**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. Under Learning Administration
   A. Click **Manage User Learning**
   B. Click **Add Learning History for Multiple Courses**
   C. In the **Search & Add Items** section, click the magnifying glass icon to search for and select the item.

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

![Image of search criteria](image1)

5. Once the item is selected it will appear in the List of Selected Items.

6. 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!
7. Once the user is selected it will appear in the List of Selected Users.

8. Click Next.

9. 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.

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

11. 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.
12. Click **Next**.
13. Select **Do Not Assess** in the **Change the way competencies are assessed** section, then click **Submit**.

14. 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.