

# OTL Need-to-Know: UCNI Creating and Adding New Apply Knowledge Activities

*This summary was made by OTL staff, prompting ChatGPT to create an abbreviated quick guide for the content we created for the UCNI Self-Guided Training Module and the UCNI tip sheet, and then reviewing and revising the document to ensure that it covered all essential content accurately. This document was created on 10/31/2025 with ChatGPT5.0.*

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## Overview

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The information in this document focuses on creating new application-based course activities for the Apply Knowledge module. The **process** for creating these types of activities (*assignments, discussions, quizzes, exams, etc.*) **has not changed**, so if you are already familiar **no new training** content is provided here. Instead, use the **existing tip sheets and guidance documents** linked below or [register to attend a webinar](#) or [meet one-on-one with an OTL Instructional Designer](#) for assistance.

## Self-Guided Resources

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Use these materials to guide you as you create application based course activities in Western Online:

- **Assignments:**
  - [Assignments Website](#)
  - [Assignments Tip Sheet](#)
  - [Assignment Prompt/Instructions Guidance Document](#)
- **Discussions:**
  - [Discussions Website](#)
  - [Discussions Tip Sheet](#)
  - [Discussion Prompt/Instructions and Guidance Document](#)
  - [Intro Discussions in Online Courses Best Practices and Tips](#)
- **Quizzes and Exams:**
  - [Quizzes Website](#)
  - [Quizzes Tip Sheet](#)
  - [Quizzes and Exams Guidance Document](#)

## Additional Support

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If you need further assistance [join a live webinar](#) on the tool you are using or request a one-on-one meeting with an [OTL Instructional Designer](#) for personalized assistance.

- [UCNI Website](#)
- [WIU UCNI \(Classic Content\) Tip Sheet](#)
- [Western Online \(Brightspace\) New Content Experience Website](#)
- [WIU UCNI \(New Content Experience\) Tip Sheet](#)
- [WIU HTML 5.0 Accessible Templates\) Tip Sheet](#)
- [UCNI Banner Change Request Form](#)
- [UCNI Template Request Form](#)

## Key Takeaways

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- No new procedures - use existing resources for guidance.
- Refresh your skills using the linked tip sheets and documents.
- Take advantage of OTL's live and individual support options.