KN@WLEDGE**LINK**

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.

Learning Administration

Learning Administration			
	↑− ↓≣	Curricula	Search Add New C
Home	^	Search	Saved Searches
Manage User Learning		Enter a value for each field that	you want to use to filter your search. Some fields allow you to select from a list of values. You can
 Learning Activities 		also add or remove search crite	ria to further refine your search.
Items		Case sensitive search:	○ Yes ● No
Classes		Search All Locales:	○ Yes ● No
Classes		Curriculum ID:	Starts With
Programs		Curriculum Title:	Starts With
Curricula B		Add/Remove Criteria ᅌ	

- 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
Туре	CURR
Course Code	NEWHCC

For Provider Code and other ID naming convention help, refer to Naming Conventions Guidelines.



Help

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							Actic	ns ~
How to create	a Curriculum							
	B			<u></u>				
Curriculum Details	Contents Categories	Assignment Profiles	Libraries Docum	ient Links	Job Codes			
Contents (4)							C Manage Content	↑↓
ID	Туре		Title			Retraining		
COURSE UP.92029.ITEM.LL (Rev 1 - 11/7/2016	Item LBUILDACC 5 11:15 AM)		Learning With Lynda:	: Building Ac	countability	No		>
L								

Edit

Curriculum: How to Create a Curriculum

Contents

- 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.





How to Create a Curriculum

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	-			X
Keyword:				^
Add/Remove Crite	ia 🖻 🕜 🚺 🚺	Search	Reset	
Add Item To L	ibraries			
			Add	3
Records per Page 25	V (7 total records)	Select /	All / Deselect All	-
Library ID	Description	Add Classes	Add	
CAT_LYNDA	LYNDA.Com University Library			_
CAT_PSOM	Perelman School of Medicine Library			D
CAT_SOVM	School of Veterinary Medicine			-
CAT_TEST	Library of items for testing purposes			
CAT_UNIV	University Library			
CAT_UPHS	UPHS Library			
CAT_WHARTON	Library for the Wharton School			
Records per Page 25	V (7 total records)	Select /	All / Deselect All	
			Add	~

*Libraries Recommended for all Health System employees:

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