After requesting a new item, you will receive a confirmation email from us that it has been created and is ready to be configured. Here’s how to configure your new item.

1. **Navigate to Learning Administration with the Learning menu at the top.**

   ![Learning Administration](image)

2. **Search for your new item:**

   1. Click Learning
   2. Search for your item with a keyword or exact title or ID. When searching for part of a title or ID, make sure to change the drop-down to **Contains**.
   3. Select your item
3. Click View All to edit Additional Settings

3.1 Check that the item title is the same as you requested: Click and type to edit

DO NOT USE the following characters as they can break Knowledge Link processes:

- pipe or bar character " | "
- en dash: " – "
- em dash: " — "

The pipe is typed with the key above Enter on most PC keyboards. An en or em dash is created usually by typing multiple hyphens in a Word document. Regular hypens " - " are fine, but please type them manually rather than copying from other documents.

3.2 To edit or add a Description, click Edit and use the HTML box.

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- pipe or bar character " | "
- en dash: " – "
- em dash: " — "

KL Documentation - How to Configure a New Item
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3.3 Summary and Extended Summary:

1. Assignment Type: Optional or Required (Select Required if it will ever have to be required)
2. Duration: Total time of the class in hours
3. Maximum Enrollments: Maximum of how many people can register. Once reached, waitlist may be activated.
3.4 Process control:

1. **User can Waitlist:** Yes or No
2. **Managers can Add to Learning History:** Leave as the default "No".
3. **Auto Enroll from Waitlist:** Setting to Yes means that users are automatically moved to Registered as room becomes available.

![Process Control Image]

3.5 Click Save

4. **Add your new Item to a Library if necessary (These were previously called Librarys)**

When items are in the university library, users can access to self-assign and enroll.

4.1 Under Related, Click Libraries

![Related Libraries Image]

4.2 Click the plus sign to add the Library

![Add Libraries Image]
4.3 Click Search and select the University Library

Check Add Schedules to allow users to self-register for future classes

Add Item To Libraries

<table>
<thead>
<tr>
<th>Library ID</th>
<th>Description</th>
<th>Add Classes</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT_LYnda</td>
<td>LYnda Com University Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT_PSOM</td>
<td>Perelman School of Medicine Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT_SOVM</td>
<td>School of Veterinary Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT_TEST</td>
<td>Library of items for testing purposes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT_UNIV</td>
<td>University Library</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>CAT_UPHS</td>
<td>UPHS Library</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Add Prerequisites (Optional)

1. Select Prerequisites
2. Click the Create New Group button and name the course group (this creates a track of courses that might lead to your present course)
3. Search for the course(s)
4. Check the Add box for each prerequisite
5. Click Add to finish the process

Add a Prerequisite Item to the Item

Items that are inactive cannot be added as Prerequisites.

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Add</th>
</tr>
</thead>
</table>

6. Add categories to the New Item

1. Click categories
2. Click the green plus sign
3. Check the Add boxes for your desired categories
4. Click Add