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. In Learning Administration, click Learning Activities
   2. Select Curricula
   3. Search for yours by ID
   4. 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

1. Select Content
2. Click Manage Content
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4. Click the green + button to add items

5. Search and add the items you need

6. Click Edit to access the individual settings on that item assignment within your curriculum
7. 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.

7.1 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

8. Add your new Curriculum to Library if users will self-assign.

When curricula are in the university library, users can access to self-assign and enroll.
8.1 Click libraries and the + button

There are no libraries associated with this curriculum.

8.2 Click Search and select the University library

Check Add Items to allow users to access the individual items
9. Add categories to the New Curriculum (Optional)

1. Click categories
2. Click the plus sign

10. Check the Add boxes for your desired Categories and click Add to save changes.