Purpose: Follow the instructions below to give users credit for attending a training at the Item level.

1. Log into Knowledge Link and click the Admin tab.
2. Navigate to Users > Tools > Record Learning – Multiple.
3. Select the Item option.
4. In the Search & Add Items section, click the magnifying glass icon to search for and select the item.

5. If your search page doesn’t contain the fields you need, click Add/Remove Criteria, choose the fields you want, then click Select.
6. Enter the criteria to search for, click Search, then select the item.

7. Once the item is selected it will appear in the **List of Selected Items**.
8. In the **Search & Add Users** section, enter the Penn ID of the user and click **Add**. Or click the magnifying glass icon to search for and select the user. (When searching, you may need to “Add/Remove Criteria” on your search page. Refer to step 5.)

**NOTE:** It is important to have the Penn ID of the person, especially if they have a common name. Do not give credit to the wrong person!
9. Once the user is selected it will appear in the List of Selected Users.
10. Click Next.
11. In the Edit Details section, if there are multiple users and each user has a different completion date, click the “+” icon to expand the list.

12. Enter the Completion Date and Time for each user.

13. Enter the Completion status for each user: Course-Complete (Complete) - For Credit then click Apply Changes.

NOTE: The Total Hrs, Credit Hrs and Contact Hrs fields are optional.
14. Click Next.
15. Select Do Not Assess in the Change the way competencies are assessed section, then click Submit.

16. Click Start Over... to give credit for another offering.

NOTE: When you click Start Over the users will not be removed from the List of Selected Users. Click the Remove link to remove the users from the previous batch.