KN@WLEDGE**LINK**

Course owners or instructors may receive class request notifications from Knowledge Link. (See sample below.) Use the steps in this document to <u>read and respond to requests</u>, or to <u>turn off the option</u> for users to make requests.

KN@WLEDGE LINK
This email is being sent to the Course Contact:
The following courses have been requested:
Title: Lunchtime Learning Purchasing 101 Course ID: UP.91028.ITEM.LTLPurchasing Number of Requests: 1
For instructions on how to review these requests, please see our job aid: http://knowledge
For questions about this notification, please contact your Knowledge Link administrator.
Thank you, The Knowledge Link Team

Read and Respond to Class Requests

- 1. In the Admin tab:
 - A. Click Learning Activities from the menu.
 - B. Click Items.
 - C. Type in the Item ID.
 - D. Click Search.

Learning Administration	
Menu Recents	Items
Search Q ↑⁻ ↓≣	Search
Home	Enter a value for each field that you want to use to filter your search. Some fields allow you to select fro also add or remove search criteria to further refine your search.
> Manage User Learning	D Search
A v Learning Activities	Case sensitive search: O Yes No
B Items	Item Types: Starts With V
Classes	Item ID: Starts With VIEW.30001.ITEM.30MI
Programs	Revision Date: (MM/DD/YYYY)
Curricula	Item Title: Starts With 🗸
Curriculum Requirements	Item Status: Active Not Active Both
	Sources: Starts With

2. Select your item.

Item 🔺	Title	Active	Method ID	Create Date
COURSE HS.30001.ITEM.30MINCOACH (Rev 2 - 8/5/2022 10:37 AM Eastern Time)	30 Minute Coach	Yes	ILT	12/2/2020

3. Click Class Requests.

Item Sear	ch							
30 Min	ute Coach							
115.50001		COACIT						
		Instruct	or-Led	Status:	Active			
		Course	(COURSE)	Cover P	age: Inactive			
		Revisio	n/Date: Version 2, 8/	5/2022				
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Item Deta	ils Email	Notifications	Online Content	Agenda Template	Classes	Request Reasons	Class Requests	Libraries
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- 4. Use the options to view, download, remove, or respond to requests:
 - A. Click Comments/Reasons to view request.
 - B. Click **Download Requests** to review them in Excel. (Optional)
 - C. Click on **Select** box then click **Remove** after you have completed the request and no longer need it. (Recommended)

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Turn Off Option to Submit Requests

- 1. If you no longer want to receive these notices, toggle "User can Request a Class" to off (white) in the Item details.
 - A. Click Item Details.
 - B. Click to toggle off.
 - C. Click Save.

