The steps below outline how to assign or remove courses or curricula for your employees via the My Team tab. This includes Lynda courses as well as other Knowledge Link courses. NOTE: There are different methods for removing an individual course and removing a curriculum. Both options are presented here.

### Assign Course or Curriculum from Catalog

1. Find the course or curriculum in the catalog.
   A. Click **More**.
   B. Click **Assign to Others**.

2. Skip to **Step 7** in the next section “Assign Course or Curriculum from My Team.”

### Assign Course or Curriculum from My Team

1. After logging into Knowledge Link, click on your **My Team** tab.

2. Click **Assign/Remove Learning** under your “Supervisor Links” title.
3. Select **Assign Learning**.

4. Click **Add** next to Items, Programs and Curricula.

5. Select desired course or curriculum from catalog.
   A. Enter the topic or course title in the **Search** box.
   B. Click **Search**.
   C. If the results are not satisfactory, use the **Refine By** options (Category, Source, Delivery Method, Topics).
      - To search for just Lynda courses, select Lynda under Source.
   D. To select the course(s) click **Select**. You may select multiple courses or curricula.
   E. Click **X** to close this screen.
6. If you selected a curriculum, skip to step 7. If you selected a course:
   A. Adjust **Assignment Type** (Example: Required or Optional) and **Assigned Date** if necessary.
   B. Adjust **Required Date** (MM/DD/YYYY).

![Assign Learning](image)

7. Next to Employees, click **Add** to select the User(s).

![Employees](image)

8. Select desired users.
   A. Click to Select All Employees.
   B. If desired, use filters to narrow down the list (Employees, Region, Job Codes, Supervisor, Organization).
   C. Click to **checkbox** for the users you wish to assign.
   D. Click **Add**.

![Select Employees](image)
9. Click **Continue**.
   
   *NOTE: To remove an employee from the list of selected employees, click the X button next to the employee’s name.*

10. Click **Assign Learning**.

11. Click **Close**.
Remove Individual Courses

**NOTE:** You may only remove individual courses that you assigned. If you want to remove a curriculum that you assigned, refer to the next section called “Remove Curricula.”

1. After logging into Knowledge Link, click on your **My Team** tab.

2. Click on User’s Name.

3. Search for the course, click on down to select **Remove**.

4. Click **Yes** on Confirmation.
Remove Curricula

**NOTE:** You may only remove curricula that you assigned.

1. After logging into Knowledge Link, click on your **My Team** tab.

   ![My Team Tab](image1)

2. Click the name of the person whose curriculum you want to remove, then click the **Curricula** link in the lower right.

   ![Curricula Link](image2)

3. Click the Remove icon “Ɵ” for the curriculum you want to remove, then click the “x” to close the window.

   ![Remove Icon](image3)