The steps below outline how to assign or remove courses 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 Courses**

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

![My Team Tab in Knowledge Link]

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

![Supervisor Links]

3. Select **Add Items and Curricula**.

![Select Management Action]

4. Click **Next**.
5. Select the User, then:
   A. Click the Select User checkbox for the users you wish to assign.
   B. Click Add Checked.
   C. Click Next.

6. Enter the topic or course title in the Keywords search box.
   (To include Lynda courses, uncheck all options below the search box.)

   Uncheck all boxes to include Lynda courses

   NOTE: The Exact Phrase checkbox is checked by default. If you type multiple words, and uncheck this box, be aware this will increase the number of results. This could make it more difficult to find the course you want.

7. Click Search. If the results are not satisfactory, click Refine Search to return to the previous page.

8. To select the course(s):
   A. Click the Add checkbox for the desired course(s). (Lynda courses are represented with a globe icon.)
   B. Click Add Checked.

9. If you assigned an item:
   A. Adjust Assignment Type (Example: Required or Optional) and Assign Date if necessary.
   B. Click Next.
   C. Adjust Required Date (MM/DD/YYYY).
   D. Click Finish.
10. If you assigned a curriculum:
   A. Adjust **Assign Date** if necessary.
   B. Click **Next**.
   C. Click **Finish**.

**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.

![My Team tab](image1)

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

![Supervisor Links](image2)

3. Select **Remove Items**.

![Select Management Action](image3)

4. Click **Next**.
5. Select the User, then:
   A. Click the **Select User** checkbox for the users you wish to assign.
   B. Click **Add Checked**.
   C. Click **Next**.

6. Enter the topic or course title in the **Keywords** search box.
   (To include **Lynda courses**, uncheck all options below the search box.)

   ![Select Users](image)

   **NOTE**: The **Exact Phrase** checkbox is checked by default. If you type multiple words, and uncheck this box, be aware this will increase the number of results. This could make it more difficult to find the course you want.

7. Click **Search**. If the results are not satisfactory, click **Refine Search** to return to the previous page.
8. To select the course(s):
   A. Click the **Add** checkbox for the desired course(s). (**Lynda courses** are represented with a globe icon.)
   B. Click **Add Checked**.

9. Click **Next**.
10. Click **Finish**.
Remove Curricula

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

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

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

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