This document outlines the steps to upload content to Knowledge Link. It is strongly recommended that you upload content to the TEST-STAGE environment first and test that content before uploading it to production.

Use the following instructions to add one or more Content Objects to an Item in Knowledge Link. These instructions assume the content object has already been created in Knowledge Link. For more information on creating content objects, see the document Uploading Content to Knowledge Link.

### Attach a Content Object to an Item

**NOTE:** If you are replacing existing content, consider whether you should create a new item vs. using an existing item. If the changes are cosmetic or the content has not changed substantially, then you could replace the content in an existing item. However, if the content has changed substantially, then you should create a new item. (For example, the regulations or procedures being taught have changed or the software being taught is a new version – EPIC 2015 vs. EPIC 2017.)

1. Open the Item in Knowledge Link.
2. If the item contains existing content
   A. Go to Online Content
   B. Click the ellipsis to open selections
   C. Click Remove

3. To add new content
   A. Go to Online Content
   B. Click Add Content Object drop down
   C. Click Add Content Object
4. If you do not know the Content Object ID, click the magnifying glass to search for it, then click **Select**.
   
   **Note:** when you click the magnifying glass and find the content object, you can copy the COBJ title (highlighted below) and use it in the next step.

![View Content Objects Results](image)

5. Enter the Object Name or paste it from the previous step. (Typically, this is the same as the course title. However, it may be different if there are multiple content objects attached to a single item.) Do not check or complete any other fields in this window. Click **OK**.

![Add Content Object](image)

6. Click the gear to open Online Content Settings
   
   A. Click **Completion**.
   
   B. Click the Completion Status drop down.
   
   C. Select the Completion Status and click **OK**.

![Online Content Settings](image)
7. If you need to add additional content objects, click the ellipsis to the right of **Root** to open the menu and click **Add Content Object**.

8. If you have multiple content objects, click the ellipsis to the right of the content object to **Move** the content object.

9. Click the content object whose order is to be changed, click **Insert Before** and click **Save**.

10. Note that the content object order has changed.
11. To force sequential completion of multiple content objects, click the gear button to open **Online Content Settings**
   
   A. Click **Course Progression**
   
   B. Checkmark **Complete Content in Sequence** and click **OK**

12. To define other settings, click the gear button to open **Online Content Settings**

13. Select settings as needed for your course, then click **OK**.

```
<table>
<thead>
<tr>
<th>Title</th>
<th>Content Type</th>
<th>Complete Content in Sequence</th>
<th>Allow Assessment Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Item for Content Object</td>
<td>Root</td>
<td>False</td>
<td>False</td>
</tr>
<tr>
<td>Content Object</td>
<td>SCORM 1.2</td>
<td>False</td>
<td>False</td>
</tr>
<tr>
<td>Upload Content</td>
<td>SCORM 1.2</td>
<td>False</td>
<td>False</td>
</tr>
</tbody>
</table>
```

**Note:**

- **Skip content structure page on launch** should be checked if there is only one content object.
- For items with multiple content objects, do not check this box.
- If any of the content contains a link to a LinkedIn Learning video or course, **DO NOT** check this box.

14. Click **OK** and **Save** after modifying the changes.

15. Click **Reassign**.

If you select No, your changes will not be saved.
16. A list of users will appear. Users who did not start the course yet are selected by default. (Highlighted below.)

NOTE: If you DO NOT see checkboxes to reassign the course, proceed to step 17.

View Users to Reassign

- [ ] Select all the Users of the search results

<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>Item Status</th>
<th>Reassign</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOT STARTED</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STARTED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOT STARTED</td>
<td>[ ]</td>
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<td>NOT STARTED</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STARTED</td>
<td></td>
</tr>
</tbody>
</table>

17. At this point, you can choose whether or not to reassign the course to specific people.

If the item contains one content object OR users are unable to complete the course with the current content, select the checkbox: ( [ ] Select all the Users of the search results ). This is the simplest and least confusing option. All users will be assigned the same content and all users will need to start at the beginning, even if they started the course.

If the item contains multiple content objects, only select individual users who you know must have the course reassigned. For example, an SME who needs to review the change, or a user who was having trouble with the original course. (See example in image below.) These users will have to repeat all content objects. For example, if the user finished 9 out of 10 content objects, and you only updated #10, the user will still need to repeat the first nine content objects.

NOTE: Users that you do not select will see the course as it was before you made changes. (They will see the old content object and/or the old order of content.) This may cause confusion in some cases.

18. Click Finish. If there are a large number of users, you may need to schedule the job. Otherwise, users will be reassigned immediately.