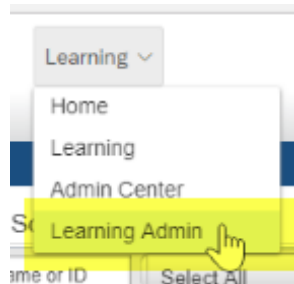


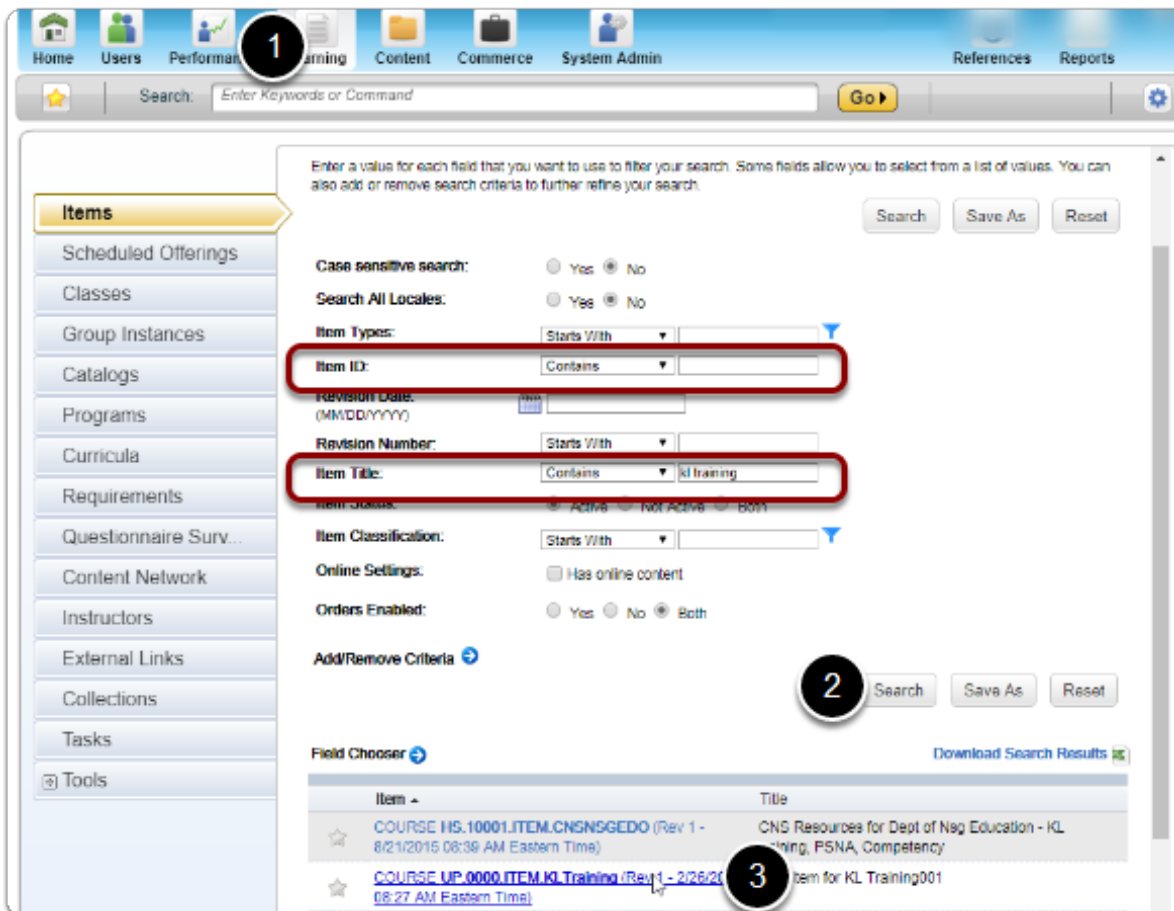
After requesting a new item, you will receive a confirmation email from us that it has been created and is ready to be configured. Here's how to configure your new item.

