After requesting a new curriculum, 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 curriculum.

### 1. Search for your new curriculum:

1. Select Learning Admin
2. Click Learning
3. Click Curricula
4. Search for yours by ID
5. Select your curriculum below.
2. Edit the title and description if needed: (Click title 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. Add Content to your curriculum

![Image of curriculum configuration]

4. Click the green + button to add items

![Image of adding items]

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<table>
<thead>
<tr>
<th>Related</th>
<th>Contents</th>
<th>Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Profiles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogs</td>
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<tr>
<td><strong>Contents</strong></td>
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<tr>
<td>Documents</td>
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<tr>
<td>Job Codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Areas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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KL Documentation - How to Configure a New Curriculum
5. Search and add the items you need

### Add Items To Curriculum

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE UP.00000.ITEM.CLERYILT_2015 (Rev 1 - 12/2/2015 03:22 PM Eastern Time)</td>
<td>Annual Campus Security Authority Clery Training - 2015</td>
<td></td>
</tr>
<tr>
<td>COURSE UP.00000.ITEM.CLERYILT_2014 (Rev 1 - 12/8/2014 02:03 PM Eastern Time)</td>
<td>Annual Campus Security Authority Clery Training - 2014</td>
<td></td>
</tr>
</tbody>
</table>
6. Edit the settings for your items

We recommend consulting the Knowledge Link team and testing in Test-stage first before configuring curricula in production.

In this example the item is due 30 days after assignment, and due again every year.

6.1 Tip: Effective Date and having Assignment Type be Required allows you to run Curriculum Item Status.

Without either, the curriculum will always show as complete

7. Add your new Curriculum to Catalog if users will self-assign.

When curricula are in the university catalog, users can access to self-assign and enroll.
7.1 Under Related, Click Catalogs and the + button

7.2 Click Search and select the University Catalog

Check Add Items to allow users to access the individual items
8. Add Subject Areas to the New Curriculum (Optional)

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