### Putting the Pieces Together
In Learning Space, content is organized by Catalogs which provide a broad category to align content to. Under each Catalog, there will be Curricula that are more specific in nature that contains a collection of Courses. In order for a Course to be visible in Learning Space, it must be assigned to a Curricula, which must be assigned to a Catalog.

### Roles and Responsibilities
In order to complete these steps, you must have Training Coordinator access within Learning Space.

### Before You Begin
Ensure that the Course has already been created. If you have not yet created a Course, reference the Learning Space TC Guide - Create a Classroom Course for help with this process.

### Which Outcome to Expect
The steps in this guide outline how to assign an existing Course to a Curricula, and how to assign a Curricula to a Catalog.

### Where to Find Additional Resources
For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.

### Who to Contact
For questions about this process, please contact BIS at ProductionSupport_BIS@dpsk12.org.
• From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

• Click on the Curricula (a) button in the left column, then select the Filter tab and search for desired Curricula (b). Once located, select the curriculum (c) that you would like to add your course to by clicking on it.
• This will open a new tab.
• In the **General Options** tab, select **Manage Courses**.

**Please Note**
• If you are building a new Curriculum for the first time, please reference the **Learning Space TC Guide: Create a Curriculum**.

• Using the **Search** box, type in the name of the Course you would like to add to the Curriculum, then click on the magnifying glass.
• Place a checkbox next to the name of the Course you would like to add to the Curriculum.

• Click **Add** to move the Course from Available Courses to Existing Courses.
• This will assign the Course to the Curriculum.
• Using the **Sequence** column, you can order the Courses how you would like them to appear within the Curriculum.

• Click **Apply Sequence** to save your changes.

  • Note: To remove a Course from a Curriculum, place a checkbox next to the name of the Course, then click **Remove**.

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**Please Note**

- You may need to refresh the page to view all courses within the curriculum before sequencing them.

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- If the Curriculum you’ve assigned the course to is already part of a Catalog, you do not need to complete the following steps unless you are adding the Curriculum to an additional Catalog.

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• Click on the **Catalogs** (a) button in the left column, then select the Filter tab and search for desired Catalog (b). Once located, select the catalog (c) that you would like to add your curriculum to by clicking on it.

  • This will open a new tab.
In the **General Options (a)** tab, select **Manage Curricula and Resources (b)**.

- Using the **Search** box, type in the name of the Curriculum you would like to add to the Catalog, then click on the magnifying glass.
- Place a checkbox next to the name of the Curriculum you would like to add to the Catalog.
- Click **Add** to move the Curriculum from Available Curricula to Associated Curricula.
  - This will assign the Curriculum to the Catalog.
• Using the **Sequence** column, you can order the Curriculum how you would like them to appear within the Catalog.

• Click **Apply Sequence** to save your changes.

• Note: To remove a Curriculum from a Catalog, place a checkbox next to the name of the Curriculum, then click **Remove**.

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**Please Note**

• Your Course(s) will now be visible to all end-users to whom the Catalog/Curriculum are distributed/defaulted.