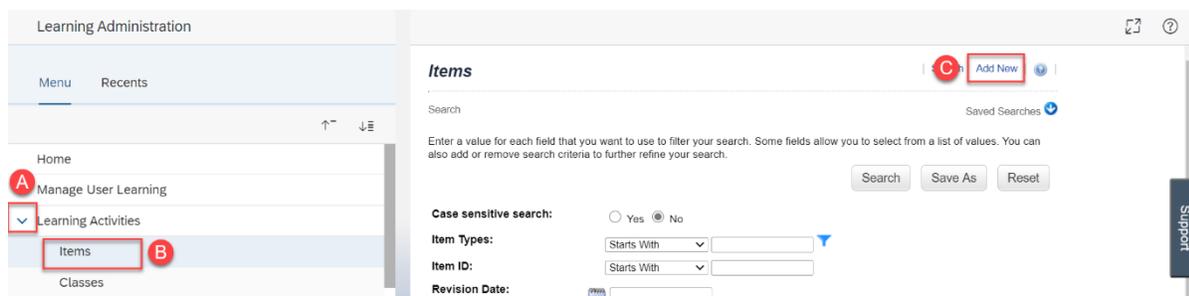




Purpose: Follow the instructions below to create an instructor-led (ILT) Item in Knowledge Link.

1. From the Learning Administration Page
 - A. Expand **Learning Activities**
 - B. Click **Items**
 - C. Click **Add New**.



2. Complete the following steps (image on next page):
 - A. From the **Item Classification** drop down select "Instructor-led" or "Instructor-led with online content" (if you are attaching online content).
 - B. From the **Item Type** drop down select the appropriate type from the list below. Most often, Item Type will be COURSE or INSERVICE. If you are not sure which item type to use, contact the KL team.

ASSESS	Assessment	A stand-alone quiz or assessment that is not part of an online course.
CHECKLIST	Checklist	A checklist that is used for observation of on-the-job performance.
COMPETENCY	Competency	Do not use this option. UPHS is not currently using competencies.
COURSE	Course	Use this item type for all eLearning and instructor-led (ILT) items
COURSE	Course	Use this item type for all eLearning and instructor-led (ILT) items.
INSERVICE	In-Service	Classroom events for which users do not register in KL and completion is recorded after the event.
RESOURCE	Non-course reference material	Materials that are for reference (e.g., PowerPoints, job aids, videos).
DOC	Online or Paper Document	Forms, directions, or other documents for use by a user.
OTHER	Sensitive content or health data	Do not use this option. UPHS is not currently using this item type.

- C. Create the **Item ID** following the [Naming Conventions Guidelines](#). The ID characters identify UPHS (HS) or University (UP), the provider code (a five-digit number), the type of component (in this case, ITEM), and the course code (abbreviated version of the title). Each section is separated by a period.

For example: HS.20001.ITEM.EPIC151

Entity	Provider Number	Type of component	Course Code
HS.	20001.	ITEM.	EPIC152

- D. If you selected, "Instructor-led with online content" then, from the **Completion Status** drop down, select **COURSE-COMPLETE(Complete) – For Credit**. Note: This is the only status used by the health system.
- E. Enter the **Number of Days** these classes will span and **Hours per Day**. This length will be used to determine your class's end time when you schedule classes. (If the hours are different each day, enter the length of the first day and edit the Agenda Template in step 3 for the remaining days.)
- F. **Title**: Enter the course title. Be as specific as possible, making the title distinguishable from other similar courses, yet easy to search for.
- G. **Duration**: The length of the course, from start time to end time.
- H. **Delivery Method**: choose Instructor Led Training (ILT).
- I. **Credit Hours**: The number of hours in education. Typically, the duration minus any time for breaks.
- J. **Contact Hours**: Only use if learning is applicable for Continuing Nursing Education.
- K. **Description**: Enter a course description. Include the target audience, objectives or goals, and any special instructions the learner needs to know.
- L. **Contact's Email**: The email address of the contact. Must be a valid email address.
- M. **Security Domain**: always select UPHS.

New Item

Item Details

Course Information

Item Classification*: Instructor-Led Locale*: English Item Type*: Course (COURSE)

Item ID*: HS.20001.ITEM.EPIC152

Instructor Led Course E

Completion Status*: COURSE-COMPLETE (Complete) - For Credit Number of Days*: 1 days Hours per Day*: 8.0 hours

Only if you selected "Instructor-led with online content"

Course Overview

Title: Epic Test Course Audience: No audience in current locale.

284 characters remaining 300 characters remaining

Duration: 16.00 hours Delivery Method*: Instructor Led Training (ILT)

Credit Hours: 15.00 hours Contact Hours: 1000 hours Source:

CPE Hours: 1000 hours

Description*: This is an Epic Test course for new providers. Image: Thumbnail image

3954 characters remaining Image URL: https://example.com/dir/filename

Contact's Email*: instructor@your.domain.com

Access Settings

Security Domain*: UPHS Status: Active

Available in Library: Editable in Master Inventory

- N. **Maximum Enrollments:** The maximum number of enrollments allowed in each class. This number may be adjusted in the class profile.
- O. **Prevent Multiple Class Registration Interval:** The number entered here is the number of days a user will have to wait before they can enroll in another class for the same item. This prevents users from waitlisting and enrolling in multiple classes and unnecessarily taking up open seats. For example, if the user enrolls in a class with a start date of April 10, 2020, and the interval entered in this field is 365, the next class date that user can enroll in is April 10, 2021 or later.
- P. **Auto Enroll from Waitlist:** Check this box if you want to auto-enroll from waitlist. If checked, empty seats will be filled on a first come, first serve basis. (Note: "User can Waitlist" must be selected for this to work.)
- Q. **User can Waitlist:** Select this option if you want to allow users to waitlist.

