**Purpose:** Follow the instructions below to create an Online Item in Knowledge Link.

1. From the Admin Tab, select **Learning** then click **Add New**.
2. Select **Online Only**, and click **OK**.
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: <strong>Do not use this option.</strong> 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: <strong>Do not use this option.</strong> UPHS is not currently using this item type</td>
</tr>
</tbody>
</table>

4. Create the **ID** following the **Knowledge Link Naming Conventions and Provider ID Guidelines**. The ID identifies whether the item is health system or university, the provider code, the word “ITEM,” and the course code (abbreviated version of the title). Each section is 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>

5. 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.
6. Enter a brief description of the course in the Description field. Include the target audience, objectives, and special instructions.

7. Select the Delivery Method drop down arrow, and select a method.
   - eLearning (ELEARNING) (most commonly used)
   - Assessment, test or exam (ASSESS)
   - Competency (COMPETENCY)
   - Evaluation (EVAL)
   - Inservice (INSERVICE)
   - Information Overview (QUICKLEARN)
   - Instructor Lead Training (ILT)
   - Online or Paper Document (DOC)
   - Podcast (PODCAST)
   - Policy and Procedure (POLICY)
   - Simulation (SIM)
   - Survey (Survey)
   - Video (VIDEO)
   - Virtual Classroom or Webinar (VIRTUAL)

8. Enter the Contact's Email address.
9. Enter UPHS under Domain.
10. Click Save & Exit. Do not click Continue.

11. 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.
12. Select a **Course Owner** from the drop down box.

13. Enter the hours of content delivered (educational hours) in the **Length** and **Credit Hours** fields. (Enter **Contact Hours** if applicable for Continuing Nursing Education).

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

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

15. 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.

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

17. Next Steps: Add content to the online Item.