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

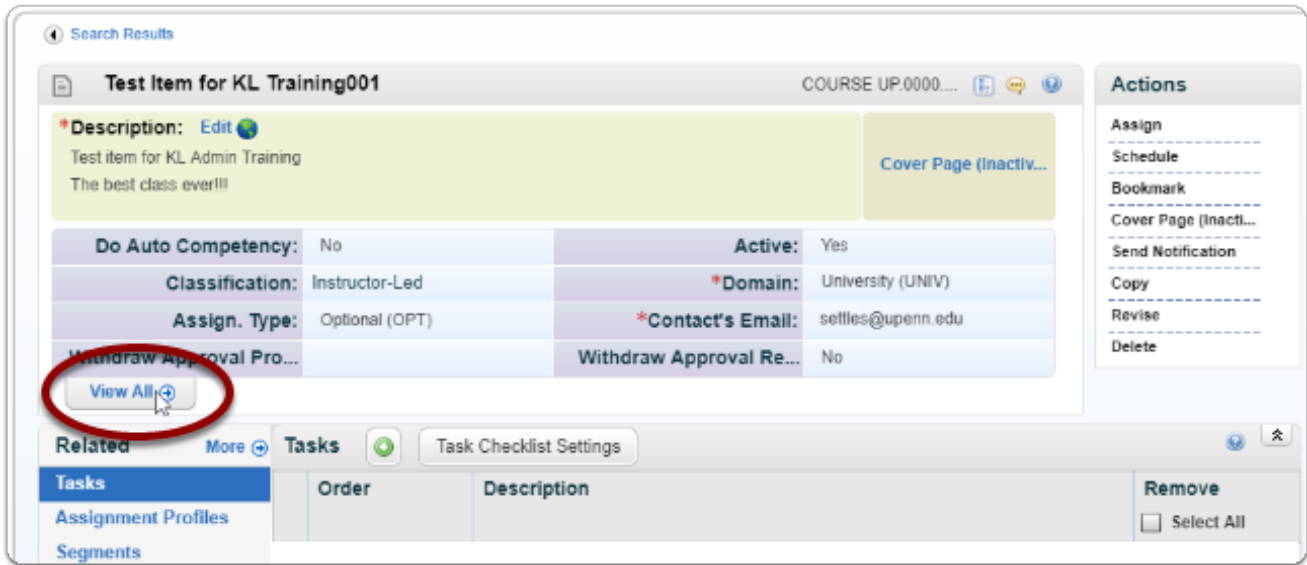


2. Search for your new item:

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



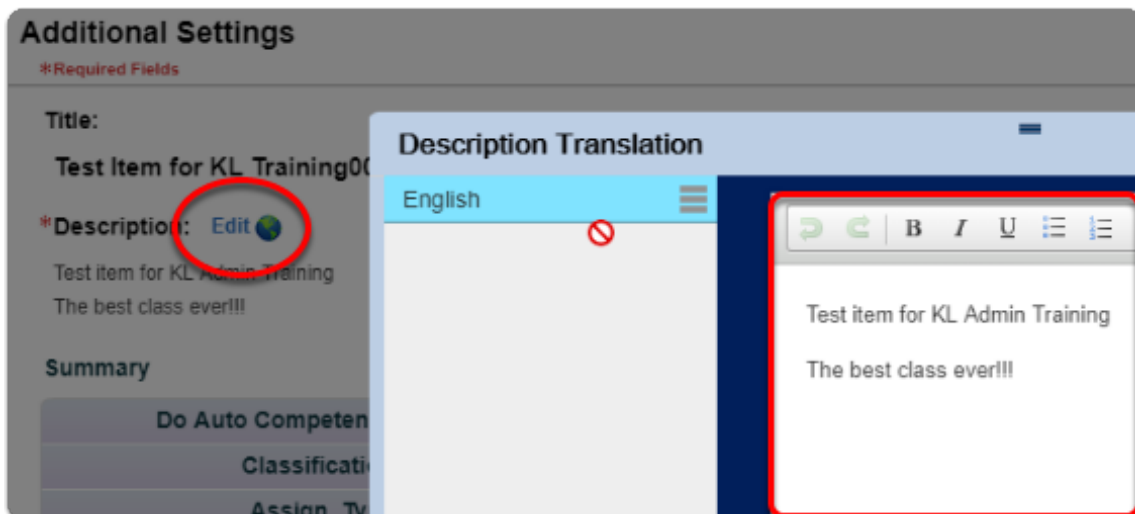
3. Click View All to edit Additional Settings



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



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



3.3 Summary and Extended Summary:

1. Assignment Type: Optional or Required (Select Required if it will ever have to be required)

2. Length: Total time of the class in hours
3. Max Registration: Maximum of how many people can register. Once reached, waitlist may be activated.

