



This document outlines the steps to upload content to Knowledge Link. **It is strongly recommended that you upload content to the TEST-STAGE environment first and test that content before uploading it to production.**

Please use Google Chrome or Internet Explorer 11 to upload content. Firefox may cause errors.



Request an Item ID


1. If you are creating a new item, please request a new Item ID via the following form:

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


Prepare Your Content


1. Publish the course using [recommended settings](#) for Storyline.
2. Open the output folder for your published course.
3. Zip the published files (do not include the Storyline project file or any other documents).
4. Name the zip file with the content object ID. *Please note that content object IDs have a 30 character limit.* Use standard naming conventions (e.g., UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY.zip). **Please be sure to append the current date in MMDDYYYY format to your content object ID (i.e. UP.OWNERCODE.COBJ.COURSECODE_MMDDYYYY)**

Name

 UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY

5. **If you upload more than one version on the same date append version numbers at the end i.e. MMDDYYYYv2)**

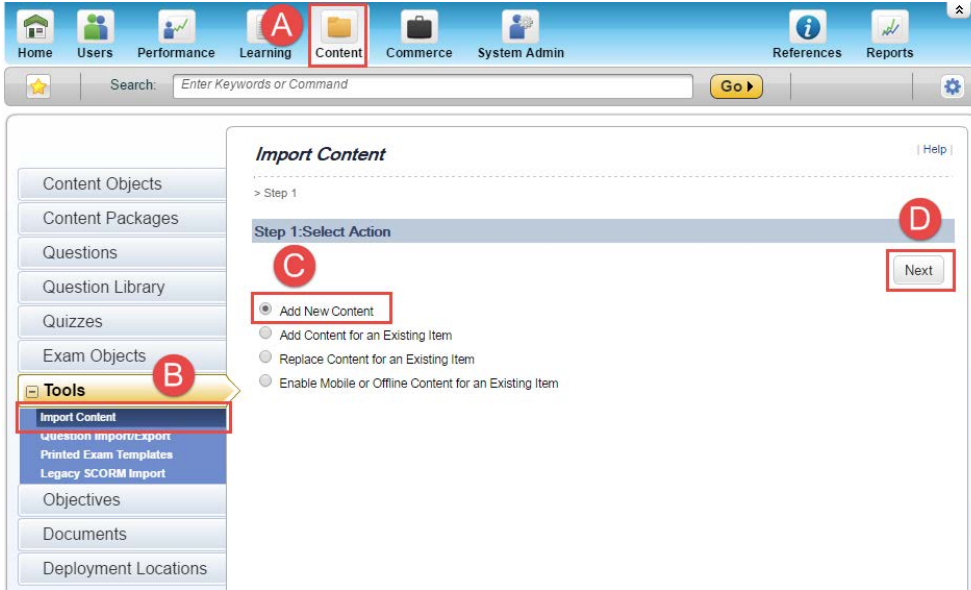
 UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY

 UP.00000.COBJ.UPLOADTRAIN_MMDDYYYYv2

Upload New Content

1. Log in to Knowledge Link:
 - Test-Stage: <https://upenn-stage.plateau.com/learning/user/ssoLogin.do>
 - Production: <http://knowledgelinek.upenn.edu>

2. Go to **Content > Tools > Import Content**. The option “Add New Content” is selected by default. Click **Next**.



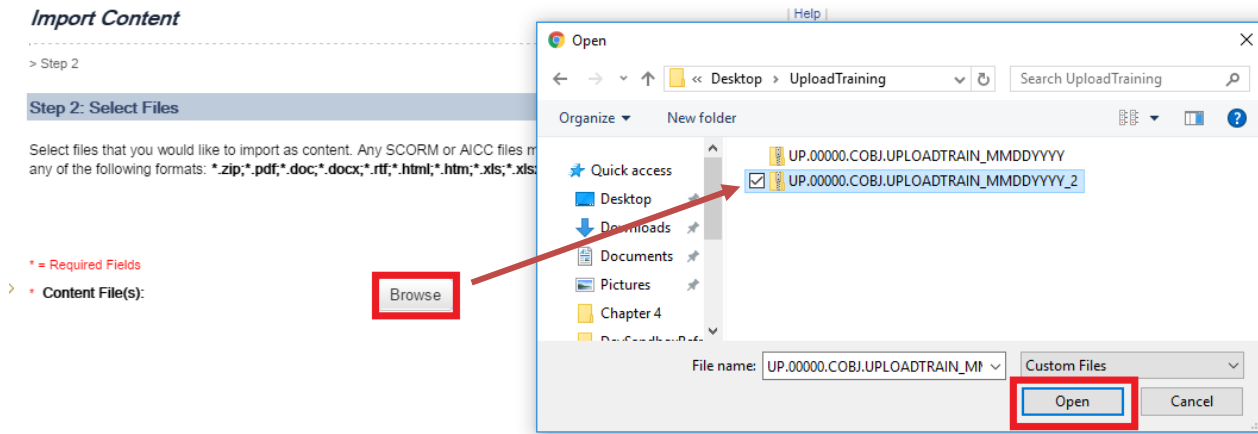
NOTE: Do not use the options for “Existing Item” or “Replace Content.”

