disabling the sequence for the item?		Prerequisites set at the training item level are enforced across curricula.
I've created curricula for clinical study teams and created user groups consisting of team members. Some of the user group members are authors of some of the training items in curricula and they're not keen to be assigned a training item they authored. Is the best way to handle this at level of curriculum, user group, or using the grant credit function?		I would grant them credit with a reason of *Content Author* or some such; this is the fastest way. Another option is to create a user group specifically for that content and then exclude them.
For curricula owner, is there a way it can be auto-updated if a owner leaves? Can it automatically be replaced by someone with the same WorkDay Cost Center number or will it have to remain a manual process?		No, this is a manual add and thus a manual remove process. You could certainly run a report that shows all curriculum owners, and include the **Curriculum Owner Enabled** field. If you see a FALSE in that field, you know you have to re-assign the Curriculum Owner.
If a bi-annual review is needed for curricula, isn't it best to version them? That way, to ensure the trainings are up to date?		It depends. If you want to perform that biannual review in the system itself, that workflow process requires versioning. If you perform that biannual review outside of the system (perhaps because you do multipass review), you can choose to not version the curriculum for ease of training item maintenance and run reports to support that process.
Does the Initial Due In timer begin for a training item once the "Wait for Sequence" criteria been met, or is the Initial Due In assigned when the training items are placed on a user's To Do List?		**Initial Due In** begins on the **Assignment Start Date** for all items in the curriculum (which is the date the items appear on a learner's To Do list). This is why you want to be careful using the **Wait for Sequence** option, especially if you have many TIs in a given curriculum.
For a curriculum with 4 training items, can it be set-up so only one item is trained on in a particular quarter annually?		No. The assignment would have the same parameters for all items in a curriculum. If you need something performed at a specific time of year, I'd recommend you set them up as one time assignments at the training item level each year.
Will we ever be able to sequence curricula in the same fashion as we sequence training items within curricula? Ex: Assign numbers to the curricula in the order they should be assigned.		Not at this time. This would be a great enhancement request for you to make!
Can you change the Curriculum Owner on existing Curricula?		Yes! Simply click **Curriculum Owner** and then choose **Add Curriculum Owner** from the cog **Action** menu. Once you choose a new owner, the old one is removed in the same step.
When you are sequencing training items within all curricula, and a learner is assigned multiple curricula how do the sequence numbers from each work together?		The system will display to the learner the most recent Due Date across assignments. So if I have the same training item in 4 curricula, all with different due dates and sequencing options, I will only see the item once on my To Do list with the most due date coming soonest.

QUESTION		**ANSWER**
If Periodic Review Workflow is enabled and the review period is coming up, would the curriculum owner receive a review task ? Does a curriculum owner receive a notification when it's time for them to review their curriculum?		Yes, but only for versioned curricula. When they receive it is based on the **Review Due In** period's calculation from the next **Review Frequency** (which sets the Due Date off of the current effective curriculum's **Effective Date**). For example, if the **Review Due In** period is 2 months and the next review is due on 08/01/22, the Curriculum Owner will receive said notification on 06/01/22. It also inserts this review onto the Curriculum Owner's My Tasks tab in the Knowledge Center.
How does the curriculum owner perform periodic review? How are changes to training items in curriculum handled in CW?		The Curriculum Owner specifies what action needs to be taken when they perform the review (approve, request to retire, request to up-version) and then provides the why in the **Enter Comments** screen. Those changes are then made by them if they have the **Manage Curriculum** security privilege, or by an admin who has that privilege. Training item changes merely flow into a given curriculum, as they are added by Training Code and not version #.
For the periodic review of an entire Curriculum, can you add this to an already existing curriculum?		No. It must be added upon creation of the curriculum version. If nonversioned, you must either put it into versioning or remove the curriculum and recreate. For versioned, you can add/remove it with each subsequent **Create New Version** action.
If you use the Retraining Period for the assignment, does the start point begin at the assignment date and goes to the time period from that date?		**Retraining Period** applies to a future retake and its due date is the learner's previous Completion Date + the number of days in the retraining period. So if my retraining period is one year for a training item I complete on 05/02/22, my **Retraining Period** ends on 05/02/23.
Would there be a benefit to having the CODE and TITLE contain the same information		Only if your admins want it that way! I have seen a few orgs that use the same data in both fields.
Can you change the organization level after the curricula is active?		Yes, via the **Special Tool to Re-Home Curriculums** special tool. This needs to be licensed by your company from UL and you have to have security privileges to run this tool.
I don't have "Curriculum Owner" on my menu- does my organization use an outdated/custom version, or could it be the curriculum types I have checked?		Contact UL Client Services to enable this inherited security role.
Can you delay the next set of curriculum assignments?		Use the **Wait Period [x] Days** function in the **Edit Training in Curriculum** screen.
Can a curriculum owner (learner security role) create a new curriculum version? If not, is there a default security role that would allow them to do this?		The inherited **Curriculum Owner** security role lets that individual perform specific admin functions for whichever curriculum(s) for which they are an owner. If you want them to be able to create a new curriculum version, the security role must have the **Manage Curriculum** privilege checked in the **Training** section.

