

## How to Configure a New Curriculum

The purpose of this 'How To' is to guide administrators through the step-by-step process of configuring a new curriculum.

- A. Search for the new curriculum
- B. Add Content (usually items) and Configure
- C. Add the new curriculum/items to the UNIV Catalog

Note the following tips on curriculum behavior:

- Individual Items in a curriculum are displayed on the users to-do list; the user can view the curriculum grouping via their curriculum pod
- The assignment attributes (type, initial due date, retraining) of each item in a curriculum can be overridden within the curriculum to have the desired behavior in the context of the curriculum assignment; the very same item may behave differently in different curricula
- The attributes of each item in the curriculum will be set to the item's defaults at the time it is added to the curriculum. If the attributes of the stand alone item (outside the curriculum) are changed later, the attributes of that same item inside the curriculum will not change – they will remain whatever they were set to as the item was added (defaults), or as whatever an admin may have subsequently set them to inside the curriculum; training providers should check all the items in their curriculums to make sure they have the right attributes!
- If you want to "force order" of completion for items in a curriculum, use pre-requisite relationships (curriculums can display a recommended order, but won't in and of themselves force an order). (See "**How to Configure a New Item**" for information about setting prerequisites.

# How to Configure a New Curriculum

## A. Search for a New Curriculum

**PENN EXAMPLE:** You have requested a new curriculum - "Shark-ULAR" - to be created in KL. You are told that the new curriculum is now created so you want to configure it.

Select in order (1) **Admin** tab, (2) **Learning** button, (3) **Curricula**, and the **Search** screen opens as the default.

Enter "shark" in the **Curriculum Title** field with the delimiter "**contains**" selected. (4).

Click **Search** (5) and your newly created curriculum displays below (6).

Click on the **Curriculum ID** of the curriculum. (7)

The screenshot shows the Knowledge Link Admin interface. The top navigation bar includes 'Home' and 'Admin' tabs, with 'Admin' selected. Below this is a secondary navigation bar with 'Home', 'Users', 'Performance', 'Learning', 'Content', and 'System Admin' buttons. The 'Learning' button is highlighted with a red circle '2'. A search bar is located below the navigation bars. The main content area is titled 'Curricula' and contains search filters. The 'Curriculum Title' field is set to 'Contains' with the value 'shark' entered, highlighted with a red circle '4'. The 'Search' button is highlighted with a red circle '5'. Below the search filters, a table displays search results. The first result is highlighted in green and has a red circle '6' next to it. The table has columns for 'Curriculum ID' and 'Curriculum Title'. The first row shows 'UP.83019.CURRICULARRSHARK' and 'Shark Training Curriculum-ULAR'. A red circle '7' is placed over the 'Curriculum ID' of this row, with a hand cursor pointing to it.

Curriculum ID	Curriculum Title
UP.83019.CURRICULARRSHARK	Shark Training Curriculum-ULAR

# How to Configure a New Curriculum

## B. Add Content and Configure

The curriculum record screen appears.

Click on **Contents** first. (1)

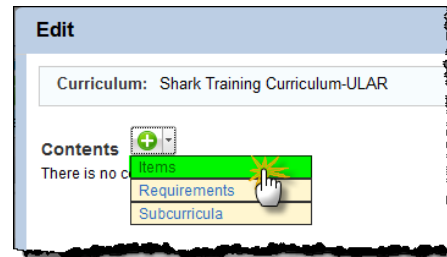
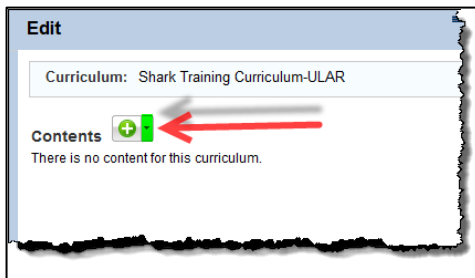
Then click on the **Edit** button. (2)

**TIP: Do not click on the individual item titles to edit them for the curriculum if you have already entered some items or return to the record. This will take you out of the curriculum to the separate, standalone item records.**

