KN@WLEDGE**LINK**

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.

Learning Administration		21 (?)
1 [∼] ↓≣	Add to Learning History for Multiple Courses	[Help]
Manage User Learning Assignment Profiles Manage Assignments Edit Required Dates Add Learning History with Finance	This wizard is used to add history records to the learning history for multiple us learning to add, select the related items, classes, or external events to be adde history. What kind of learning do you want to add to history? Item O Class O External Event	Next ers for one or more items, classes, or external events. Simply indicate the type of d for each, and specify the users for whom you want to add to their learning
Add Learning History for Multiple Courses	Search & Add Items	Search & Add Users
Edit Learning History	* = Required Fields	User ID: Q Add
Recommend External Links	• Item Type ID:	
Assign Task Observers	List of Selected Items	List of Selected Users
Send Email Notifications		There are no Usero in the list. Discos and Usero before proceeding
Create External Learning Requests	There are no items in the list. Please add items before proceeding.	mere are no osers in the list. Frease add users before proceeding.

3. If your search page doesn't contain the fields you need, click **Add/Remove Criteria**, choose the fields you want, then click **Select**.

Search	Results			
Search Items				
Enter a value for eac also add or remove s	ch field that you want to us search criteria to further re	e to filter your seam fine your search.	ch. Some fields allow you to sele	ct from a list of values. You can
Keyword:				
Add/Remove Crite				Search Reset
	1		Close	
Search Criteria	•		^	
Search All Locales	Delivery Methods	40		
Item Types	Competencies	50		
Item ID	Curricula	60		
Revision Date	Documents	70		
Revision Number	Tasks	80		
Item Title	Objectives	90		
Item Status	Substitute Items	100	-	
			Select	

4. Enter the criteria to search for, click Search, then select the item.

				•	
Search Results					
Search Items					
Enter a value for each field that you also add or remove search criteria to	want to use to filter y o further refine your :	your search. Some fields allow you to sele search.	ct from a list of values. You can		
Keyword:					
Item ID:	Starts With	T			
Item Title:	Contains	▼ medicare parts c			
Add/Remove Criteria ᅌ			Search Reset		
	-				
		Search Results			
	\$	Select Items For Learning Ev	ent		
	-				Add
				Select All	/ Deselect All
	_	Item	Title		Add
		RESOURCE HS.00001.ITEM.MFWAT (Rev 1 - 10/12/2016 10:17 AM Eastern Time)	Medicare Parts C & D Fraud, Wast Compliance Training	e, and Abuse Training and General	
				Select All	/ Deselect All
				(Add

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

Select Use	rs For Learning Event	
		Adith
	\frown	Select All / Deselect All
User ID	User Name	Add
69845632	Smith, John F.	
13423634	Smith, John M	
15156489	Smith, John M	
56423569	Smith, John P	0
		Select All / Deselect All

- 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.

Edit Details			
roup By: Item V			
= Required Fields			
	 Completion 	* Time	
Item	(MM/DD/YYYY)	AM/PM)	* Time Zone
COURSE HS.00001.ITEM.MFW	/AT 11/7/2016	02:03 PM	Eastern Standard Time (Eastern Time)
Rev 11/7/2016 01:53 PM Easter	m		

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

Froup By: Item V		
= Required Fields		
	* Completion	* Time
Item	(MM/DD/YYYY)	AM/PM) Time Zone
(1000)		
(12123434) (10/11/2016	05:00 PM	Eastern Standard Time (Eastern Time)
Jennifer		

11. Enter the Completion status for each user: Course-Complete (Complete) - For Credit then click Apply Changes.

				Ap	oly Chang	les	
* Grade / Completion		Total Hrs (1000)	Credit Hrs (1000)	Contact Hrs (1000)	CPE (1000)		
/ Completion	Total Hrs (1000)	Credit H (1000)	Cont Irs Hrs (1000	act)) (CPE (1000)		
COURSE-COMPLETE (Complete) - For Credit COURSE-COMPLETE (Complete) - For Credit COURSE-COMPLETE (Complete) - For Credit	3.00	3.00				9	Be sure to click the correct Apply Changes
			Apply	Changes	Res	et	button as shown here there are two of them!

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.

	Previous Submit
Review the summary of the learning history to be recorded by the system. If you are satisfied with the sum the learning history. Use the option button to indicate the way competencies are assessed by the system v history: Assess based on the Item Settings, Assess all items, or Do not assess which will have the system of the system.	mary, click Submit to record when recording the learning m ignore the competencies.
Change the way competencies are assessed	
Assess based on item setting Assess all items OD Not Assess	

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.

Record Learning - Multiple			Help
Initial Information > Edit Details > Confirm			
			Next
This wizard is to record learning history for multiple users for one of indicate the type of learning to record, select the related items, sch specify the users for whom you want to record the learning history.	or more items, sch neduled offerings (eduled offerings or external e or external event to be recorde	vents. Simply ed for each, and
What kind of learning you want to record?			
Item Scheduled Offering External Event			
Search & Add Items	- Search & Add	Users	
* = Required Fields	User ID: Q		Add
* Item Type ID:			
* Item ID: 🔍 Add	List of Selec	ted Users	
List of Selected Items			
	User ID	Name	
	12123434	Millman, Jennifer	Remove
There are no items in the list. Please add items before proceeding.	13423634	Smith, John M	Reflace