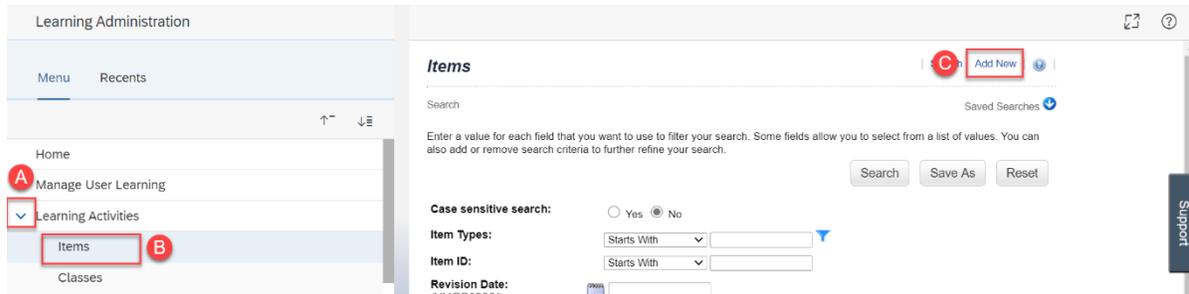




Purpose: Follow the instructions below to create an Online Item in Knowledge Link.

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



2. Complete the following steps (image on next page):
 - A. From the **Item Classification** drop down select "Online."
NOTE: If you need to create an item as "Instructor-led with online content" see [How to Create an ILT Item](#).
 - 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.

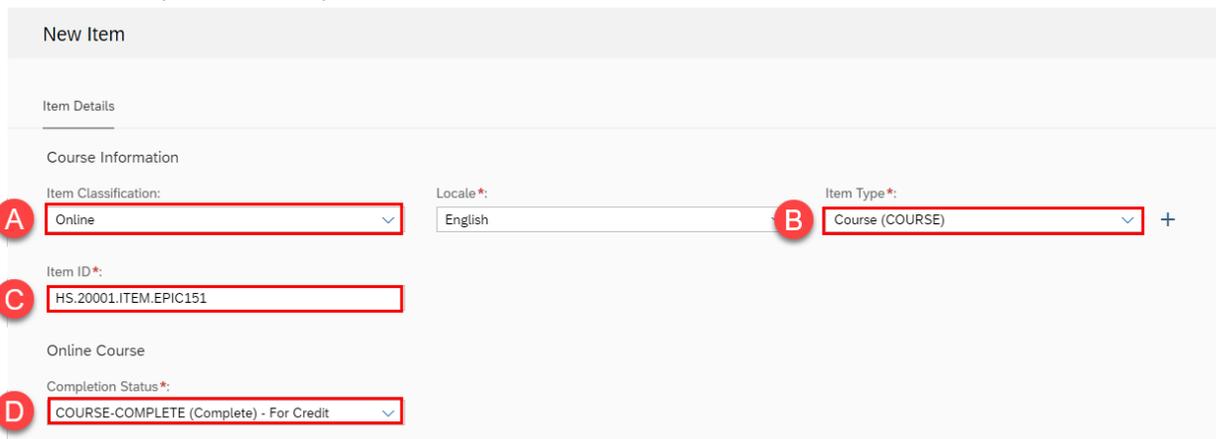
ASSESS	Assessment	A stand-alone quiz or assessment that is not part of an online course
CHECKLIST	Checklist	A checklist that is used for observation of on-the-job performance
COMPETENCY	Competency	Do not use this option. UPHS is not currently using competencies
COURSE	Course	Use this item type for all eLearning and instructor-led (ILT) items
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 **ID** following the **Knowledge Link Naming Conventions 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

Entity	Provider Number	Item	Course Code
HS.	20001.	ITEM.	EPIC151

- D. From the **Completion Status** drop down select **COURSE-COMPLETE(Complete) – For Credit**. Note: This is the only status used by the health system.