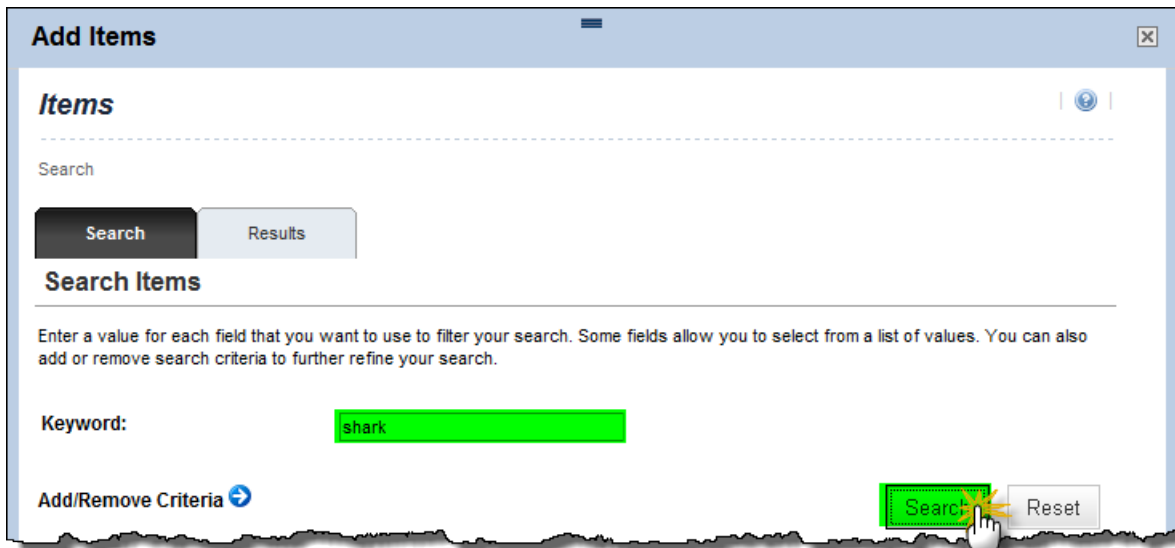
The screenshot shows the KNOWLEDGE LINK Admin interface. At the top, there is a navigation bar with 'Home' and 'Admin' tabs. Below this is a search bar and a 'Go' button. The main content area displays the 'Shark Training Curriculum-ULAR' record. The record details include a description, creation date (9/4/2012), domain (UNIV), active status (Yes), and force incomplete status (No). A table below the details shows the 'Contents' tab selected, with columns for 'Type' and 'Title'. A red circle with the number '1' is placed over the 'Contents' link in the left sidebar. A red circle with the number '2' is placed over the 'Edit' button in the 'Contents' table. A mouse cursor is pointing at the 'Edit' button. The table is currently empty, displaying 'No Records'.

# How to Configure a New Curriculum

The **Edit** dialog box appears and tells you that there is no content. Click on the arrow next to the green plus button to expand the menu. The new curriculum is only a shell at this point and you have to add the content (often several items) and configure the items with new attributes

