KN@WLEDGE**LINK**

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

Learning Administration		[] ()
Menu Recents	Items	•
T ⁻ J≣ Home Manage User Learning	Search Saved Searches 🔮 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 also add or remove search criteria to further refine your search. Search Save As Reset	1
Learning Activities	Case sensitive search: Yes No Item Types: Starts With Item ID: Starts With Revision Date:	Support

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 <u>How to Create an ILT Item</u>.

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 <u>Naming Conventions Guidelines</u>**. 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:	Locale *:	Item Type*:
A	Online ~	English	B Course (COURSE) V +
C	Item ID *: HS.20001.ITEM.EPIC151		
	Online Course		
	Completion Status*:		
D	COURSE-COMPLETE (Complete) - For Credit V		

- 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.

Title: Epic Test Course - UPHS		Audience: No audience in current locale.
		277 characters remaining 300 characters remaini
Duration:	Delivery Method *:	Source:
1000 hours	eLearning (ELEARNING)	· + · · · · · ·
Credit Hours:	Contact Hours:	CPE Hours:
8.00 hours	1000 hours	1000 hours
Description *:		Image:
This is an Epic Test course for new providers.		Thumbnail image
		Image URL:
		3952 characters remaining https://example.com/dir/filename
Contact's Email*:		
instructor@your.domain.com		
Access Settings		
	Status:	Available in Library:
Security Domain*:		,
Security Domain*: UPHS	C Active	● Yes ◯ No

- How to Create an Online Item
 - 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.

estom Fields		
Legacy Course Master ID:	Course Owner: 20001 (UPHS: IS Education)	Stroke Hours:
Trauma Hours:		
		Cancel

NOTE: This job aid instructs you to complete **required** settings. However, there are additional settings and options available. See the <u>ILT Item or Online Item Settings Guide</u> 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

Item Details	Email Notifications	Online Content	Agenda Template	Classes	Request Reasons	Class Requests	Tasks	Libraries	Categories	Curricula	Assig	>
Libraries ((0)			<u>.</u>				_	۲	H 2	⊗ 11	
Library ID	Remove	from Library Desc	ription			Search Tier		Search Weight		Price		

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

ibraries		
Add/Remove Criter	ia ᅌ	Search Reset
Add Item To L	ineraries	
		Add
Records per Page 25	✓ (11 total records)	Select All / Deselect Al
Library ID	Description	Add Classes Add
CAT_DOF	Division of Finance Library	
CAT_HRMNGR	HR Library for Manager Courses	
CAT_LINKEDIN	LinkedIn Learning Library	
CAT_PSOM	Perelman School of Medicine Library	
CAT_SOVM	School of Veterinary Medicine	
CAT_TEST	Library of items for testing purposes	
CAT_ULAR	ULAR Library of Courses	
CAT_UNIV	University Library	
CAT_UPHS	UPHS Library	
CAT_UPHS_LGH	Lancaster General + PA College Library	
CAT_WHARTON	Library for the Wharton School	
Records per Page 25	✓ (11 total records)	Select All / Deselect Al
		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).