

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.

**Curricula**

Search

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No

Search All Locales:  Yes  No

Curriculum ID: Starts With

Curriculum Title: Starts With

Add/Remove Criteria [+](#)

Search

## 2. Edit the title and description if needed:

Search Results

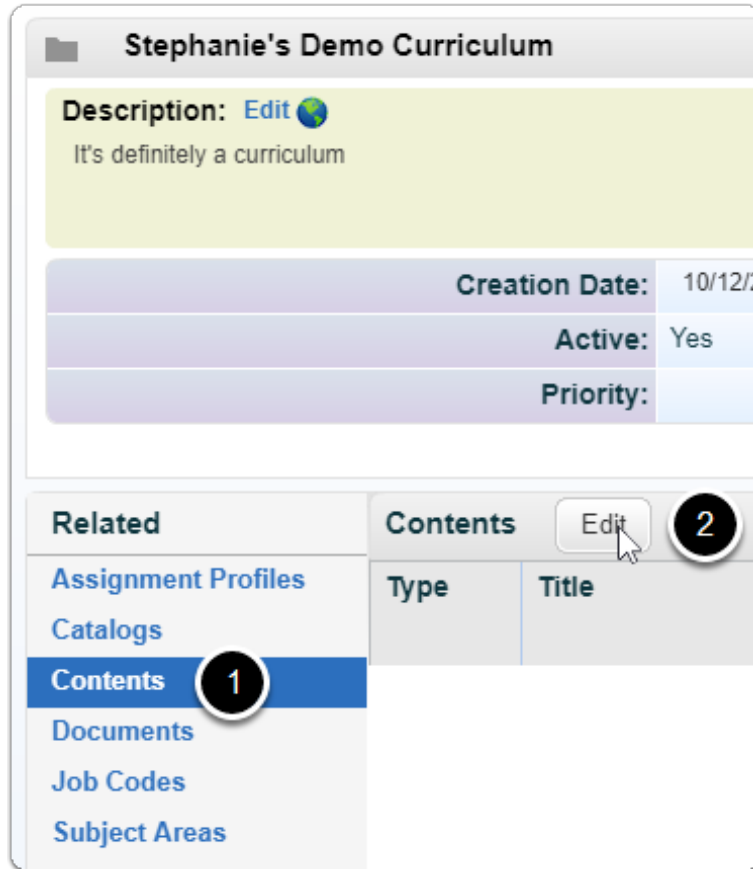
**Penn Community: Data Manager Curriculum**

Description: [Edit](#)

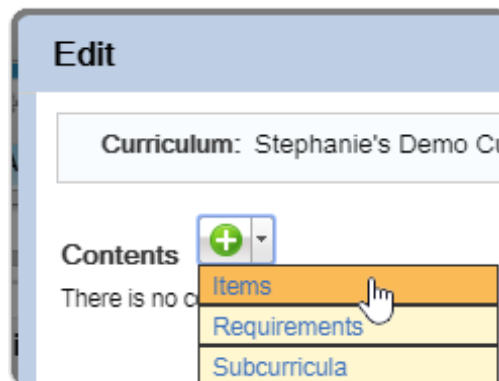
This curriculum is composed of a Penn Community introduction and a course specifically dete

Creation Date:	10/10/2017
Active:	Yes
Priority:	

## 3. Add Content to your curriculum



## 4. Click the green + button to add items



## 5. Search and add the items you need

### Add Items To Curriculum

**2**

Records per Page  (15 total records) Select All / Deselect All

Item	Title	Add
COURSE UP.00000.ITEM.CLERY_ILT_2013 (Rev 1 - 12/5/2013 12:29 PM Eastern Time)	Annual Clery Training presented by Security on Campus - 2013	<input checked="" type="checkbox"/>
COURSE UP.00000.ITEM.CLERY_ILT_2015 (Rev 1 - 12/2/2015 03:22 PM Eastern Time)	Annual Campus Security Authority Clery Training 2015	<input checked="" type="checkbox"/>
COURSE UP.00000.ITEM.CLERY_ILT_2014 (Rev 1 - 12/8/2014 02:03 PM Eastern Time)	Annual Campus Security Authority Clery Training - 2014	<input checked="" type="checkbox"/>

**1**

## 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.

### Edit the Items for the Curriculum

**\*\* = Required if either Initial Basis or Retraining Basis is calendar based.**

**Initial Assignments:**

**Initial Number:**  (1000)    **Initial Period:**     **Threshold:**  Entire Period   Days

**Initial Basis:**     Calendar  Event

**Previous Completions:**  Ignore Previous Completions Older Than  Days

**Required Date Basis:**  Assignment Date  Hire Date

**Retraining Assignments:**

**Retraining Number:**  (1000)    **Retraining Period:**

**Retraining Basis:**     Calendar  Event

**\*\* Basis Date:** (MM/DD/YYYY)   

**Effective Date:** (MM/DD/YYYY)   

**Assignment Type:**

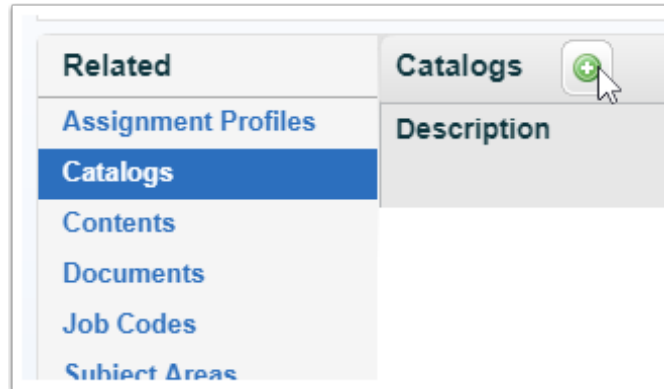
### 6.1 Tip: Effective Date and having Assignment Type be Required allows you to run Curriculum Item Status.

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

**Add Curriculum To Catalogs**

[Add](#)

Records per Page:  (10 total records) Select All / Deselect All

Catalog ID	Description	Add Items	Add
CAT_LYNDA	LYNDA.Com University Catalog	<input type="checkbox"/>	<input type="checkbox"/>
CAT_PSOM	Perelman School of Medicine Catalog	<input type="checkbox"/>	<input type="checkbox"/>
CAT_SOVM	School of Veterinary Medicine	<input type="checkbox"/>	<input type="checkbox"/>
CAT_TEST	Catalog of items for testing purposes	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UNIV	University Catalog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAT_UPHS	UPHS Catalog	<input type="checkbox"/>	<input type="checkbox"/>
CAT_UPHS_LOU	University Catalog	<input type="checkbox"/>	<input type="checkbox"/>

## 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

### Add Subject Areas

2

Records per Page 25 Page: 1 2 «Previous Next» (27 total records) Page 1 of 2.   
Select All / Deselect All

ID	Description	Levels	Add
Administrative Applications	Administrative Applications	0	<input type="checkbox"/>
Animal Care and Use	Animal Care and Use	0	<input type="checkbox"/>
Applications and Technology	Applications and Technology	0	<input checked="" type="checkbox"/>
Benefits	Benefits	0	<input type="checkbox"/>
CPR	CPR	0	<input type="checkbox"/>
Clinical Applications	Clinical Applications	0	<input checked="" type="checkbox"/>
Clinical Skills	Clinical Skills	0	<input type="checkbox"/>