If an existing content object is to be replaced, upload the content as a new content object, and add the date to the content object ID. For example:

UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY

Then remove the old content object in the existing item and add the new content object.

3. Click **Browse**, select the content zip file, and then click **Open**. When finished, click **Next**.



4. Select “iContent” as the **Server Location**. Update the **Domain** to UNIV. Leave Content Package ID blank. *Note: If uploading a file that is non-AICC/SCORM content (eg. PDF, or PPT), check the box Use AICC Wrapper.*

Deploy Content: **Deploy content to server**

* Server Location:

Send Deployment Notification to Premium Content Management:

* Domain ID:

Content Package ID:

Mobile access: **Enable mobile access for all content**
If checked, mobile access will be enabled for all content objects using the imported files. To add a different file for mobile access, edit the content objects after import.


Offline access: **Enable offline player download**
If checked, offline access will be enabled for all content objects using the imported files. To add a different file for offline access, edit the content objects after import.

Use AICC Wrapper **Apply AICC wrapper to any non-AICC/SCORM content**

Special Instructions:

5. Click **Import Files** and go to step 6.
6. The content package will be validated. If it does not pass validation, try again from step 2. (You may need to recreate the zip file.)

If there is no error, click the “Edit Content Object IDs” icon.

Status	Zip File Name	Content Package	Item	Reason	Edit Content Object IDs
Success	UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY.zip				

7. Delete the existing content object ID and type a new ID using standard naming conventions (e.g., UP.00000.COBJ.UPLOADTRAIN_MMDDYYYY.zip). To keep track of content version, please be sure to append the current date to the ID. Click **Apply Changes**.

> Import Summary

Edit Content Object IDs


8. Click **Schedule Job**.


9. Choose the option to run the job immediately, choose whether or not to be notified via your email, and click **Finish**.

Schedule Background Job

The action you are trying to perform could take a long time to complete. This action must be scheduled to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address.

Run this job immediately, if allowable.
 Schedule this job to be executed on: [View Available Time Slots](#)

Date: 
 (MM/DD/YYYY)

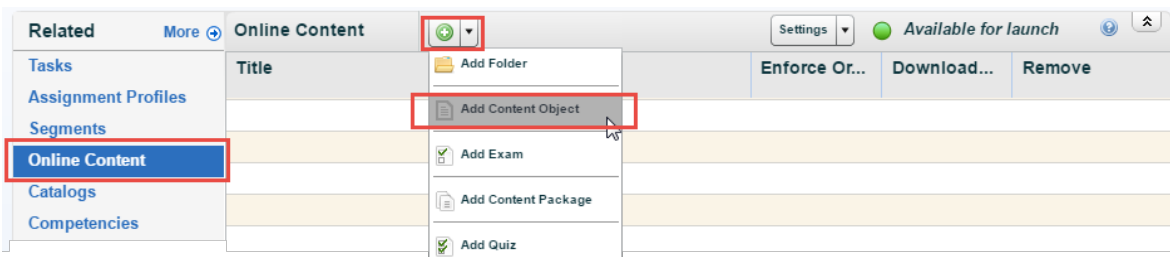
Time: 
 (hh:mm AM/PM)

Time Zone: ▼

Job Description:

Notify via email upon completion
Email:

10. Your content object has been created but is not connected to your item. To connect the content object to your item, follow these steps:
 - a. Open the Item in Knowledge Link.
 - b. Click "Online Content" under the **Related** menu.
 - c. Click the green "+" icon to add new content.



- d. Click "Add Content Object."

- e. Enter the Content Object ID created in step 7, then enter an Object Name. (Typically, this is the same as the course title. However, it may be different if there are multiple content objects attached to a single item.)

Add Content Object ✕

***Required Field(s)**

***Content Object:** 🔍

***Object Name:**

Parameters:

Mastery Score:

Mark this object complete when launched

— or —

Record learning event when content passed

Record learning event when content failed

+ Use Objectives: There are no associated objectives for this content

Add To Folder

Save in Folder: ▼

Changes will be saved when you click "Save" on the Online Content page.

- f. If you want this content object to be marked complete on launch, click the checkbox for that option.
- g. Click **OK**.
- h. To define other settings, click Settings, then click Modify Settings.



- i. Select settings as needed for your course, then click **OK**.

- j. Select “Save” to save your changes.

Title	Enforce Ord...	Downloada...	Remove
UP.00000.ITEM.UPLOADTRAIN001	No	<input checked="" type="checkbox"/>	Remove All
UP.00000.COBJ.UPLOADTRAIN001_04182017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Next Steps

1. Ensure that your item and curriculum (if applicable) are properly configured.
 - a. [How to Configure a New Item](#)
 - b. [How to Configure a New Curriculum](#)
2. Assign yourself the new Item/Curriculum, and test the following:
 - a. Does it launch correctly from your learning plan?
 - b. Does everything look right in your course module?
 - c. Do you receive credit after successfully completing the module?

For questions, please contact: kl_help@lists.upenn.edu