The screenshot shows the 'Registration Settings' form. Callout N points to the 'Maximum Enrollments' field with the value '25'. Callout O points to the 'Prevent Multiple Class Registration Interval' field with the value '1000' Days. Callout P points to the 'Auto Enroll from Waitlist' radio button, which is selected 'Yes'. Callout Q points to the 'User can Waitlist' toggle switch, which is turned on.

- R. **Course Owner:** Select from the drop down box. This should match the provider code used in the Item ID.
- S. **Stroke Hours:** Only use if hours are approved for official stroke training. Example: 1.00
- T. **Trauma Hours:** Only use if hours are approved for official trauma training. Example: 0.50
- U. **Click Save.**

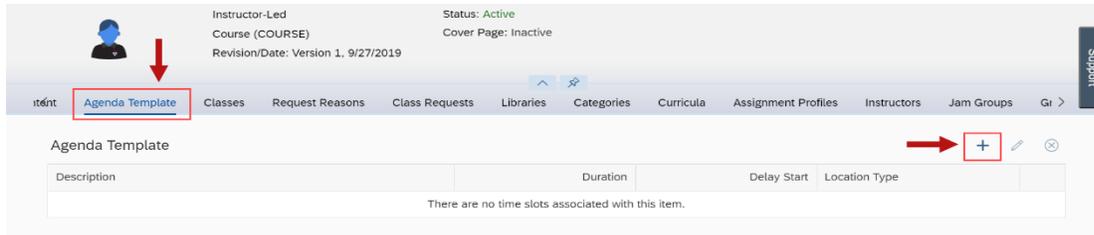
The screenshot shows the 'Custom Fields' form. Callout R points to the 'Course Owner' dropdown menu, which is set to '20001 (UPHS: IS Education)'. Callout S points to the 'Stroke Hours' text input field with the value '1.00'. Callout T points to the 'Trauma Hours' text input field with the value '2.00'. Callout U points to the 'Save' button at the bottom right of the form.

NOTE: This job aid instructs you to complete **required** settings. However, there are additional settings and options available. See the [ILT Item or Online Item Settings Guide](#) for more information.

If, for **Item Classification**, you selected...

Instructor-Led	After the item is created, the Agenda Template tab displays. Continue to the next step.
Instructor-Led with online content	After the item is created, the Online Content tab displays so you can add content. Then continue to the next step.

- 3. Click on the **Agenda Template** tab to verify agenda. *Note: if you do not need to create classes and do not need users to enroll via Knowledge Link, you can skip this step. The **Day(s)** and **Duration** fields on the 'Agenda Template' tab, auto-populated from the 'Number of Days' and 'Hours per Day' on the 'Item Details' tab. If need to add a day click the "+" symbol.*



- 4. Complete the steps below:
 - A. Enter the **Day** number (1, 2, 3, etc.)
 - B. Enter the **Duration** (hours) for this day.
 - C. Click **Save**.

Add Time Slot

*Day: **A**

Description: *Note: text entered into the Description field will be included in the meeting invite received by the user. For example, if you want to include a link to a virtual meeting (MS Teams, Adobe Connect, etc. add the URL here.*

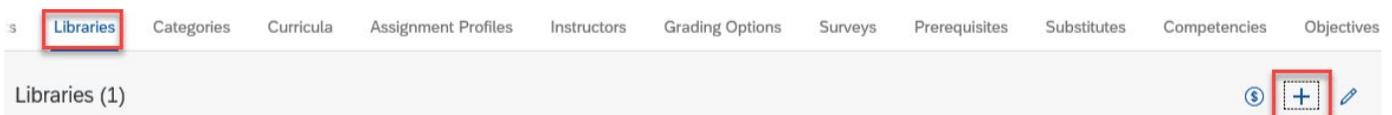
*Duration: hours **B**

Delay Start: hours

Location Type: +

C

- 5. Repeat step 4 if there are multiple days.
- 6. If users are expected to search and self-register for the course, you must add it to one or more libraries. Click the **Libraries** tab then click the "+" symbol.



7. Click **Search** to list all libraries. Click the checkbox(es) for the library(ies) to add, then click **Add**.

The screenshot shows a 'Libraries' window with search filters and a table of library records. The 'Search' button is highlighted with a red box. In the table, the checkboxes for 'Add Classes' and 'Add' for the 'CAT_UPHS' and 'CAT_UPHS_LGH' rows are also highlighted with red boxes. An 'Add' button is highlighted at the bottom right of the table.

Library ID	Description	Add Classes	Add
CAT_LINKEDIN	LinkedIn Learning Library	<input type="checkbox"/>	<input type="checkbox"/>
CAT_TEST	Library of items for testing purposes	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UPHS	UPHS Library	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UPHS_HUPCORPCPUP	HUP/CORP/CPUP Library	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UPHS_LGH	Lancaster General + PA College Library	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

- Select "CAT_UPHS" to allow UPHS employees access to the course. (Includes all entities **except** LGH.)
- Select "CAT_UPHS_LGH" if Lancaster General staff should have access to the course.
- Select "CAT_UPHS_HUPCORPCPUP" if **only** HUP, CORP, and CPUP should have access to the course.

8. Next step: Creating classes (see [How to Create a Class](#) job aid).