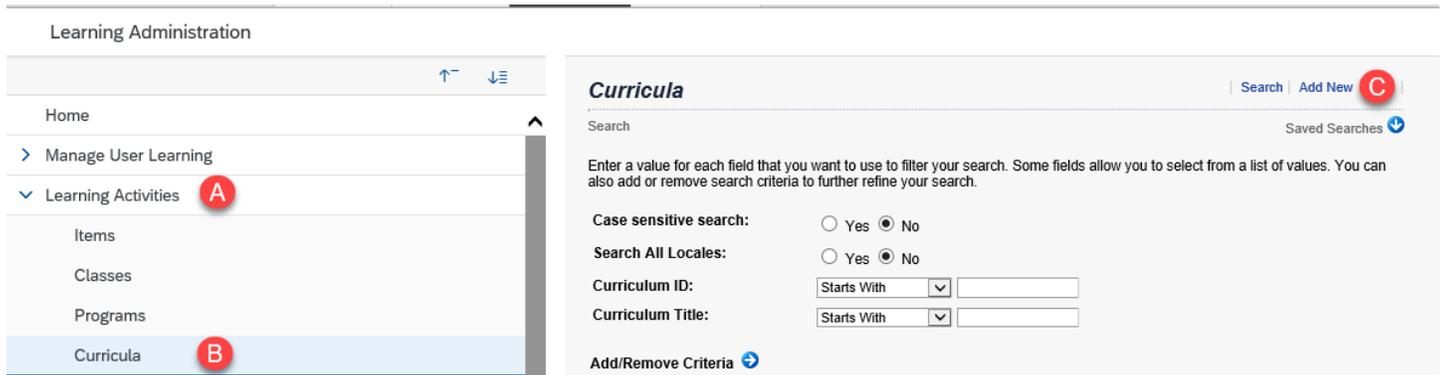




A curriculum is a set of one or more courses that users must successfully complete.

Add New Curriculum

1. In the Learning Administration page:
 - A. Click **Learning Activities**.
 - B. Click **Curricula**.
 - C. Click **Add New**.



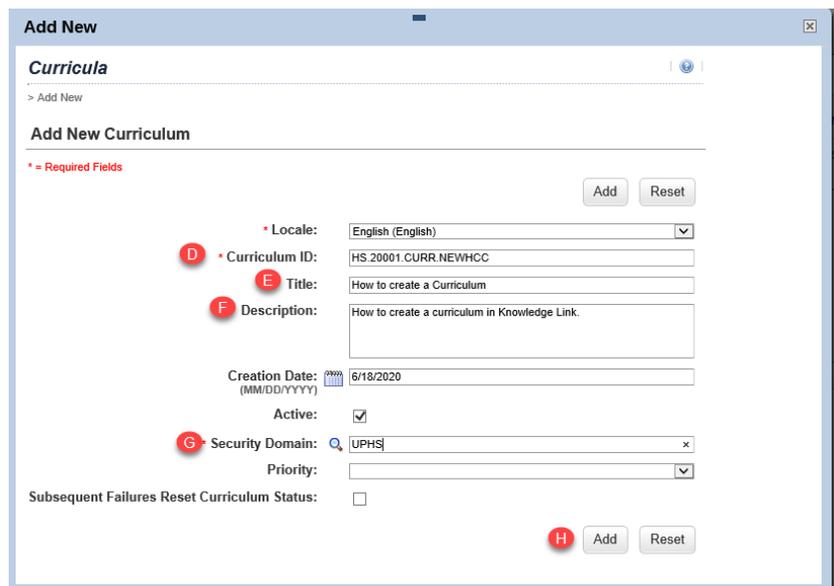
- D. Type the **Curriculum ID**.
(*See below for ID tips.)
- E. Type the **Title**.
- F. Type the **Description**.
(In include the total hours for this curriculum)
- G. Type Domain **UPHS**.
- H. Click **Add**

* 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

Domain	HS
Provider Code	20001
Type	CURR
Course Code	NEWHCC

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**

[Curricula Search](#)

Actions ▾

How to create a Curriculum

HS.20001.CURR.NEWHCC

Curriculum Details **Contents** Categories Assignment Profiles Libraries Document Links Job Codes

