**Purpose:** Follow the instructions below to create an instructor-led (ILT) Item in Knowledge Link.

1. **From the Learning Administration Page**
   - A. **Expand Learning Activities**
   - B. **Click Items**
   - C. **Click Add New.**

2. **Complete the following steps (image on next page):**
   - A. **From the Item Classification** drop down select "Instructor-led" or "Instructor-led with online content" (if you are attaching online content).
   - B. **From the Item Type** drop down select the appropriate type from the list below. Most often, Item Type will be COURSE or INSERVICE. If you are not sure which item type to use, contact the KL team.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESS</td>
<td>Assessment A stand-alone quiz or assessment that is not part of an online course.</td>
</tr>
<tr>
<td>CHECKLIST</td>
<td>Checklist A checklist that is used for observation of on-the-job performance.</td>
</tr>
<tr>
<td>COMPETENCY</td>
<td>Competency Do not use this option. UPHS is not currently using competencies.</td>
</tr>
<tr>
<td>COURSE</td>
<td>Course Use this item type for all eLearning and instructor-led (ILT) items</td>
</tr>
<tr>
<td>INSERVICE</td>
<td>In-Service Classroom events for which users do not register in KL and completion is recorded after the event.</td>
</tr>
<tr>
<td>RESOURCE</td>
<td>Non-course reference material Materials that are for reference (e.g., PowerPoints, job aids, videos).</td>
</tr>
<tr>
<td>DOC</td>
<td>Online or Paper Document Forms, directions, or other documents for use by a user.</td>
</tr>
<tr>
<td>OTHER</td>
<td>Sensitive content or health data Do not use this option. UPHS is not currently using this item type.</td>
</tr>
</tbody>
</table>

   - C. **Create the Item ID following the Naming Conventions Guidelines.** The ID characters identify UPHS (HS) or University (UP), the provider code (a five-digit number), the type of component (in this case, ITEM), and the course code (abbreviated version of the title). Each section is separated by a period.

For example: HS.20001.ITEM.EPIC151
D. If you selected, "Instructor-led with online content" then, from the **Completion Status** drop down, select **COURSE-COMPLETE(Complete) – For Credit**. Note: This is the only status used by the health system.

E. Enter the **Number of Days** these classes will span and **Hours per Day**. This length will be used to determine your class's end time when you schedule classes. (If the hours are different each day, enter the length of the first day and edit the Agenda Template in step 3 for the remaining days.)

F. **Title**: Enter the course title. Be as specific as possible, making the title distinguishable from other similar courses, yet easy to search for.

G. **Duration**: The length of the course, from start time to end time.

H. **Delivery Method**: choose Instructor Led Training (ILT).

I. **Credit Hours**: The number of hours in education. Typically, the duration minus any time for breaks.

J. **Contact Hours**: Only use if learning is applicable for Continuing Nursing Education.

K. **Description**: Enter a course description. Include the target audience, objectives or goals, and any special instructions the learner needs to know.

L. **Contact's Email**: The email address of the contact. Must be a valid email address.

M. **Security Domain**: always select UPHS.
N. **Maximum Enrollments**: The maximum number of enrollments allowed in each class. This number may be adjusted in the class profile.

O. **Prevent Multiple Class Registration Interval**: The number entered here is the number of days a user will have to wait before they can enroll in another class for the same item. This prevents users from waitlisting and enrolling in multiple classes and unnecessarily taking up open seats. For example, if the user enrolls in a class with a start date of April 10, 2020, and the interval entered in this field is 365, the next class date that user can enroll in is April 10, 2021 or later.

P. **Auto Enroll from Waitlist**: Check this box if you want to auto-enroll from waitlist. If checked, empty seats will be filled on a first come, first serve basis. *(Note: “User can Waitlist” must be selected for this to work.)*

Q. **User can Waitlist**: Select this option if you want to allow users to waitlist.

R. **Course Owner**: Select from the drop down box. This should match the provider code used in the Item ID.

S. **Stroke Hours**: Only use if hours are approved for official stroke training. Example: 1.00

T. **Trauma Hours**: Only use if hours are approved for official trauma training. Example: 0.50

U. **Click Save**.

NOTE: This job aid instructs you to complete **required** settings. However, there are additional settings and options available. See the [ILT Item or Online Item Settings Guide](#) for more information.

If, for **Item Classification**, you selected...

<table>
<thead>
<tr>
<th>Instructor-Led</th>
<th>After the item is created, the Agenda Template tab displays. Continue to the next step.</th>
</tr>
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<tbody>
<tr>
<td>Instructor-Led with online content</td>
<td>After the item is created, the Online Content tab displays so you can add content. Then continue to the next step.</td>
</tr>
</tbody>
</table>
3. Click on the **Agenda Template** tab to verify agenda. **Note: if you do not need to create classes and do not need users to enroll via Knowledge Link, you can skip this step.** The Day(s) and Duration fields on the ‘Agenda Template’ tab, auto-populated from the ‘Number of Days’ and ‘Hours per Day’ on the ‘Item Details’ tab. If need to add a day click the "+" symbol.

4. Complete the steps below:
   A. Enter the **Day** number (1, 2, 3, etc.)
   B. Enter the **Duration** (hours) for this day.
   C. Click **Save**.

5. Repeat step 4 if there are multiple days.

6. If users are expected to search for the course, you can add it to the library. Click the **Libraries** tab then click the "+" symbol.
7. Click **Search** to list all libraries. Click the checkbox(es) for the library(ies) to add, then click **Add**.

![Library search interface](image)

8. Next step: Creating classes (see [How to Create a Class](#) job aid).

**Notes:**
- Select "CAT_UPHS" to allow UPHS employees access to the course. (Includes Princeton. **Does not** include LGH.)
- Select "CAT_PSOM" and/or "CAT_UNIV" if University and/or School of Medicine faculty/staff should have access to the course.
- Select "CAT_UPHS_LGH" if Lancaster General staff should have access to the course.