QUESTION		**ANSWER**
During audits, what are the pros/cons of using versioning rules vs not using versioning rules?		The only pro to having a versioned curriculum is so admins have to do less comparative analysis during audits. If my curriculum is unversioned, I'd need to crossreference the **Added**/**Modified**/**Deleted Modified On** dates/times for the auditor's requested date range. If my curriculum is versioned, I only need to click on the curriculum that was *Effective* during the requested date range. The big con of versioning is that while that xref work for unversioned curricula DOES take some time for audit preps, it takes far less time than versioning to accommodate training item adds/deletes within a curriculum over time.
Can you do a combination of assignment periods by adding them all to the right column, and then clicking continue? OR do you have to select all "default to training items", then click continue and go back and select "initial training due in X days", and click continue again?		You can only select one **Assignment Period** per training item selection(s). So if you had a curriculum of 5 items and 3 were defaulting to training items, you'd do that step and then in a second step select the 2 remaining items and specify their differing due in X days. Or you could add all of them with a single non default to training item setup and then change them individually on the **Edit Training in Curriculum** screen.
My plan is to create new curricula and add users but can I add existing users without redeploying the training they have already completed?		There are two ways a learner will see a previously completed training back on their To Do list: 1) the recurring assignment needs to be taken again (I completed something on 05/01/22 and will need to complete it again by 05/01/23) or 2) in the assignment you Choose to **Ignore previous completions**. Any new item you add to a curriculum will be handled just like any new assignment, so long as they still have a recurring assignment for the curriculum.
If training is completed in initial curricula - and then moved to new curricula via smart tool, completions of training will remain in user record?		Completions remain on a user History until it expires. If it's a one off, you would not populate retraining info. If you DO put retraining info, the completion is valid until the learner completes the next assignment. So my completion on 05/01/22 remains until I retake the item, perhaps 04/28/23. Then THAT completion shows on my History.
Do you need to adjust the due dates since they are sequenced?		Due dates will be assigned at the time of the assignment based on the number of due in dates from either the training item, curriculum, or assignment. If the wait period or sequence length is long, you may have to adjust/override a training item's due date.
When you delete the curriculum, what information on what you deleted is provided in the event log? How much detail do you have on what you deleted?		When you delete a curriculum, the event log reports on **Event Occurred On** (date + time), **Session ID**, **Event Created by User ID** (who deleted the curriculum), and **Affected Entity Type** (Curriculum).
Does a curriculum owner have to be an administrator to complete the curriculum review?		No. Whatever privileges you give them for the inherited security role **Curriculum Owner** is what they can do, ONLY for the curriculum(s) they own.