New Item

Item Details

Course Information

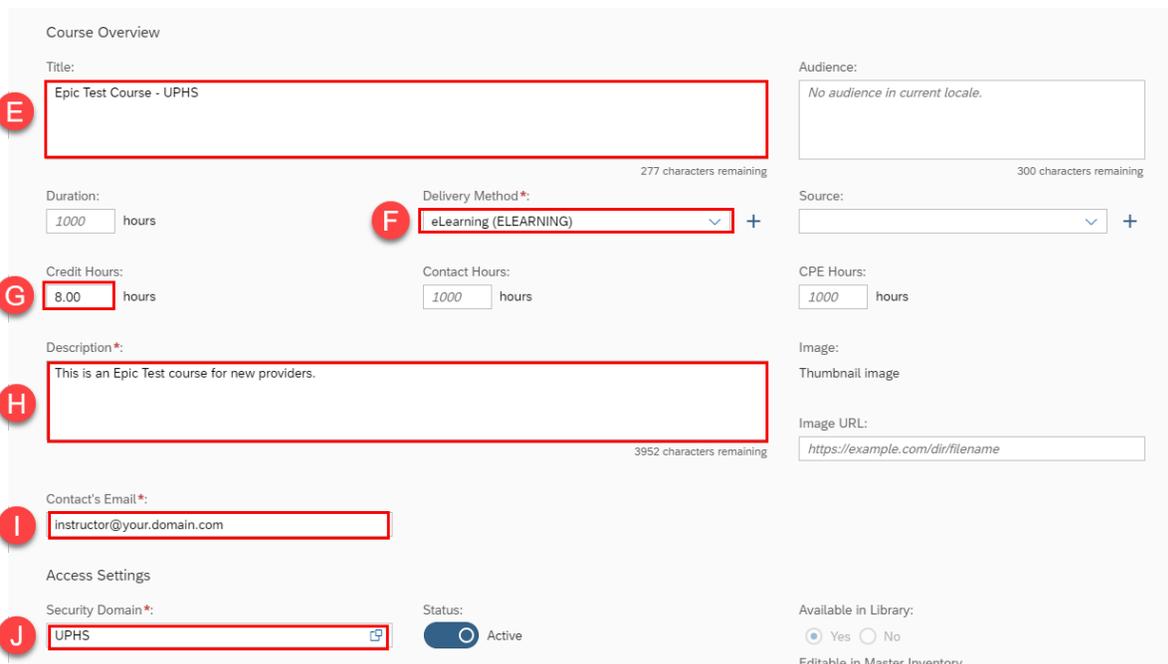
Item Classification: **A** Locale*: Item Type*: **B** +

Item ID*: **C**

Online Course

Completion Status*: **D**

- E. 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.
- F. 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)
- G. Enter the hours of of content delivered (educational hours) in the **Credit Hours** field.
- H. Enter a brief description of the course in the **Description** field. Include the target audience, objectives, and special instructions.
- I. Enter the Contact’s Email address. Must be a valid email address.
- J. Enter **UPHS** under **Security Domain**.



Course Overview

Title: **E** 277 characters remaining

Audience: 300 characters remaining

Duration: hours

Delivery Method*: **F** +

Source: +

Credit Hours: **G** hours

Contact Hours: hours

CPE Hours: hours

Description*: **H** 3952 characters remaining

Image:

Image URL:

Contact's Email*: **I**

Access Settings

Security Domain*: **J**

Status: Active

Available in Library: Yes No

Editable in Master Inventory

- K. 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 2C.*
- L. Click **Save**.

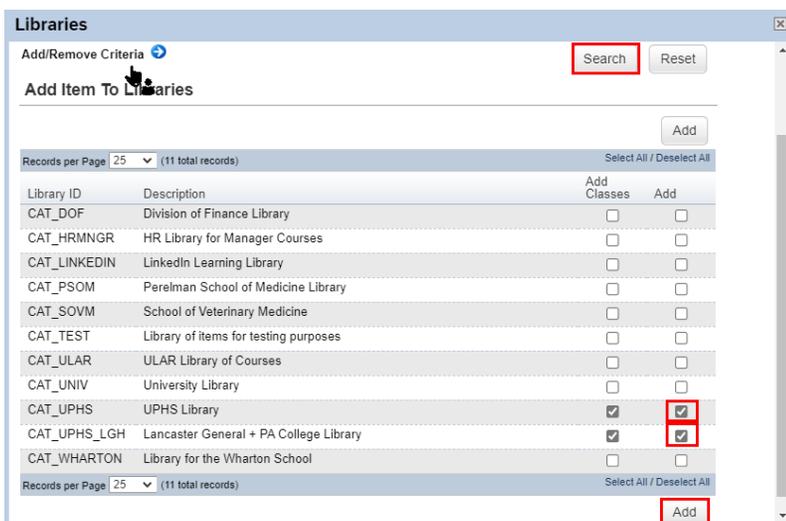
NOTE: This job aid instructs you to complete **required** settings. However, there are additional settings and options available. See the [ILT Item or Online Item Settings Guide](#) document for more information. Some examples of optional fields are:

- **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

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



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



Notes:

- Select "CAT_UPHS" to allow UPHS employees access to the course. (Includes Princeton. **Does not** include LGH.)
- Select "CAT_PSOM" and/or "CAT_UNIV" if University and/or School of Medicine faculty/staff should have access to the course.
- Select "CAT_UPHS_LGH" if Lancaster General staff should have access to the course.

- 5. Next Steps: Add content to the online Item. (see [Add Content Objects to Items](#) job aid).