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. Click Learning
   2. Click 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: " — "

   **Curricula**

   Search > Search Results

   Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a drop-down menu, while others allow you to enter a value. You can also add or remove search criteria to further refine your search.

   - Case sensitive search: **Yes**
   - Search All Locales: **Yes**
   - Curriculum ID: Starts With **UP.91028.CURR.ISC**
   - Curriculum Title: Contains **ISC New Hire Training**
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

How to Configure a New Curriculum
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 Under Related, Click libraries and the + button

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 green plus sign
3. Check the boxes for your desired categories
4. Click Add

### Add Categories To Curricula

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<tr>
<th>ID</th>
<th>Description</th>
<th>Levels</th>
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<th>Add to Items</th>
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</thead>
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<td>✔️</td>
<td></td>
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