

The purpose of this 'How To' is to guide administrators to the online forms for new IDs.

- You can request 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.

## Requesting an Item ID

The following URL takes you to the online request form for Item IDs: <https://provider.www.upenn.edu/knowledgelink/itemrequest.html>

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

1. **New Item Title:** max length of 250 characters
2. **Course CODE:** max length of 25 characters
3. **Item Type:** Course, In Service, Assessment, Document, or Other
4. **Item Distribution:** Standalone item or part of a curriculum
5. **Item Type:** Instructor Led (ILT) or Web based
6. **Your email, name, and PennID**
7. **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. 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 standalone 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

## Requesting a Curriculum ID

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

<https://provider.www.upenn.edu/knowledgelink/currrequest.html>

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

1. **New Curriculum Title:** max length of 250 characters
2. **Curriculum CODE:** max length of 25 characters
3. **Your email, name, and Penn ID**
4. **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.upenn.edu](mailto:kl_help@lists.upenn.edu).

**Curriculum:** A curriculum can contain one item with required retraining or multiple related items.

- A curriculum may assign a single item due every year, for example. It is easy to report on a Curriculum (Complete vs. Incomplete) rather than the last completion date of a single item.
- A curriculum may assign related items so they are required to be taken or tracked together.

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 (e.g. annually)
- 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