

Purpose: Follow the instructions below to create Classes in Knowledge Link.

## 1. From the Learning Adminstration Page

- A. Expand Learning Activities
- B. Click Items
- C. Search for the item for which you would like to add classes using one or more search criteria
- D. Click Search
- E. Click on the Item ID to open the item

Learning Administration								Ē
Menu Recents	Items						Se	sarch   Add New   😡
	Search > Search Results			-1411-		link of university		Saved Searches 😍
Home	also add or remove search criteria to	o further refine your sear	ch.	eids allow you	i to select irom a	list of values. Yo	u can	
> Manage User Learning	Case sensitive search: Item Types:	○ Yes ● No     Starts With   ▼						
✓ Learning Activities	Item ID:	Starts With 🗸	HS.20001.ITEM.F	РСАМ				
Items B Classes	Item Title: Item Status:	Starts With	tive 〇 Both					
Programs Curricula	Add/Remove Criteria 🕏			D	Search	ave As	leset	
Curriculum Requirements	Field Chooser ⋺				Downle	oad Search Re	sults 🕱	
Collections	item =	Title	Create Date	Method ID	Credit Hours	CPE Hours	Contact Hours	Security Domain ID
External Links	COURSE HS.20001.ITEM.PCAMBMA	PennChart Ambulatory Training	10/22/2019	ILT				UPHS
Libraries	(Rev 1 - 10/22/2019 02:33 PM US/Eastern)	for Medical Assistants (MA)						
Competencies		and Clinical Research						
Class Groups		(CRC)						

## 2. From the Item window, click **Schedule**.



3. Add New Class

# **Summary Information**

- A. Select Type: Item
- B. Item Type, Item ID and Security Domain will already be populated from the Item
- C. <u>Only</u> add a **Description** if the class has additional information that differs from the item description. *Limit the description to a few words. Large blocks of text will make it difficult for learners to view the page and can interfere with enrollment.*
- D. The check box next to **Libraries** is checked by default and will publish the classes in the libraries that are associated at the item level. *If you do not want users to self-enroll, uncheck this box.*



# **Class Information**

- E. Select Facility: the address/building location of the offering
- F. Select Primary Location: classroom name/number
- G. Fill in Start Date and Time. Click on Preview to view End Date and Time.

2. class mornation—	E Facility:	Corp - 1500 Market St (10057)
	Primary Location:	1500 Market West Tower - 9th Floor (10057-9th Fl)
	* Start Date: (MM/DD/YYYY)	11/23/2020
G	* Start Time: (hh:mm AM/PM)	08:00 AM
	* Time Zone:	Eastern Standard Time (Eastern Time)
Schedule Date/Tin	10	Preview
Schedule		
11/22/2020 08:00 AM	- 11:00 AM	

\*If you are unable to find your Facility or Location, contact your <u>entity's core KL administrator</u> or the Knowledge Link Help Desk at 215-662-7474.

## Resources

- H. Select Primary Instructor
- I. Default is set to Notify Instructor. Uncheck if you don't want to send an email notification to the instructor.
- J. Click Save when complete.

G	Primary Instructor:	Millman, Jennifer (10092955)  Notify Instructor	✓
	Manage Equipment:		<b>∽</b> 🔂
Re	esource Usage View:	Primary Instructor	✓ ☺
Scheduled	Class		
11/11/2020 09:00 AM - 12:00 PM	Knowledge Link - New Instructor Admin. Training - UPHS(3739249)		
4. Special Requests Custom F	Fields		
4. Special Requests Custom F Custom Fields	Fields	Remove	
4. Special Requests Custom F Custom Fields	Fields	Remove Select All	
4. Special Requests Custom F Custom Fields	ields Order	Remove	
4. Special Requests Custom F Custom Fields 💇	Fields	Remove Select All	
4. Special Requests Custom f Custom Fields	ields	Remove Select All	

\*If you are unable to find Primary Instructor, contact your <u>entity's core KL administrator</u> or the Knowledge Link Help Desk at 215-662-7474.

# 4. The Class will open. Click Details

Penn Rese 373085	Chart Ambulatory arch Coordinators 4	Training for M (CRC)	Medical Assistant	s (MA) a	nd Clinical
Start Da	ate: 8/14/2020 08:30 AM		In	structor: Pen	nChart Instructor
End Da	te: 8/14/2020 11:30 AM		Lo	ocation:	
Time Zo	one: Eastern Standard Tim	ne (US/Eastern)	Fa	acility:	
COURS	E HS.20001.ITEM.PCAN	18MA (Rev 1 - 10/	22/2019 02		
Status:	Active				
	1		~ %		
Details	Email Notifications	Registrations	Seat Reservations	Agenda	Special Requests
Tim	e Zone				
All t	mes are shown in your pr	eferred time zone.			

