



Purpose: Follow the instructions below to assign a curriculum to a user. [Click here to remove a curriculum or an item for a user.](#)

NOTE: Many curricula can be assigned automatically. If you find that you are using this procedure often, consult with your lead KL administrator to determine if automatic assignment is a better option.

Assign a Curriculum to a User:

1. Log into Knowledge Link and go to the **Learning Administration** page.
 - A. Navigate to **People**
 - B. Click **Users**
 - C. Search for the desired user
 - D. Click **Search**
 - E. Click the User ID to open their record.

The screenshot shows the 'Learning Administration' page. On the left is a navigation menu with 'People' and 'Users' highlighted. The main area contains search filters for 'Case sensitive search', 'User ID', 'External ID', 'Last Name', 'First Name', 'User Status', 'Organizations', 'Job Codes', 'Assignment Profiles', 'Curricula', 'UPHS Job Family', and 'UPHS Org ID'. A search bar at the top right contains 'HS'. Below the filters is a 'Field Chooser' and a table of search results. The table has columns for 'User ID', 'User Name', and 'Notify'. The first row shows 'HS' in the 'User ID' column.

User ID	User Name	Notify
HS		<input type="checkbox"/>

2. Under **User Search**

- A. Select **Curricula**
- B. Click the **Add Curricula** drop down
- C. Click **Add Curricula** to assign a curriculum

The screenshot shows the 'User Search' interface for a user named 'tstauffer@gpstrategies.com'. The 'Curricula' tab is highlighted with a red box and labeled 'A'. The 'Add Curricula' dropdown menu is open, with the 'Add Curricula' option highlighted by a red box and labeled 'B', and the 'Attach Job Related Curricula' option highlighted by a red box and labeled 'C'. Below the tabs is a table of curricula with columns for ID, Title, Status, Expiration, Priority, Next Action, and Assign Date. One curriculum is listed with ID 'HS.30007.CURR.DIVI NCCUL' and Title 'Diversity, Inclusion and Cultural Competence Curriculum (NH)'. The status is 'Incomplete' and the next action is '9/25/2018'.

3. Search for the curriculum. Click the blue arrow next to **Add/Remove** Criteria to narrow your search. A **Search Criteria** window will pop up. Select boxes to narrow your search. If you select **Curriculum Title**, for example, select **Curriculum title "contains"** then type a portion of the curriculum title. Then click **Search**.

The screenshot shows the 'Search Criteria' window in the 'Curricula' interface. The 'Add/Remove Criteria' button is highlighted with a red box and labeled 'A'. The 'Search Criteria' window is open, showing a list of search criteria with checkboxes. 'Curriculum ID' and 'Curriculum Title' are checked and highlighted with red boxes. A red arrow points from the 'Add/Remove Criteria' button to the 'Curriculum Title' checkbox. The 'Select' button is highlighted with a red box and labeled 'B'. The 'Reset' button is also visible.

- 4. Select the desired curricula by clicking the Add checkbox and clicking **Add**.

Curricula

Keyword:

Search All Locales: Yes No

Curriculum ID:

Curriculum Title:

Curriculum Status: Active Not Active Both

Items: Type: ID:

Assignment Profiles:

Add/Remove Criteria [↗](#)

Add Curricula To User

Curriculum ID	Title	Assign Date (MM/DD/YYYY)	Priority	Add
HS.20003.CURR.PC3-331	PennChart Curriculum - ICN Providers	6/26/2020		<input checked="" type="checkbox"/>
HS.20003.CURR.PC3-332	PennChart Curriculum - ICN Providers-CHOP Consultant Providers	6/26/2020		<input type="checkbox"/>

- 5. The curriculum has been added.

