

# How to Request New Content Object, Item, and Curriculum IDs

The purpose of this 'How To' is to guide administrators to the online forms for new IDs. You can request a new Content Object ID, an Item ID, and a Curriculum ID all at the same time. The requests go to ISC and there is a one business day turnaround. Training providers need to know when to offer a learning experience as a standalone item or as an item within a curriculum.

## A. Requesting a Content Object ID

### Web-based content requires Content Object IDs.

The following URL takes you to the online request form for Content Object IDs.

- <https://secure.www.upenn.edu/knowledgelinek/cobjrequest.html>

You will need to supply the following information for the online form:

- **New Content Object Title:** max length of 250 characters
- **Content Object CODE:** max length of 25 characters
- **Your email**
- **Your name**
- **Your Penn ID**
- **Course owner:** from a drop down of departments

Requests for multiple new content object IDs can be made by submitting the required information as listed above in a spreadsheet to [kl\\_help@lists.upenn.edu](mailto:kl_help@lists.upenn.edu).

**Content Object:** In the Content Objects section, you can create and maintain content object information, including the content objects' title and description, identity and location of the associated content application, content player to be used for this application, the content object's associated objectives, and AICC Support. The record you create does not contain the content itself. It is a record that points to the content and describes it so that the system can track it and recognize its existence. The object itself is managed on a content server. Content objects are often the files for a web-based training. The content object is included in an item and possibly also a curriculum.

**Content Object IDs will follow the format: ENTITY.XXYYY.COBJ.CODE**

- ENTITY = UP or HS
- XXYYY = XX is the school/center code, YYY is provider code
- COBJ = fixed text
- CODE = free text provider code (This is the only piece of the ID that the provider supplies.)

## B. Requesting an Item ID

The following URL takes you to the online request form for Item IDs.

- <https://secure.www.upenn.edu/knowledgelinek/itemrequest.html>

You will need to supply the following information for the online form:

- **New Item Title:** max length of 250 characters
- **Course CODE:** max length of 25 characters
- **Item Type:** Course, In Service, Assessment, Document, or Other
- **Item Distribution:** Standalone item or part of a curriculum
- **Item Type:** Instructor Led (ILT) or Web based
- **Your email**
- **Your name**
- **Your Penn ID**
- **Course owner:** from a drop down of departments

Requests for multiple new item IDs can be made by submitting the required information as listed above in a spreadsheet to [kl\\_help@lists.upenn.edu](mailto:kl_help@lists.upenn.edu).

**Item:** An item is a container for a unit of learning that you can assign to a user and track its completion. (previously called a "course".)

**Item IDs will follow the format: ENTITY.XXYYY.ITEM.CODE**

- ENTITY = UP or HS
- XXYYY = XX is the school/center code, YYY is provider code
- ITEM = fixed text
- CODE = free text provider code (This is the only piece of the ID that the provider supplies.)

**Should the training be a standalone item or a curriculum?** A stand alone item is recommended when:

- The training does not need to be assigned with a pre-specified retraining interval
- The training stands on its own - it is not "bundled" with other items
- The training does not need to be assigned by Penn Profiler or by an Assignment Profile
- The training is a single course that the users may select themselves from the Catalog (it is more powerful to search by item than curriculum in the catalog)
- The training, if re-assigned (by self or admin), can/should be taken again

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## C. Requesting a Curriculum ID

The following URL takes you to the online request form for Curriculum IDs.

- <https://secure.www.upenn.edu/knowledgmlink/currrequest.html>

You will need to supply the following information for the online form:

- **New Curriculum Title:** max length of 250 characters
- **Curriculum CODE:** max length of 25 characters
- **Your email**
- **Your name**
- **Your Penn ID**
- **Course owner:** from a drop down of departments

Requests for multiple new curriculum IDs can be made by submitting the required information as listed above in a spreadsheet to [kl\\_help@lists.upen.edu](mailto:kl_help@lists.upen.edu).

**Curriculum:** A curriculum is a grouping of related items put together to ease the burden of assigning a large number of items to multiple users. This feature is particularly useful when items are related in a way that requires them to be taken together by users or tracked together. Curricula organize items into a group so that the items can be assigned to users and tracked more easily.

Curriculum IDs will follow the format: ENTITY.XXYYY.CURR.CODE

- ENTITY = UP or HS
- XXYYY = XX is the school/center code, YYY is provider code
- CURR = fixed text
- CODE = free text provider code (This is the only piece of the ID that the provider supplies.)

**Should the training be a standalone item or a curriculum?** A curriculum containing an item or items is recommended when:

- The item(s) require re-training at a specified interval (eg annual)
- The required training assignment needs to observe prior completion. Only curriculum based assignments check learning history!
- The training is a group of items that logically go together, and compliance for assigned users may be tracked at a curriculum level.