Purpose: Follow the instructions below to give users credit for attending a training at the Item level.

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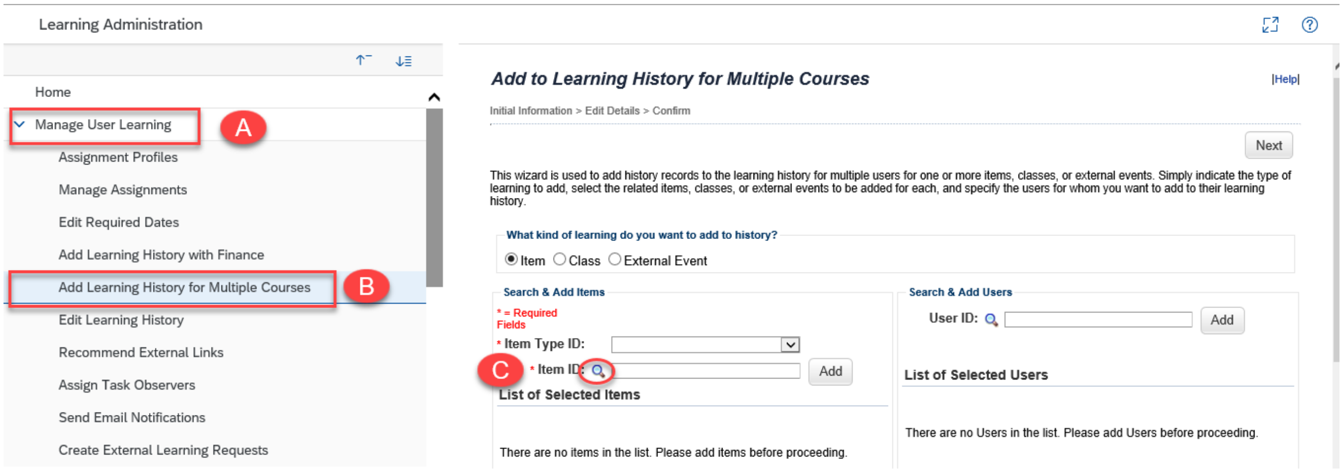
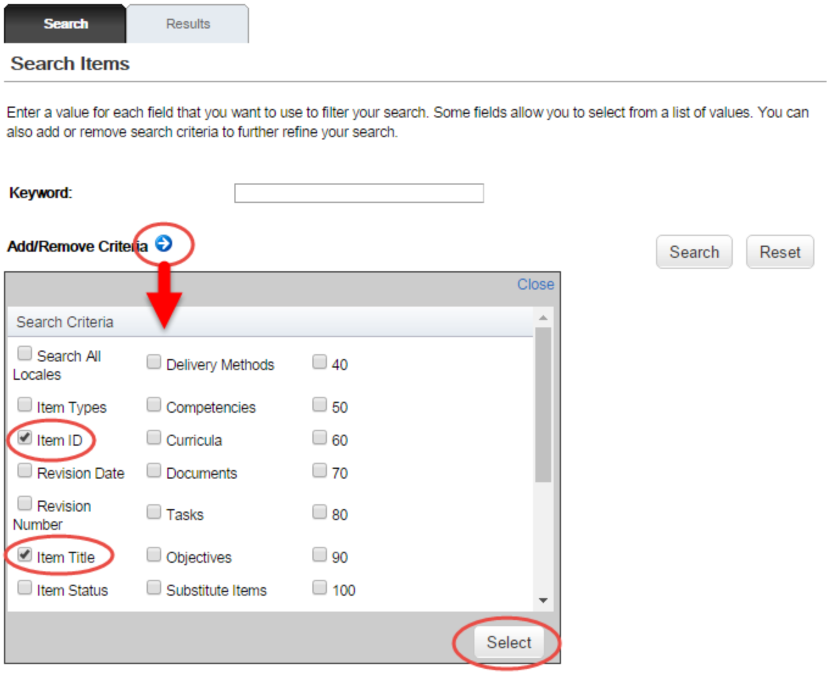
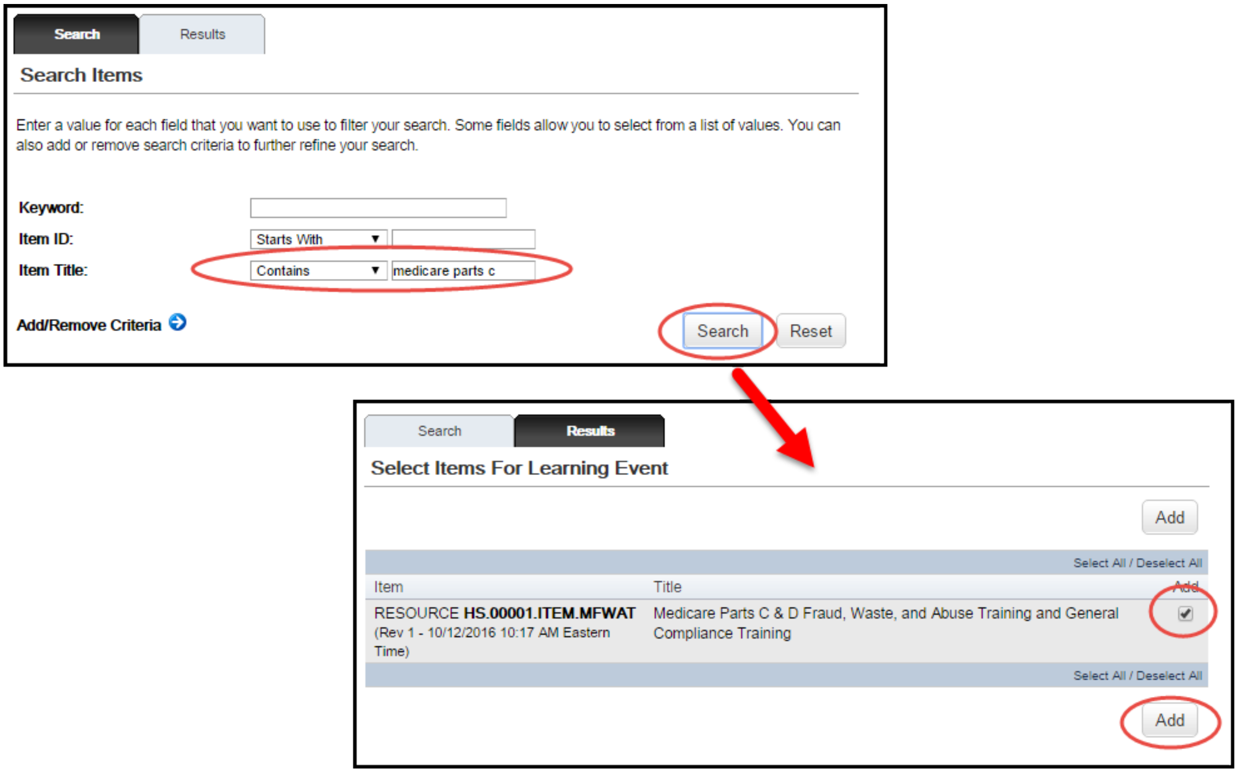
1. Log into Knowledge Link and click the Admin tab.
2. Under Learning Administration
   A. Click **Manage User Learning**
   B. Click **Add Learning History for Multiple Courses**
   C. In the **Search & Add Items** section, click the magnifying glass icon to search for and select the item.