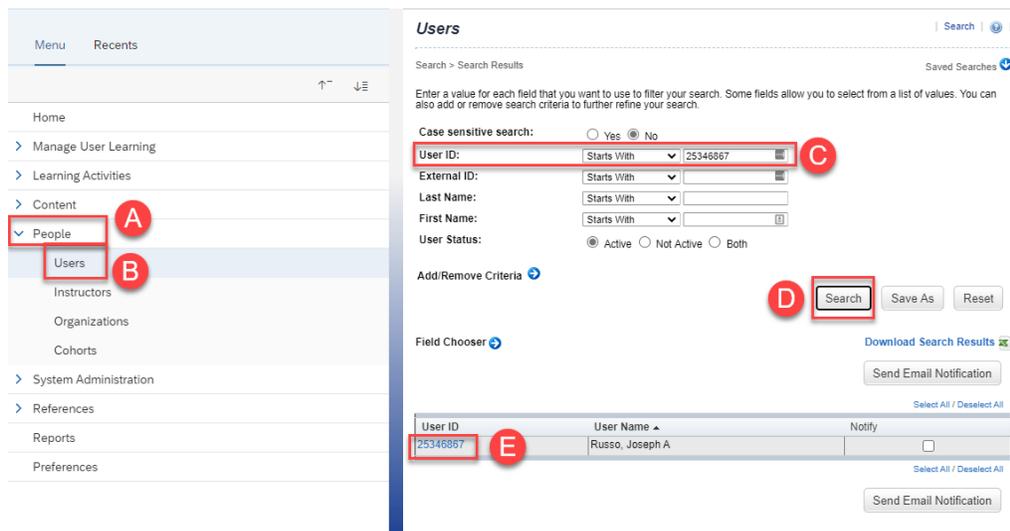
Curricula

ID	Title	Status	Expiration	Priority	Next Action	Assign Date	Assigned By
HS.30007.CURR.DIVI NCCUL	Diversity, Inclusion and Cultural Competence Curriculum (NH)	Incomplete	N/A		9/25/2018	8/3/2018	System AP (Admin)
HS.60002.CUR.HSS E.NONPHY070115	Health System Safety Essentials - UPHS - Non-physician_hired after 070115	Incomplete	N/A		9/2/2018	8/3/2018	System AP (Admin)
HS.00001.CURR.HIP AAPRVSEC	HIPAA Privacy and Security Education (NE) (Foundation)	Incomplete	N/A		9/2/2018	8/3/2018	System AP (Admin)
HS.60002.CURR.AME 100 - UPHS	Infection Prevention (AME) - UPHS Non-physicians	Incomplete	N/A		9/17/2016	8/3/2018	System AP (Admin)
HS.20001.CURR.PM SN100	Penn Safety Net for Users Curriculum	Incomplete	N/A		9/2/2018	8/3/2018	System AP (Admin)
HS.20003.CURR.PC3 -331	PennChart Curriculum - ICN Providers	Incomplete	N/A		N/A	6/26/2020	

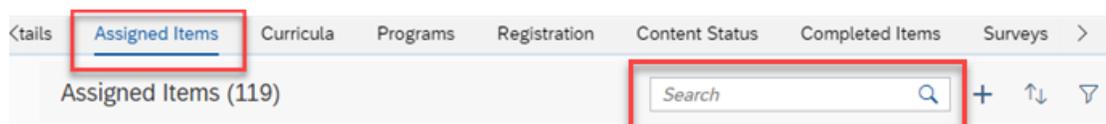
Remove a Curriculum or Item for a User

NOTE: DO NOT REMOVE courses or curricula containing the following: a course ID or curriculum ID starting with "UP." or a course or curriculum title containing the words or phrases: HIPAA, Diversity, Unconscious Bias, Safety Net, Safety Essentials, Infection, Harassment, e-Star, Responsible Conduct. **Consult your entity's core admin regarding requests to remove these courses.**