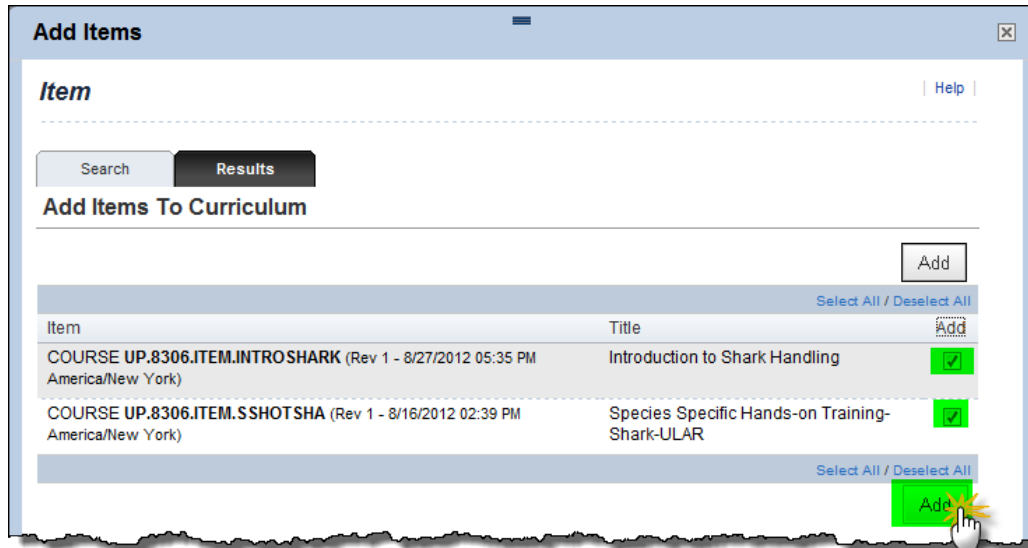


The **Add Items** box opens and for our example, we're entering the keyword "shark" and clicking **Search**.



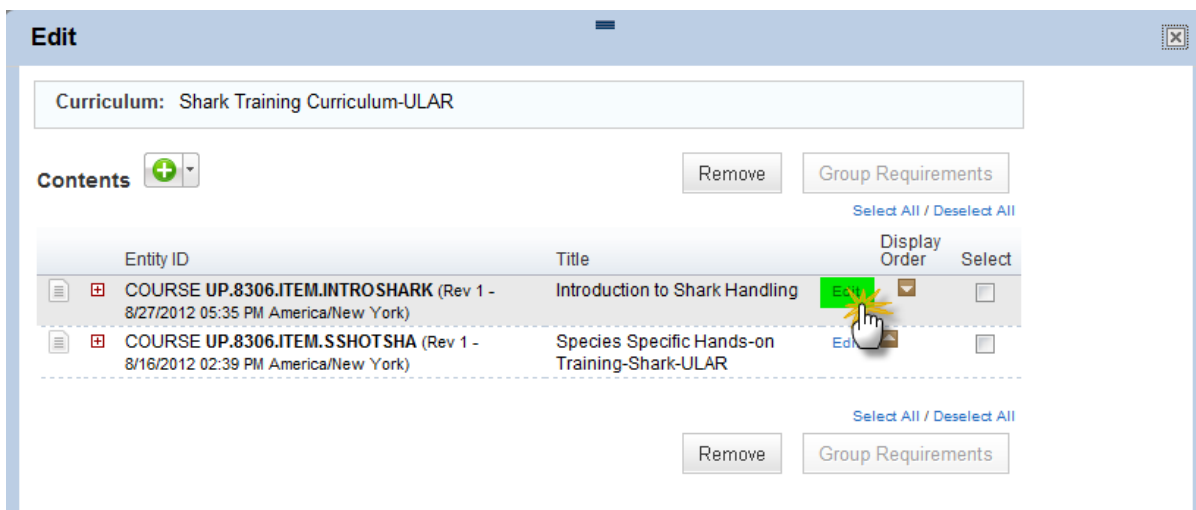
# How to Configure a New Curriculum

Click the checkboxes for the courses that you want to include in the shark curriculum and then click the **Add** button.



The **Edit** dialog box opens and we can make changes in the attributes of the 2 items that we added to the shark curriculum. Click the **Edit** link on the first item.

**TIP:** The items come into the curriculum with their preset attributes, as they were originally configured, and you need to change those attributes for the curriculum to function as you'd like. If you need to have a pre-requisite set up, this must be done at the Item level, not the curriculum level.



## How to Configure a New Curriculum

The **Edit** dialog box for the curriculum items opens and we can set the attributes of the 2 items that we added to the curriculum.

