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>NEWHCC</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.

Repeat steps D - I to add additional items.
2. To remove an item:
   A. Click the **Select** box next to the item you wish to remove.
   B. Click the **Remove** button.

3. To change the order of items, click the up or down arrows. *Note: when assigned, items will appear in the user's learning plan in order of due date (soonest to latest) and title (alphabetical).*

4. Enter the due date and requirement settings for each item. Repeat these steps for every item in the curriculum:
   A. Click **Edit** for the item to be updated.

(continued on next page)
B. Enter the **Initial Number** as the number of days after which the course will be due. For example, if you enter "30 Days" the course will be due 30 days after it is assigned.

*Note: if you want the due date to be a specific date for everyone, please consult with your core KL administrator or the administrator who trained you.*

C. Select **Event**.

D. Select **Assignment Date**.

*Note: The "Hired Date" option can be an unreliable assignment trigger.*

E. If retraining is required, enter a retraining number and select **Event**. For example, if the course should be repeated every year, then enter 365 Days.

*Note: In our example, the course will be due 365 days after the previous completion. So each person may have a different due date, depending on when they last completed the course.*

F. Enter a **Basis Date** and an **Effective Date**. These dates can be any date prior to the date that you intend to assign the course.

G. Enter the **Assignment Type** as "Required."

*Note: Leaving this field blank or selecting "Optional" will automatically count the item as complete when reporting curriculum status. For example, if all items are "optional" then the items will remain on users' learning plans, but the curriculum will be marked as complete.*

*In addition, users have the option of "hiding" optional items so they never have to see them or complete them.*
Adding Curriculum to Libraries

Note: A curriculum only needs to be added to libraries if users or managers need to assign the curriculum. If the curriculum will be assigned by administrator or assignment profile, this step is not necessary.

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

*Libraries Recommended for Health System employees:

<table>
<thead>
<tr>
<th>Library</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 Lancaster General</td>
</tr>
<tr>
<td>CAT_UPHS_LGH</td>
<td>Lancaster General</td>
</tr>
</tbody>
</table>