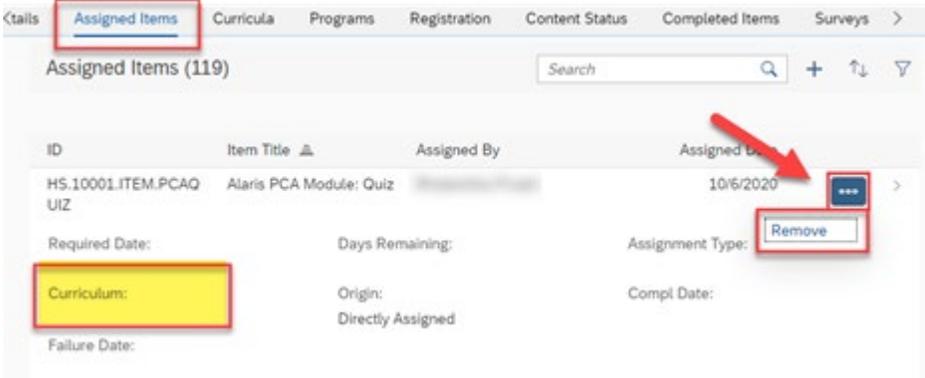
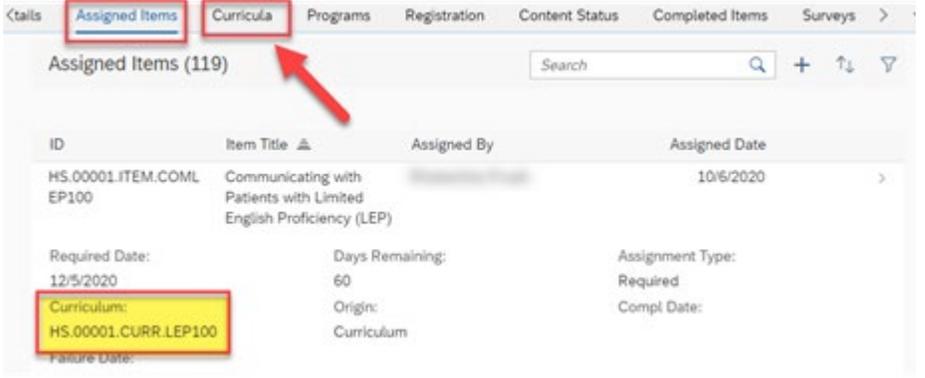
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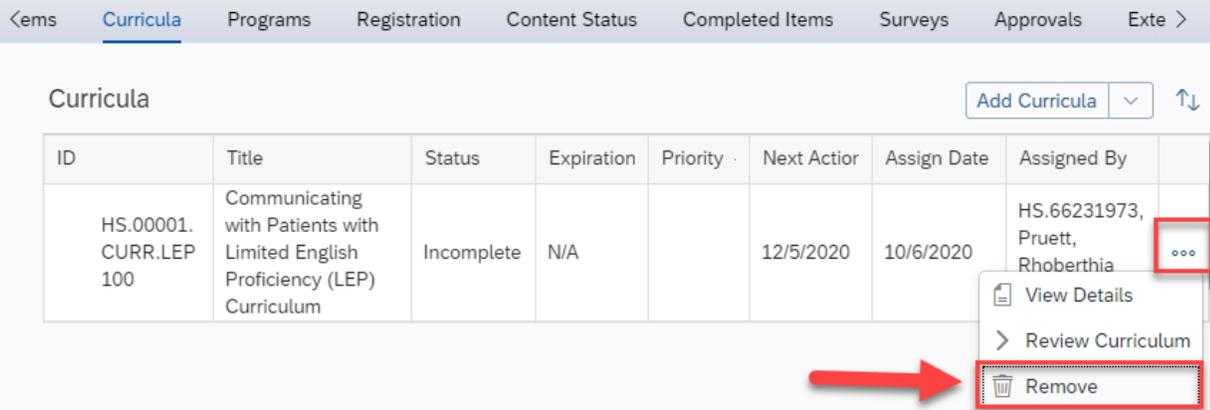
2. Click **Assigned Items**, and type a word from the item title in the search box.



3. Check the item information for a curriculum ID and proceed as follows.

<p>If there is no Curriculum ID....</p>	<p>Click the ellipsis and click Remove. You may stop here.</p>  <p>The screenshot shows the 'Assigned Items' tab with a table of items. The 'Curriculum' field in the details section is highlighted in yellow. A red arrow points to the ellipsis menu, and another red arrow points to the 'Remove' button within that menu.</p>
<p>If there is a Curriculum ID...</p>	<p>Note the curriculum ID and click the Curricula tab. Continue to the next step.</p>  <p>The screenshot shows the 'Curricula' tab with a table of items. The 'Curriculum' field in the details section is highlighted in yellow. A red arrow points to the 'Curricula' tab in the navigation bar.</p>

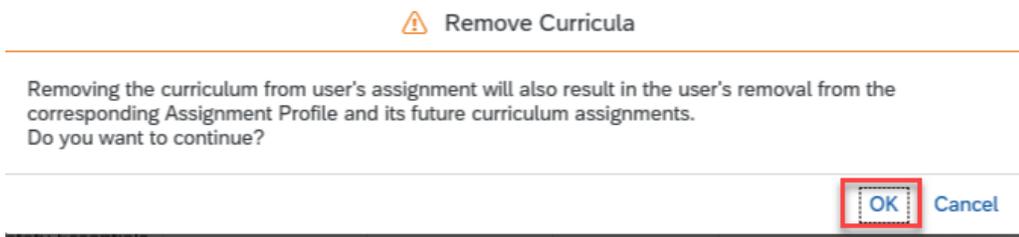
4. Find the curriculum, click the ellipsis, and then click **Remove**.