1. **Initial Number:** You want learners to complete the curriculum (with its items) within 14 days of assignment, so enter "14".
2. **Initial Period:** Set this to "Days" so the due date is in 14 days.
3. **Initial Basis:** Set this to "Event" so the due date is calculated from the "event" of assigning the curriculum. (We'll discuss the "Calendar" option at a later date.)
4. **Required Date Basis:** This sets the "event" to the assignment date, which is what you've been using for due date calculation.
5. **Retraining Number:** Set this to the number of days before the curriculum comes due again. You will want this to come due in 2 years, so enter "730" days. Everything here is calculated in days in order to keep a tighter control over training due dates.
6. **Retraining Period:** Set to "days"
7. **Retraining Basis:** Set to "Event"
8. **Effective Date:** This autofills today's date. Change it if you want calculations based on a different date.
9. **Assignment Type:** Set to "Required" for this curriculum.
10. Click the **Apply Changes** button which returns you to your curriculum **Edit** dialog box.

Follow these same directions for the second item in your curriculum.

**TIP: For a simple curriculum, set the attributes of both items to the same values.**

# How to Configure a New Curriculum

**Edit**

### Curricula

> Search > Edit Items

**Curriculum ID:** UP.83019.CURR.CURRSHARK  
**Title:** Shark Training Curriculum-ULAR  
**Item Type:** COURSE  
**Item ID:** UP.8306.ITEM.INTROSHARK  
**Revision Date:** 8/27/2012 05:35 PM America/New York  
**Revision Number:** 1  
**Item Title:** Introduction to Shark Handling

[Return to Content Data](#)

#### Edit the Items for the Curriculum

**10** [Apply Changes](#) [Reset](#)

**\*\* = Required if either Initial Basis or Retraining Basis is calendar based.**

**Initial Assignments:**

**1** **Initial Number:** 14 (1000,001) **2** **Initial Period:** Days **Threshold:**  Entire Period   Days

**3** **Initial Basis:**  Calendar  Event

**4** **Previous Completions:**  Ignore Previous Completions Older Than  Days

**4** **Required Date Basis:**  Assignment Date  Hire Date

**Retraining Assignments:**

**5** **Retraining Number:** 730 (1000,001) **6** **Retraining Period:** Days

**7** **Retraining Basis:**  Calendar  Event

**8** **\*\* Basis Date:**  (MM/DD/YYYY)  
**Effective Date:** 9/4/2012 (MM/DD/YYYY)

**9** **Assignment Type:** Required (REQ)

# How to Configure a New Curriculum

After you have set the attributes of each item in your curriculum, click the expand buttons (1) to check and make sure the attributes are what you want and the same for both items. Then close the box by clicking the upper right corner. (2)

**Edit**

Curriculum: Shark Training Curriculum-ULAR

Contents

Remove Group Requirements

Select All / Deselect All

Entity ID	Title	Display Order	Select
COURSE UP.8306.ITEM.INTROSHARK (Rev 1 - 8/27/2012 05:35 PM America/New York)	Introduction to Shark Handling	Edit	<input type="checkbox"/>
<b>Initial Assignments:</b>	14 Days - Event	<b>Threshold:</b>	N/A
<b>Initial Required Date Basis:</b>	Assignment Date		
<b>Retraining Assignments:</b>	730 Days - Event	<b>Assignment Type:</b>	REQ (Required)
<b>Effective Date:</b>	9/4/2012		
<b>Basis Date:</b>			
COURSE UP.8306.ITEM.SSHOTSHA (Rev 1 - 8/16/2012 02:39 PM America/New York)	Species Specific Hands-on Training-Shark-ULAR	Edit	<input type="checkbox"/>
<b>Initial Assignments:</b>	14 Days - Event	<b>Threshold:</b>	N/A
<b>Initial Required Date Basis:</b>	Assignment Date		
<b>Retraining Assignments:</b>	730 Days - Event	<b>Assignment Type:</b>	REQ (Required)
<b>Effective Date:</b>	9/4/2012		
<b>Basis Date:</b>			

