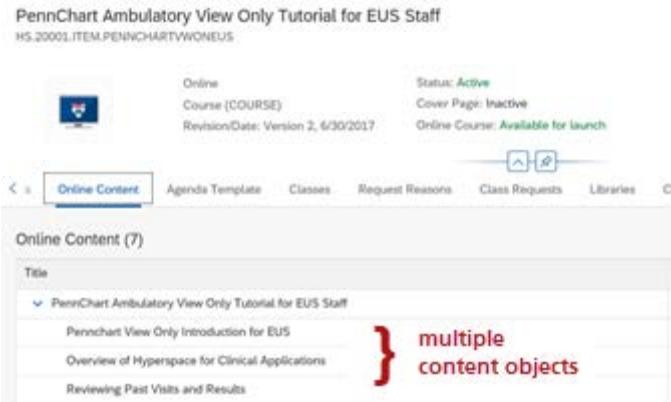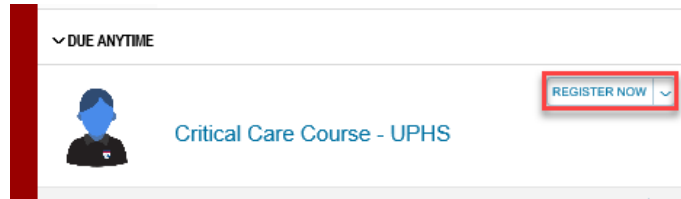# KN🔴WLEDGELINK

PLEASE NOTE: Knowledge Link is a shared system with the University of Pennsylvania. Keep this in mind as you are searching for and working with information in Knowledge Link. ***Do not make any changes to University-owned content***.

The following is an overview of Knowledge Link terminology, concepts, and basic learning architecture.

Item or Course	An item or course is a learning event that is placed on the learning plan. Items can be an eLearning (or online) course, instructor-led course, or a combination (blended learning). The icons in Knowledge Link indicate each type of course (see image below). Every item in Knowledge Link is identified by a unique Item ID (for example, HS.30001.ITEM.NEOCRS).
Content Object	A content object is a single learning object, most frequently used in connection with an eLearning course. An eLearning course can contain one or more content objects. When a course contains more than one content object, the content objects appear in a list when the course is launched (see image below). If there is only one content object, this list does not appear, and the course content opens immediately. Every content object is identified by a unique content object (or COBJ) ID (for example, HS.20003.COBJ.PCVWONLY). Content objects do not need to be eLearning; they may also be a quiz, a document, or a link to an external site.

Class	A class is an instructor-led class. The class is tied to an item (item ID, item title, description, etc.) and has the additional properties of a date, time, and location. A learner may see available classes when they click the "Register Now" button on their Knowledge Link My Learning page (see image below). Each class has a unique ID that is auto-generated by the system.

Agenda	Each instructor-led item and class has one or more agendas. The agendas define the number of days and the length of the course. Examples of an Item Agenda and a Class Agenda, from the administrator pages, are shown below.

ITEM AGENDA

Critical Care Course - UPHS
HS.10015.ITEM.CCC

Instructor-Led
Course (COURSE)
Revision/Date: Version 1, 1/21/2016

Status: **Active**
Cover Page: **Inactive**

Agenda Template | Classes | Request Reasons | Class Requests | Libraries | Categories | Curricula | Assignment Profiles | Instructors | Grading Options

Agenda Template

	Description	Duration	Delay Start	Location Type	
☐	∨ Day 1				•••
☐		8.50 hours			•••
☐	∨ Day 2				•••
☐		8.50 hours			•••
☐	∨ Day 3				•••
☐		8.50 hours			

