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 **Learning Activities**.
   B. Click **Curricula**.
   C. Click **Add New**.

D. Type the **Curriculum ID**.
   (*See below for ID tips.)
E. Type the **Title**.
F. Type the **Description**.
   In include the total hours for this curriculum)
G. Type Domain **UPHS**.
H. 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 Manage Content

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.
J. Click on X to close this screen.

For additional curriculum settings such as due dates and retraining, please see the core Knowledge Link administrator for your entity.
Adding Curriculum to Libraries

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

*Libraries Recommended for all Health System employees:

<table>
<thead>
<tr>
<th>CAT_PSOM</th>
<th>Perelman School of Medicine (Physicians)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT_UPHS</td>
<td>All Health System entities except for LGH and Princeton</td>
</tr>
<tr>
<td>CAT_UPHS_LGH</td>
<td>Lancaster General</td>
</tr>
</tbody>
</table>