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

1. From the Learning Administration Page
   A. Select Learning Activities
   B. Click Items
   C. Click Add New

2. Complete the following steps
   A. 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: Do not use this option. 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: Do not use this option. 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 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>

C. 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.

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

E. Select the Delivery Method drop down arrow, and select: ELEARNING.
   - eLearning (ELEARNING) – if the item is an eLearning course
   - Assessment, test or exam (ASSESS) – if the item is an assessment
   - Online or Paper Document (DOC) – if the item is a document (PDF)

F. Enter UPHS under Security Domain ID.

G. Click Add.
3. Once the item is created, click **Item Details**. The settings outlined in this job aid are **required**.
4. Enter the hours of content delivered (educational hours) in the **Credit Hours** field. The **Duration field is only for ILT**.

5. Enter the Contact’s Email address.

6. Select a **Course Owner** from the drop down box near the bottom of the Item Details section. The course owner number should match the provider code from step 2.
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 document for more information. Some examples of optional fields are:
- **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
- **Source**: the group, department, or vendor who created the training

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

8. If users are expected to search for the course, you can add it to the Library. Click **Libraries**, click the

![Libraries](image)

9. Add content to **Libraries**
   A. Click **Search** to list all libraries.
   B. Click the checkbox(es) for the Library(ies) to add
   C. Click **Add**.

![Libraries Add Item](image)

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