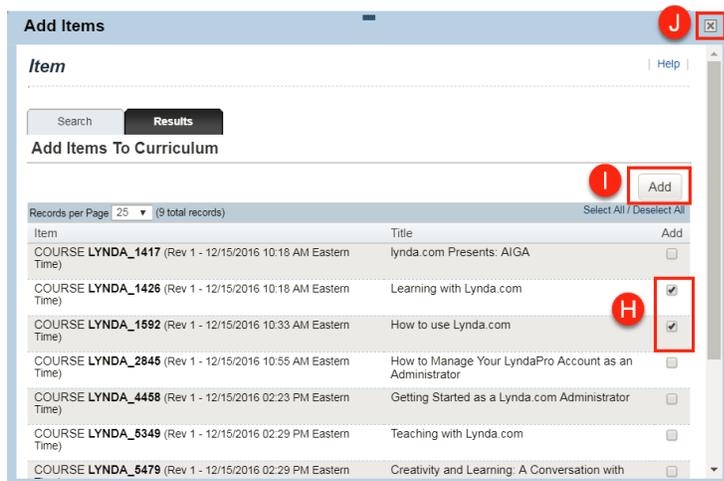
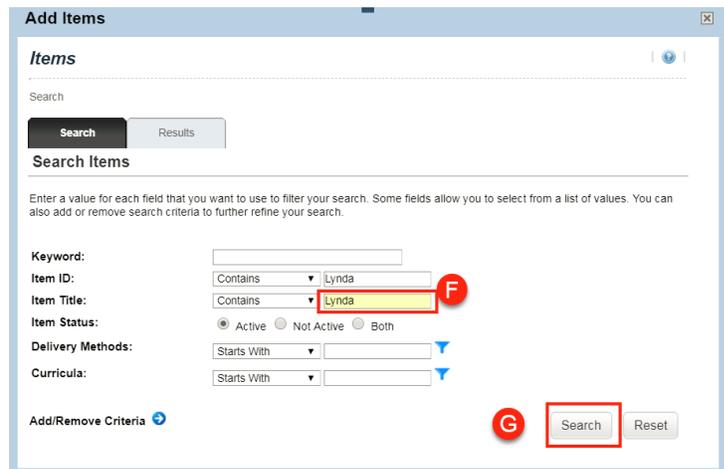
Contents (4)

C Manage Content ↑↓

ID	Type	Title	Retraining
COURSE UP.92029.ITEM.LLBUILDACC (Rev 1 - 11/7/2016 11:15 AM)	Item	Learning With Lynda: Building Accountability	No

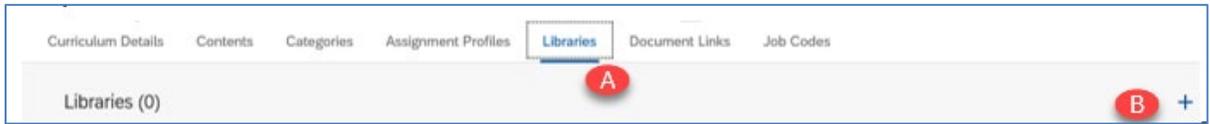
- D. Click on **green plus symbol**
- E. Click on **Items**.
- F. Enter search criteria.
- G. Click on **Search**.
- H. Click on the box next to the Item/Title in the Add Column.
- I. Click on **Add**.
- J. Click on **X** to close this screen.

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

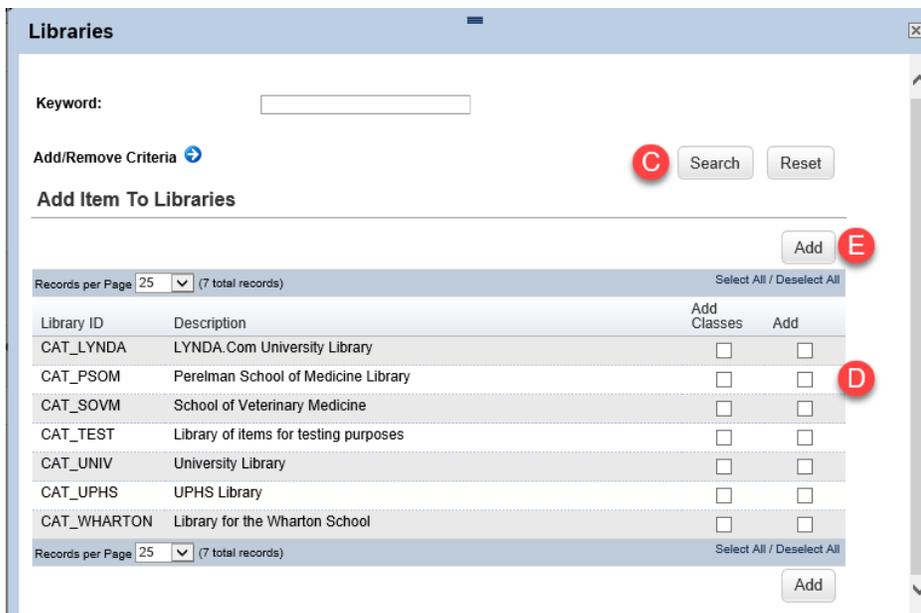


Adding Curriculum to Libraries

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:

CAT_UPHS	All Health System entities except for LGH and Princeton
CAT_UPHS_LGH	Lancaster General