CLASS AGENDA

Class Search   Actions ∨

Critical Care Course - UPHS
2783989

Start Date: 9/7/2020 08:00 AM
End Date: 9/11/2020 04:30 PM
Time Zone: Eastern Standard Time (Eastern Time)
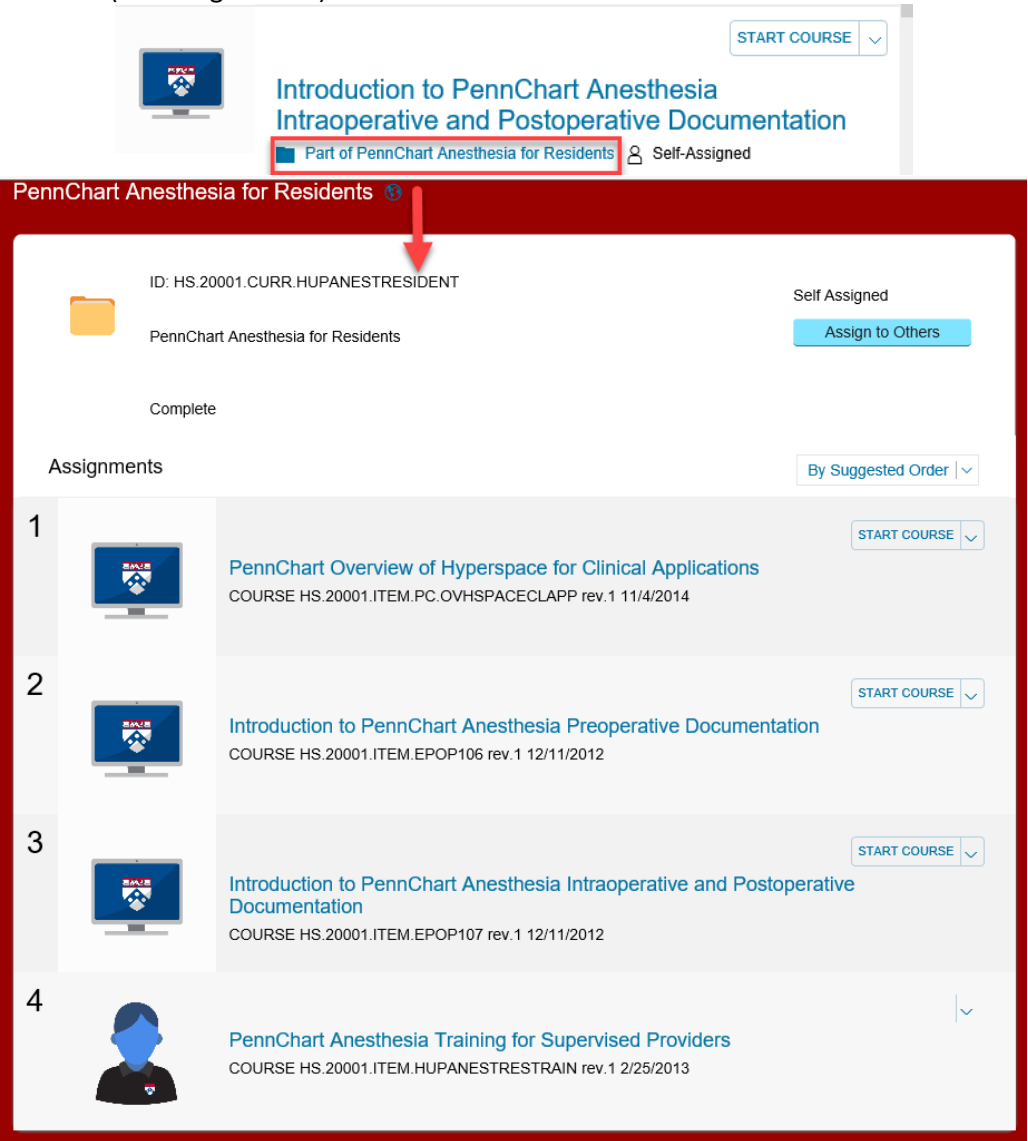**COURSE HS.10015.ITEM.CCC (Rev 1 - 1/21/2016 04:48 PM)**

Instructor: JENNIFER MILLMAN
Location: 1500 Market West Tower - 9th Floor (10057-9th Fl)
Facility: Corp - 1500 Market St (10057)

Enrolled: 2
Waitlisted: 0
Open Seats: 43

Status: **Active**

Agenda | Special Requests | Libraries | Contacts | Materials | Document Links | Registration Financial Details | Cost Calculation | Cost Summary | Pricing

Agenda

	Title	Primary Location	Primary Instructor	Time Slots	Conflict Item	
☐	∨ Mon 9/7/2020					🏠
☐	08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN			•••
☐	∨ Tue 9/8/2020					🏠
☐	08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN			•••

Curriculum	A curriculum is a collection of one or more items. A curriculum allows administrators to set due dates, specify requirements for retraining, label learning as required, and track compliance. A curriculum appears as a folder underneath the course on the learning plan. The curriculum may be viewed by clicking the folder (see image below).
Assignment Profile	An assignment profile defines a particular group or groups of employees who will be assigned learning. These groups can be defined by a combination of criteria including: job codes, organizations or departments, entities, job families, and more. When groups are defined in this way, learning is <u>automatically</u> assigned or removed when employees are hired or terminated. Assignment profiles may also be defined by Penn ID, although these assignments are static and can only be updated by manually adding or removing Penn IDs.
Libraries	Learners are assigned libraries based on their entity affiliations. Learners can only search for and enroll in courses that are in their library. At Penn Medicine, most courses appear in three different libraries: UPHS, UNIV, and PSOM. There is also a library only for Lancaster General Health courses (UPHS_LGH) and a library for items that are being tested (TEST).