Use the following instructions to add one or more Content Objects to an Item in Knowledge Link. These instructions assume the content object has already been created in Knowledge Link. For more information on creating content objects, see the document *Uploading Content to Knowledge Link*. It is strongly recommended that you upload content to the TEST-STAGE environment first and test that content before uploading it to production.

**NOTE**: If you are replacing existing content, and learning history has been recorded, **you cannot change the content structure**. For example, if there are two content objects, you cannot remove, add, or change the order of content objects. In this situation, you have two options:

a. **Edit the existing content object ID and replace it with a new content object ID.** This is preferred if the content of the course has not changed substantially and you do not need to change the content structure (for example, the existing course has two content objects and the new course will have two content objects).

b. **Create a new item.** This is preferred if the content of the course has changed substantially and/or you need to change the content structure. Remember to deactivate the old item and update prerequisites and substitutes as needed. If further guidance is needed, contact your entity's lead administrator.

### Attach a Content Object to an Item

1. Open the Item in Knowledge Link.

2. Proceed as shown below, based on the type of item you opened:

<table>
<thead>
<tr>
<th>Type of Item</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>For new items...</td>
<td>A. Click <strong>Online Content</strong>.</td>
</tr>
<tr>
<td></td>
<td>B. Click the dropdown menu arrow.</td>
</tr>
<tr>
<td></td>
<td>C. Click <strong>Add Content Object</strong>.</td>
</tr>
</tbody>
</table>

![Image of Knowledge Link interface showing steps to attach a content object](image-url)
For existing items **and learning history has not been recorded**...  

A. **Click Online Content.**  
B. **Click the "Root" ellipsis** to add new content or remove all content.  
C. **Click the "Content" ellipsis** to edit content, rearrange content, or remove content.  
   - To add content, select **Add Content Object**.  
   - To edit content, select **Edit**.

---

For existing items and learning history **has been recorded**...  

A. **Click Online Content.**  
B. **Click the "Content" ellipsis** to edit content ID and title.  
   - To edit content, select **Edit**.  
   - If you need more options than shown here, you should create a new item.
3. Enter the **Content Object ID**.

![Content Object ID](image)

If you do not know the Content Object ID, click the search icon ( ), search for the content, then click **Select** as shown below. *Note: Before you click Select, you can copy the description (highlighted) and use it in the next step.*

![Search Results](image)

4. Enter the **Object Title** or paste it from the previous step then click **OK**.

![Object Title](image)

5. If you need to add additional content objects, click the ellipsis to the right of **Root** to open the menu and click **Add Content Object**.
6. If you need to rearrange content objects, click the ellipsis to the right of the content object and...
   A. Click **Move**.

   ![Content Object Table]

   B. Click the Object Title whose order is to be changed, then click **Insert Before** or **Insert After**, and then click **Save**.

   ![Move to Selection]

7. Click the gear (⚙️) to open Online Content Settings.
   A. Click **Completion**.
   B. Turn **ON** “Add to History on Completion of All Content.”
   C. Click the Completion Status drop down, select the Completion Status and click **OK**.
   D. Turn **ON** “Users can Review Completed Content from History.”

   ![Completion Settings]

   E. Click **Course Progression**.
   F. To force sequential completion of multiple content objects, click the checkbox **Complete Content in Sequence**. (Leave unchecked if users can complete the content in any order.)

   ![Course Progression Settings]
G. Click **Launch**.
H. Turn **ON** “Content is available for launch (available for users).”
I. If there is only one content object, turn **ON** "Automatically launch content when starting or resuming course." (Leave unchecked if there is more than one content object or if you want to force the user to see the content structure page for some other reason.) **If any of the content contains a link to a LinkedIn Learning video or course, DO NOT check this box.**

8. Click **OK** and **Save** after modifying the changes.

9. If your item is currently assigned to users, a warning will appear. Click **Reassign**. If you select Cancel, your changes will not be saved.

10. A list of users will appear. Users who did not start the course yet are selected by default. (Highlighted below.) **NOTE: If you DO NOT see checkboxes to reassign the course, proceed to step 17.**

   **View Users to Reassign**
   
<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>Item Status</th>
<th>Reassign</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTED</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>NOT STARTED</td>
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<td>STARTED</td>
<td></td>
</tr>
</tbody>
</table>

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11. At this point, you can choose whether or not to reassign the course to specific people.

- **If the item contains one content object OR users are unable to complete the course with the current content**, select the checkbox: (Select all the Users of the search results). This is the simplest and least confusing option. **All users** will be assigned the same content and **all users** will need to start at the beginning, even if they started the course.

- **If the item contains multiple content objects**, only select individual users who you know must have the course reassigned. For example, an SME who needs to review the change, or a user who was having trouble with the original course. (See example in image below.) **These users will have to repeat all content objects.** For example, if the user finished 9 out of 10 content objects, and you only updated #10, the user will still need to repeat the first nine content objects.

  ![Example Image](image)

**NOTE:** Users that you do not select will see the course as it was before you made changes. (They will see the old content object and/or the old order of content.) This may cause confusion in some cases.

12. Click **Finish**. If there are a large number of users, you may need to schedule the job. Otherwise, users will be reassigned immediately.