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



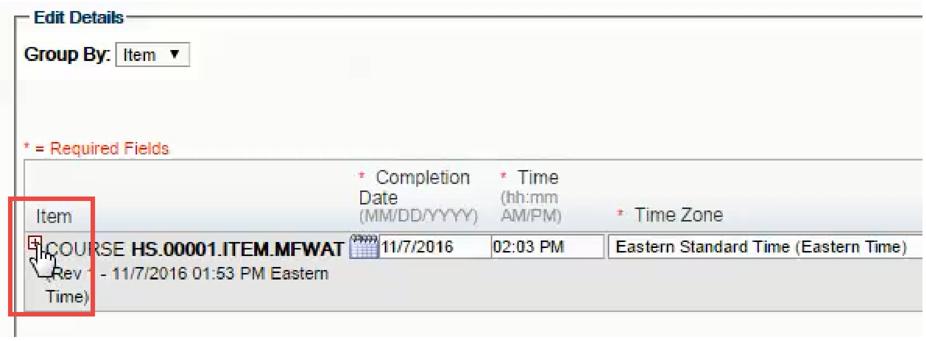
4. Enter the criteria to search for, click Search, then select the item.



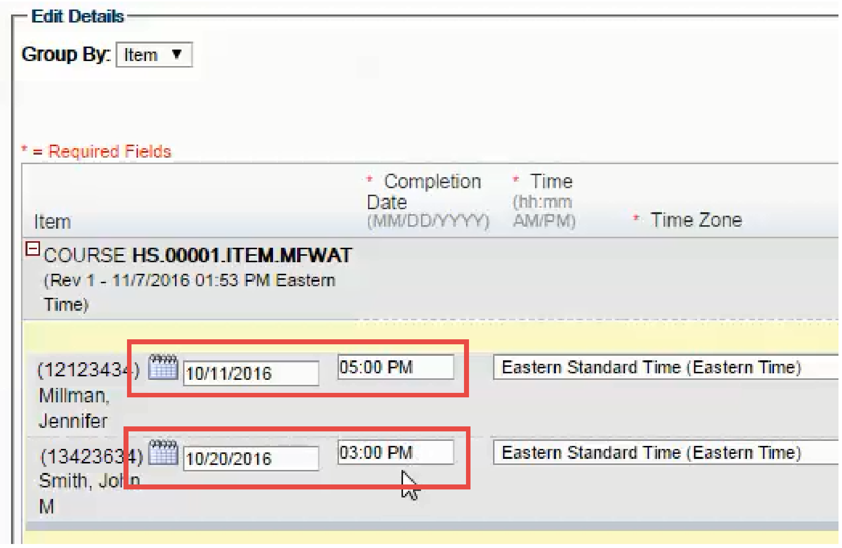
5. Once the item is selected it will appear in the **List of Selected Items.**
6. In the **Search & Add Users** section, enter the Penn ID of the user and click **Add**. Or click the magnifying glass icon to search for and select the user. (When searching, you may need to "Add/Remove Criteria" on your 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!

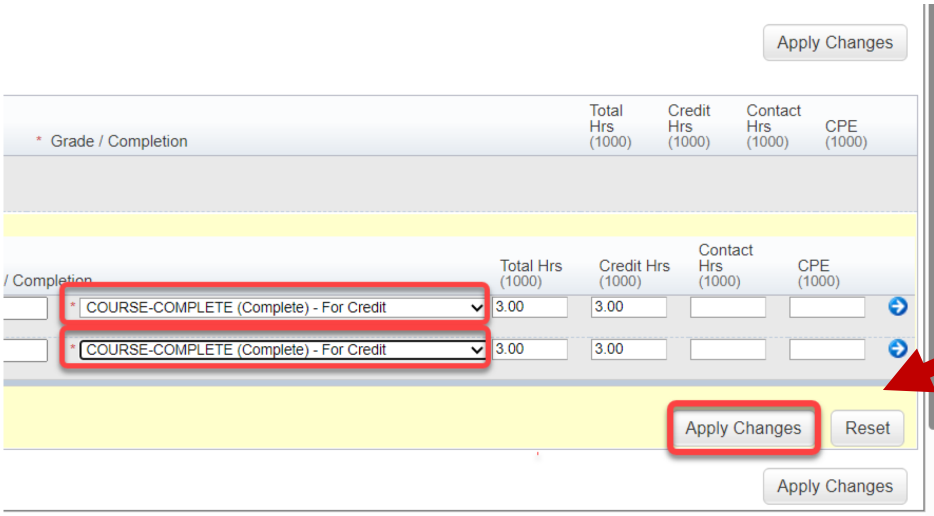
7. Once the user is selected it will appear in the **List of Selected Users.**
8. Click **Next**.
9. In the **Edit Details** section, if there are multiple users and each user has a different completion date, click the "+" icon to expand the list.



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



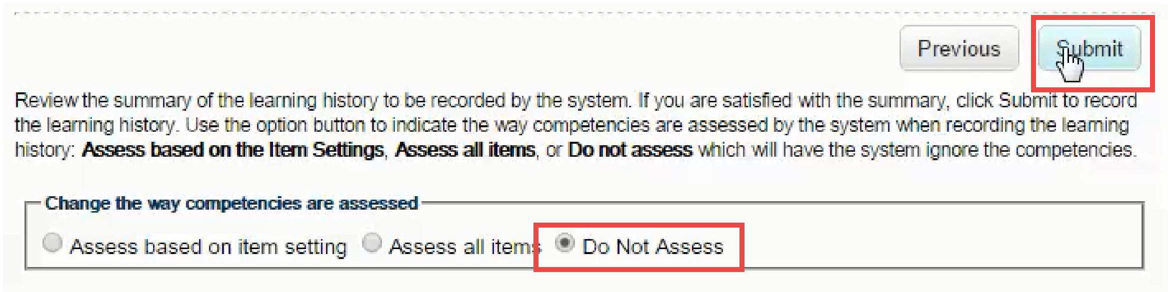
11. Enter the **Completion** status for each user: **Course-Complete (Complete) - For Credit** then click **Apply Changes**.



Be sure to click the correct **Apply Changes** 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**.



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.