The screenshot shows the 'Curricula' tab with a table of items. The 'Remove' button in the ellipsis menu is highlighted in red. A red arrow points to the ellipsis menu, and another red arrow points to the 'Remove' button.

ID	Title	Status	Expiration	Priority	Next Action	Assign Date	Assigned By
HS.00001.CURR.LEP100	Communicating with Patients with Limited English Proficiency (LEP) Curriculum	Incomplete	N/A		12/5/2020	10/6/2020	HS.66231973, Pruett, Rhoberthia

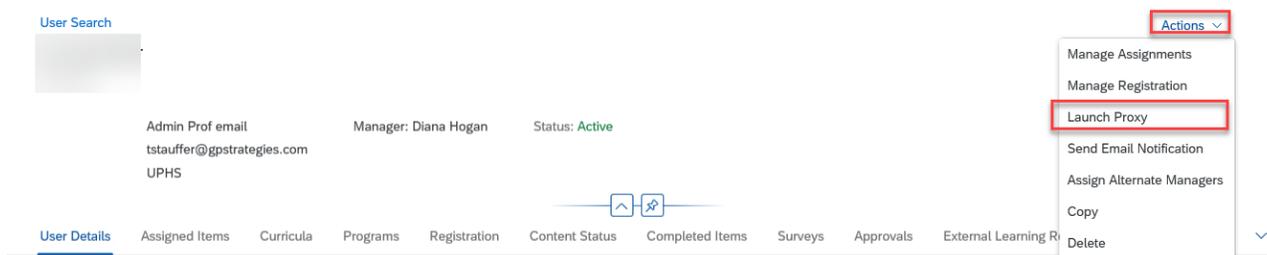
5. If presented with the message below, click **OK**.



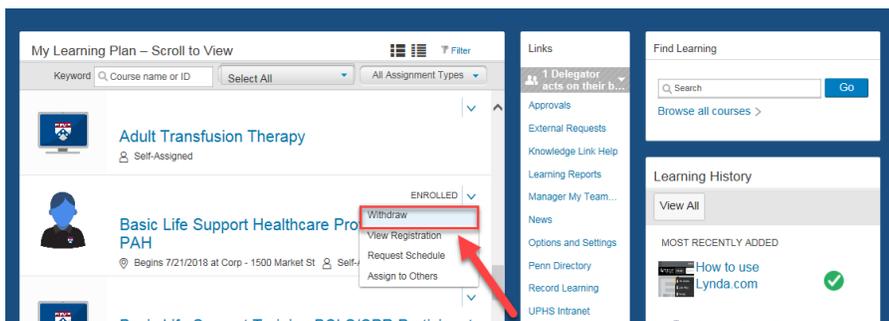
CAUTION: If the user was enrolled in a class, the ITEM may still be on the learning plan. If so, use the process on the following pages to withdraw the user and remove the item.

Withdrawing a User

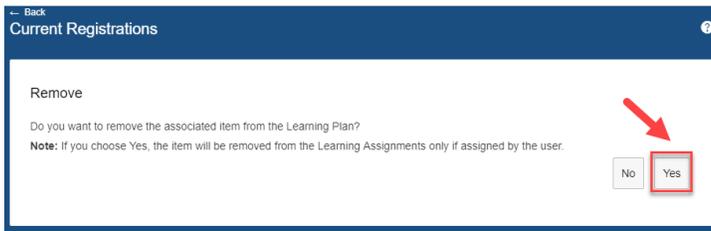
1. From the user profile, click the **Actions** drop down and click **Launch Proxy**.



2. The user's learning plan will open in a new window.
3. Locate the course on their learning plan, click the arrow next to "Enrolled" and then click **Withdraw**.



4. Click **Yes**, Click **Yes** to remove the item



5. Close the proxy session.



NOTE: If you close the window without clicking "Close Session" you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click **End Proxy Session**.