**Purpose:** Follow the instructions below to create a Scheduled Item in Knowledge Link.

1. From the Learning Administration Page, select the **Learning** button, then click **Add New**.

2. Select **Scheduled Only**, and click **OK**.  
   *Note: If online content (learning or quiz) will be added to the course, select **Scheduled and Online**.*

3. From the **Item Type** drop down select the appropriate type from the list below. Most often, items will be either a course or an 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: <a href="#">Do not use this option</a>. 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: <a href="#">Do not use this option</a>. UPHS is not currently using this item type</td>
</tr>
</tbody>
</table>

4. Create the **ID** following the [Naming Conventions Guidelines](#). The ID characters identify the entity (HS identifies Health System), the provider code (20001 identifies IS Education), the item, and the course code (abbreviated version of the title). Each section is separated by a period.

   For example: HS.20001.ITEM.EPIC151
5. Basic Required Information.
   A. Enter the course title into the **Title** field. Be as specific as possible, making the title distinguishable from other similar courses, yet easy to search for.
   B. Enter a brief description of the course in the **Description** field. Include the target audience, objectives or goals, and any special instructions the learner needs.
   C. Select the **Delivery Method** drop down arrow, and select a method.
      - Instructor Lead Training (ILT) (*most commonly used*)
      - Assessment, test or exam (ASSESS)
      - Competency (COMPETENCY)
      - eLearning (ELEARNING)
      - Evaluation (EVAL)
      - Inservice (INSERVICE)
      - Information Overview (QUICKLEARN)
      - Online or Paper Document (DOC)
      - Podcast (PODCAST)
      - Policy and Procedure (POLICY)
      - Simulation (SIM)
      - Survey (Survey)
      - Video (VIDEO)
      - Virtual Classroom or Webinar (VIRTUAL)
   D. Enter **UPHS** under **Domain**.
   E. Enter the **Contact's Email Address**.

6. Under Schedule Template enter:
   i. Number of days
   ii. Hours per day

7. Click **Save & Exit**. *Do not click Continue.*

8. Once the item is created, click **View All** on the left hand side of the page for **Additional Settings**. The settings outlined in this job aid are **required**.
9. Required Settings:
   A. Under Extended Summary, select a Course Owner from the drop down box.  
      The course owner number should match the provider code from step 4.
   B. Under Design, enter the hours of content delivered, not including breaks, in the Credit Hours field.  
      The Length field is only for ILT and reflects the total time including breaks.
   C. Click Save when you have completed all appropriate settings.

NOTE: This job aid instructs you to complete required settings. However, there are additional settings and options available. See the Scheduled Item or Online Item Settings Guide for more information. Some examples of optional fields are shown in green in the image above:

- Max Registration: a number entered here will be the maximum registration default for all scheduled offerings
- Contact Hours: only use if learning is applicable for Continuing Nursing Education
- Stroke Hours/Trauma Hours: only use if hours are approved for official stroke or trauma training
- Registration Threshold Days: a number entered here will restrict users from enrolling in more than one scheduled offering; the number equals the number of days between offerings. For example, if they enroll in an offering scheduled for March 3, and Registration Threshold Days is set to 365, they cannot enroll in another offering unless the start date is after March 3 of the following year.
10. If users are expected to search for the course, you can add it to the catalog. Under the Related menu, click **Catalogs**. Then click the green plus symbol.

11. Click **Search** to list all catalogs. Click the checkbox(es) for the catalog(s) to add, then click **Add**.

12. Next step: Creating scheduled offerings (see **How to Create a Scheduled Offering** job aid).