Knowledge Link: How to Create a Scheduled Item

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

1. From the Admin Tab, select Learning. Click Add New.
2. Select Scheduled Only, and click OK.
3. Basic Information
   a. From the **Item Type** drop down select the appropriate type. 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>ASSESS</th>
<th>Assessment</th>
<th>A stand-alone quiz or assessment that is not part of an online course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKLIST</td>
<td>Checklist</td>
<td>A checklist that is used for observation of on-the-job performance</td>
</tr>
<tr>
<td>COMPETENCY</td>
<td>Competency</td>
<td>UPHS is not currently using competencies</td>
</tr>
<tr>
<td>COURSE</td>
<td>Course</td>
<td>Use this item type for all eLearning and instructor-led (ILT) items</td>
</tr>
<tr>
<td>INSERVICE</td>
<td>In-Service</td>
<td>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</td>
<td>Materials that are for reference (e.g., PowerPoints, job aids, videos)</td>
</tr>
<tr>
<td>DOC</td>
<td>Online or Paper Document</td>
<td>Forms, directions, or other documents for use by a user</td>
</tr>
<tr>
<td>OTHER</td>
<td>Sensitive content or health data</td>
<td>UPHS is not currently using this item type</td>
</tr>
</tbody>
</table>

b. Create the ID following the Knowledge Link Naming Conventions and Provider ID 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 separated by a period.

For example: HS.20001.ITEM.EPIC151

<table>
<thead>
<tr>
<th>Entity</th>
<th>Provider Number</th>
<th>Item</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS.</td>
<td>20001.</td>
<td>ITEM.</td>
<td>EPIC151</td>
</tr>
</tbody>
</table>

c. Enter the course title into the **Title** field. The title should be easy for a learner to search for and identify what the course is about. Note that there may be other similar titles in the catalog, try to be as specific as possible.

d. Enter a brief description of the course in the **Description** field. The description should include the target audience, objectives or goals, and any special instructions the learner needs.

e. Enter **UPHS** under **Domain**.

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

| Additional Options | fields can be entered here or by clicking **View All** in the next step. |
|h. Click **Save & Exit**. |
4. 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**.

5. Enter the **Contacts Email Address**.

6. Within the **Extended Summary** section, 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)

7. Select a **Course Owner** from the drop down box.

8. Enter the hours of content delivered (educational hours) in the **Credit Hours** field. (Enter Contact Hours if applicable for Continuing Nursing Education)

9. This job aid instructs you to complete required settings. However there are additional settings and options available (capacity, approval, pre-requisites, etc). See Scheduled Item or Online Item Settings document for more information.

10. Click **Save** when you have completed all appropriate settings.

11. Next possible actions include:
   - Creating scheduled offerings (see **How to Create a Scheduled Offering** job aid).