Summary			
Do Auto Competency:	No	Active:	Yes
Classification:	Instructor-Led	*Domain:	University (UNIV)
1 Assign. Type:	Optional (OPT)	*Contact's Email:	settles@upenn.edu
Withdraw Approval Process:		Withdraw Approval Required:	No
Extended Summary			
Approval Process:		Approval Required:	No
Creation Date:	2/26/2016	Source:	
2 Length:	1.50	3 Max Registration:	
Min Registration:		Self Registration:	Yes
Supervisor Registration:	Yes	*Delivery Method:	Instructor Led Training (ILT)

3.4 Process control:

1. **Enable Users to Waitlist:** Yes or No
2. **Supervisor can record Learning/User can record Learning Event:** Leave as the default "No".
3. **Auto Fill Registration:** Setting to Yes means that users are automatically moved to Registered as room becomes available.

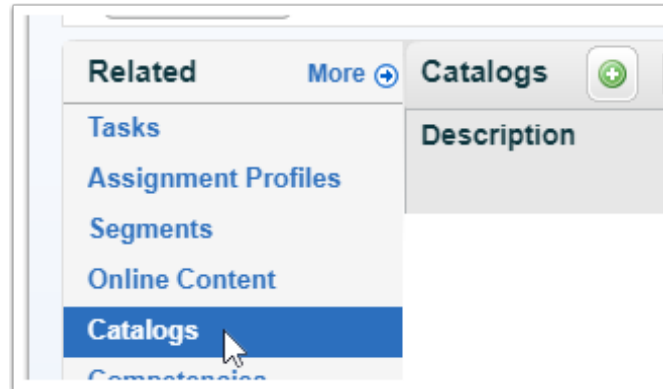
Process Control			
Enable User Requests:	No	1 Enable Users to Waitlist:	Yes
Supervisors can record Learn...	No	2 User can record Learning Even...	No
Registration Threshold Days:		3 Auto Fill Registration:	No
Show in Catalog:	Yes		

3.5 Click Save

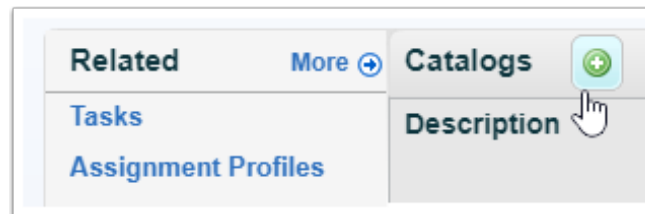
4. Add your new Item to Catalog

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

4.1 Under Related, Click Catalogs



4.2 Click the plus sign to add the Catalog



4.3 Click Search and select the University Catalog

Check Add Schedules to allow users to self-register for future scheduled offerings

Add Item To Catalogs

Records per Page (7 total records) Select All / Deselect All

Catalog ID	Description	Add Schedules	Add
CAT_LYNDA	LYNDA.Com University Catalog	<input type="checkbox"/>	<input type="checkbox"/>
CAT_PSOM	Perelman School of Medicine Catalog	<input type="checkbox"/>	<input type="checkbox"/>
CAT_SOVM	School of Veterinary Medicine	<input type="checkbox"/>	<input type="checkbox"/>
CAT_TEST	Catalog of items for testing purposes	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UNIV	University Catalog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAT_UPHS	UPHS Catalog	<input type="checkbox"/>	<input type="checkbox"/>

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.

5

Item	Title	
COURSE HS.41400.INSRV.Diversity (Rev 1 - 3/4/2013 05:57 AM Eastern Time)	HMM Diversity	4 <input checked="" type="checkbox"/>

Select All / Deselect All

6. Add Subject Areas to the New Item

1. Click Subject Areas
2. Click the green plus sign
3. Check the Add boxes for your desired subject areas
4. Click Add

Add Subject Areas To Item

4

Records per Page 25 Page: 1 2 «Previous Next» (27 total records) Page 1 of 2.

ID	Description	Levels	Add
Administrative Applications	Administrative Applications	0	<input type="checkbox"/>
Animal Care and Use	Animal Care and Use	0	<input type="checkbox"/>
Applications and Technology	Applications and Technology	0	3 <input checked="" type="checkbox"/>
Benefits	Benefits	0	<input type="checkbox"/>
CPR	CPR	0	<input type="checkbox"/>
Clinical Applications	Clinical Applications	0	<input checked="" type="checkbox"/>
Clinical Skills	Clinical Skills	0	<input type="checkbox"/>