QUESTION		**ANSWER**
Can you set multiple SmartCurriculum rules at the same time?		No. Every rule must be set up individually.
Can you repeat how to assign a curriculum review?		At the bottom of the **Add Curriculum** (and later **Edit Curriculum**) screen, enter the **Review Frequency** (how often you want the Curriculum Owner to review this curriculum) and **Review Due In** (how many days/weeks/months/quarters/years you want the Curriculum Owner to receive notification that the review is due and when. Note this process only works with versioned curriculum.
Is a nonversioned rules curriculum Part 11 compliant? My understanding is if the curriculum is deleted, there will no longer be any information in the system about it. Is this correct?		E-signature is captured at the training item level. With an appropriate security role, you can view which training items require an e-sig by navigating to **Site Configuration** > **Settings and Configuration** > **e-Signature Requirements**. So even if you remove a curriculum, the e-sig exists for the applicable training items in their History.
What happens if you add a training item at a later date in the first curriculum linked to the SmartCurriculum? Does it put users that were moved into the subsequent curriculum/user group BACK to the initial user group/curriculum?		No. If a SmartCurriculum rule has already pulled them from a user group, the system will not put them back when new material has been added to the curriculum.
Does the order of the rules matter? first remove and then add?		It MAY have an impact, particularly if you have a more sophisticated tree of logic.
Does the ‘type’ selection have any functionality or limitations or is it just a descriptor for filtering?		**Curriculum Type** has no functionality other than serving as a label for reporting purposes.
Can you just add (without remove) to stagger onboarding course load for example? *via smart curricula?		Yes. If you split your onboarding courses into separate curricula for load balance, you can assign a user to a user group for Curriculum 1. Then you can set rules that upon completion of the final item, they are removed from the user group for Curriculum 1 and added to the user group that has the assignment for Curriculum 2. Repeat as necessary.
Is versioning curriculum required for ComplianceWire as a validated system?		No.
Can you add a curriculum into a curriculum?		Yes, via nesting curriculum.
When the owner reviews his/her curriculum, is sub-curriculum also included there for review?		No. Curriculum review is separate and distinct for each curriculum.
Which items (in a sequence) are visible to the user. Do you only see what’s available (per sequence)?		All curriculum contents are visible to the learner upon assignment. Not all are launchable, however. If you require via sequencing that one training item must be completed before another, the second is still visible yet it lacks a hyperlink to launch it. Once the first item is completed, the second's hyperlink appears so the learner can start it.

QUESTION		**ANSWER**
How do you enable Training Periodic Review Workflow?		First verify you do not have it: if upon creating a new curriculum you don't see **Review Frequency** and **Review Due** In right above the Save button, you don't. After that confirmation, contact UL Client Services to enable this functionality for your versioned curriculum.
Is there a report that lists out all training items within a curriculum that includes sub-curricula?		The *Curriculum Report* shows direct training item count (those included in this curriculum), inherited training item count (those included in a parent to this curriculum), and sub-curricula count (how many curriculum(s) are children to this curriculum). If you need to see detail beyond that, click the row of the curriculum in the report to go straight to the curriculum to see those details.

OUT OF SCOPE QUESTION		**ANSWER**
Is there a way to generate a report that says how much time elapsed between the time a user launched training items in a curriculum and the time s/he e-signed having completed them?		Yes. Add in **Days on To-Do List** field to either the **Assignment Report by Training** or **Assignment Report by User** reports, using only the *Completed* **Assignment Status** as a filter.
When I remove an assignment, I see no history of that in the assignment report. Is there a way to see what assignments were removed?		Run the *Event Log Report* and in the **Remove Assignment** section it will show the **Affected Entity** (the # of the removed assignment), and who performed the removal.
Are the Quiz Rules something that has to be enabled? We use native quizzes but don't see these options in the curriculum		Yes. Run the *Company Preferences Report*. If the **CICS - Create/Launch Quizzes** preference has a **Preference Value** = *True*, it is enabled. If the value is *False* and you want to enable this, please contact UL Client Services.
What is white boarding?		Whiteboarding is when you collaborate with colleagues on a whiteboard, remotely or in person. You can draw your mental plan, and then chat/annotate/type notes.
Not a curriculum related question but can a user complete a quiz even if they're not able to see the control document due to system issues and appear to be qualified?		No. A learner only sees a CD quiz AFTER they've launched and closed the control document itself. If you don't want the control document-then-quiz relationship (only the test), set it up as a Custom Exam which is assignable on its own.
For time to complete training, how is the time measured in days or hours? I have tried to run that report before and it did not work for me		**Initial Due In** // **Retraining Due In** (timeframe for training item completion) = days. **Training Duration** (how long it will +/- take to complete the training) = minutes or hours.

END OF **Q&A**