Select All / Deselect All

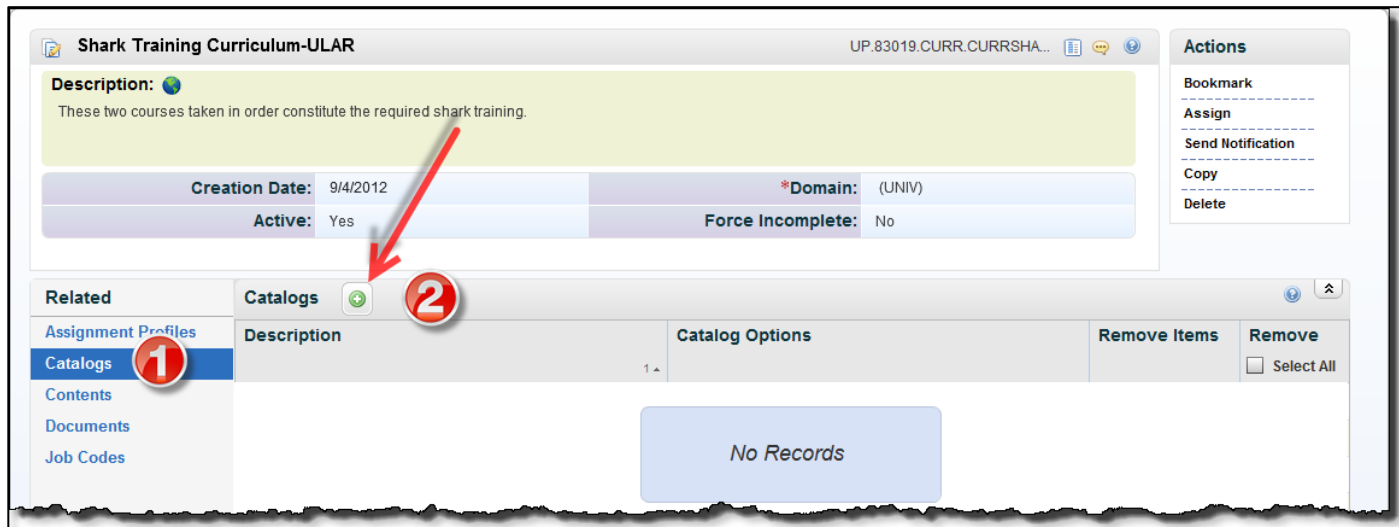
Remove Group Requirements



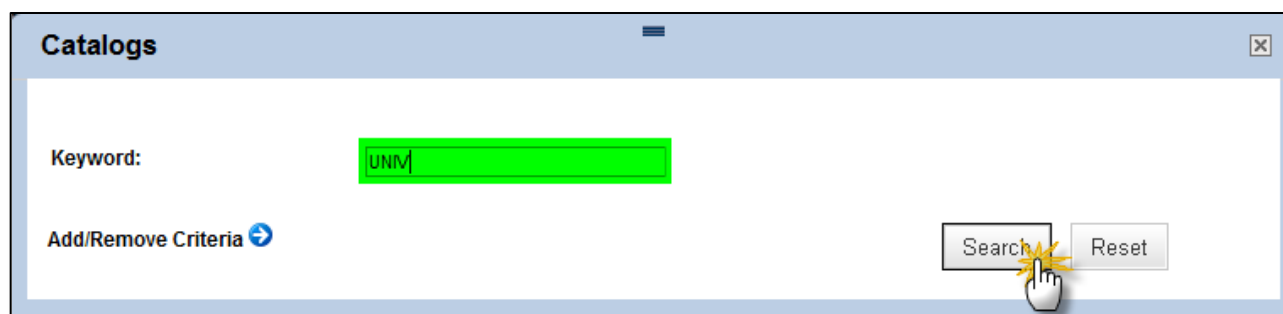
# How to Configure a New Curriculum

## C. Add New Curriculum to the UNIV Catalog

Click on Catalogs (1) and then the green plus sign (2) to add the curriculum to the catalogs.



The Catalogs search box appears. Enter "UNIV" and click **Search**.



# How to Configure a New Curriculum

1. Check **Add** to add the newly created curriculum to the UNIV catalog.
2. Note that you can also check **Add Items**, which will add the individual items contained in this curriculum to the UNIV catalog.
3. . Click **Add**.

