A curriculum is a set of one or more courses that users must successfully complete.

Add New Curriculum

1. In the Learning Administration page:
   A. Click Curricula.
   B. Click Add New.
   C. Type the Curriculum ID. (*See below for ID tips.)
   D. Type the Title.
   E. Type the Description.
      In include the total hours for this curriculum
   F. Type Domain UPHS.
   G. Click Add.

* The Curriculum ID characters identify the domain, provider code, type of component, and course code. The ID should be in all capital letters.

Example: HS.20001.CURR.NEWHCC

<table>
<thead>
<tr>
<th>Domain</th>
<th>HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Code</td>
<td>20001</td>
</tr>
<tr>
<td>Type</td>
<td>CURR</td>
</tr>
<tr>
<td>Course Code</td>
<td>UPHS</td>
</tr>
</tbody>
</table>

For Provider Code and other ID naming convention help, refer to Naming Conventions Guidelines.
Adding Content to Curricula

1. In the Learning Administration page:
   A. Open the curriculum.
   B. Click on Contents.
   C. Click on Edit.
   D. Click on green plus symbol
   E. Click on Items.
   F. Enter search criteria.
   G. Click on Search.
   H. Click on the box next to the Item/Title in the Add Column.
   I. Click on Add.
   J. Click on X to close this screen.

For additional curriculum settings such as due dates and retraining, please see the core Knowledge Link administrator for your entity.
Adding Curriculum to Catalogs

1. Open the curriculum, then:
   A. Click on **Catalogs**.
   B. Click on the **green plus symbol**.
   C. Click on **Search** to list all catalogs.
   D. Click the **checkbox(es)** for the desired catalogs.
      (*See below for recommend catalogs.*)
   E. Click on **Add**.

*Catalogs Recommended for all Health System employees:*

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT_PSOM</td>
<td>Perelman School of Medicine (Physicians)</td>
</tr>
<tr>
<td>CAT_UPHS</td>
<td>All Health System entities except for LGH and Princeton</td>
</tr>
<tr>
<td>CAT_UPHS_LGH</td>
<td>Lancaster General</td>
</tr>
</tbody>
</table>