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

**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 hyphens " - " 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.

**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.

### 3.3 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.

### 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](image)

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

![Related Catalogs](image)

4.2 Click the plus sign to add the Catalog

![Related Catalogs](image)
4.3 Click Search and select the University Catalog

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

<table>
<thead>
<tr>
<th>Add Item To Catalogs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records per Page 25</td>
</tr>
<tr>
<td>(7 total records)</td>
</tr>
<tr>
<td>Catalog ID</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>CAT_LYNDAA</td>
</tr>
<tr>
<td>CAT_PSOM</td>
</tr>
<tr>
<td>CAT_SOVM</td>
</tr>
<tr>
<td>CAT_TEST</td>
</tr>
<tr>
<td>CAT_UNIV</td>
</tr>
<tr>
<td>CAT_UPHS</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

<table>
<thead>
<tr>
<th>Add a Prerequisite Item to the Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items that are inactive cannot be added as Prerequisites.</td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>------</td>
</tr>
</tbody>
</table>

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