Add information to the fields, as appropriate. See Scheduled Item or Online Item Settings Guide

- 5. Scroll down to General
  - A. Registration Close Date
  - B. Registration Close Time
  - C. Registration CloseTime Zone
  - D. Last Date to Withdraw
  - E. Withdraw End Time
  - F. Withdraw End Time Zone

- G. Contact Name (required)
- H. Contact Email (required)

General Description:		Contact Name:
	4000 characters remaining	Contact Email Address:
Primary Instructor:	Primary Location:	Facility:
AUDREY BALL	1500 Market, West Tower, 23rd Floor, Eagles Room (100 Show More	Corp - 1500 Market St (10057) V + V
Registration Close Date:	Registration Close Time:	Registration Close Time Zone:
M/d/yyyy	hh:mm aaa	Eastern Standard Time (Eastern Time) 🗸
Last Date to Withdraw:	Withdraw End Time: E	Withdraw End Time Zone:  Eastern Standard Time (Eastern Time)  V

#### 6. Scroll down to Registration Settings

- A. Minimum Enrollments
- B. Maximum Enrollments
- C. User can Waitlist
- D. Auto Enroll from Waitlist
- E. Click Save when complete

Registration Settings		
Minimum Enrollments:	Maximum Enrollments:	Registration Status:
1000	1000	0 enrolled, 0 waitlisted
User can Self-Register: • Yes No	Manager can Register Others: <ul> <li>Yes</li> <li>No</li> </ul>	User can Waitlist: • Yes O No
Auto Enroll from Waitlist:	Unassign Item When Admin Withdraws: Ves  No	
		Save Cancel

- 7. In the class tab list:
  - A. Click Libraries. Double check the appropriate libraries are associated with the class.
  - B. To add libriaries, click the "+" symbol.*NOTE: You cannot add libraries here unless they are first added to the associated Item.*

Details	Email Notifications	Registrations	Seat Reservations	Agenda	Special Requ	Libraries	Conta	>
Librar	ies (3)					<b>B</b> +	$\otimes$	↑↓
Lib	rary ID	Descrip	otion 🚊				Price	
CA	T_PSOM	Perelm	an School of Medicine	Library		0.00	USD	>
CA	T_UNIV	Univers	sity Library			0.00	) USD	>
CA	T_UPHS	UPHS	Library			0.00	) USD	>

- 8. Agendas are automatically created when you create the class. Should you ever need to change the date, time, location, etc. of the class, you must change it in the Agenda.
  - A. Click the class **Agenda**
  - B. Click the ellipsis to open the menu
  - C. Click Edit Time Slot

Detai	ls Email Notifications R	egistrations Seat F	Reser A Ag	enda Special Reques	ts Libraries Cor	ntai >
Age	nda		_	_	+	• 🛞
	Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item	
	✓ Fri 8/14/2020				В	a
	08:30 AM - 11:30 AM		PennChart Instructor		View Resource C	000
					C Edit Time S	lot
					Mark Atten	dance

You can change the following sections:

- A. Change the **Start Date** and **Start Time** and the **End Date** and **End Time**.
- B. To remove an incorrect location or instructor, select the Delete checkbox, then click Save.
- C. Click the dropdown to add a new location or instructor.
- D. When finished click Save.

		Edit Tir	me Slot		
Description					
*Start Date 8/14/2020 *End Date 8/14/2020		*Start Time 08:30 AM *End Time 11:30 AM	Ð	*Time Zone Eastern Star	idard Time (US/ 🗸
Resources Resource Type & Reso	ource			dd Location	Pply to All Time Slots
Primary Instructor PennChart Instructor			A A A	dd Instructor dd Equipment dd Custom Resource	B
			_		D Save Can

9. When you add a location resource you may receive this warning. Check the box to associate that facility with the class. If it is not the correct facility, do not check the box. Click **Continue** when finished.

ou have selected a location that does not ma	tch the Facility. Do you want to change it?	
Change Facility from Corp - 1500 Market	St (10057) to Anatomy Chemistry (0005)	
Resources		
		14 - 17 - 11
Time Slot & Resource	Contlict Item	Scheduled
8/10/2020 08:00 AM - 04:00 PM		
✓ Diane Angelos		
	Benn Chart Haalth Information Management (HI	8/10/2020 08:00 AM . 04:00 PM