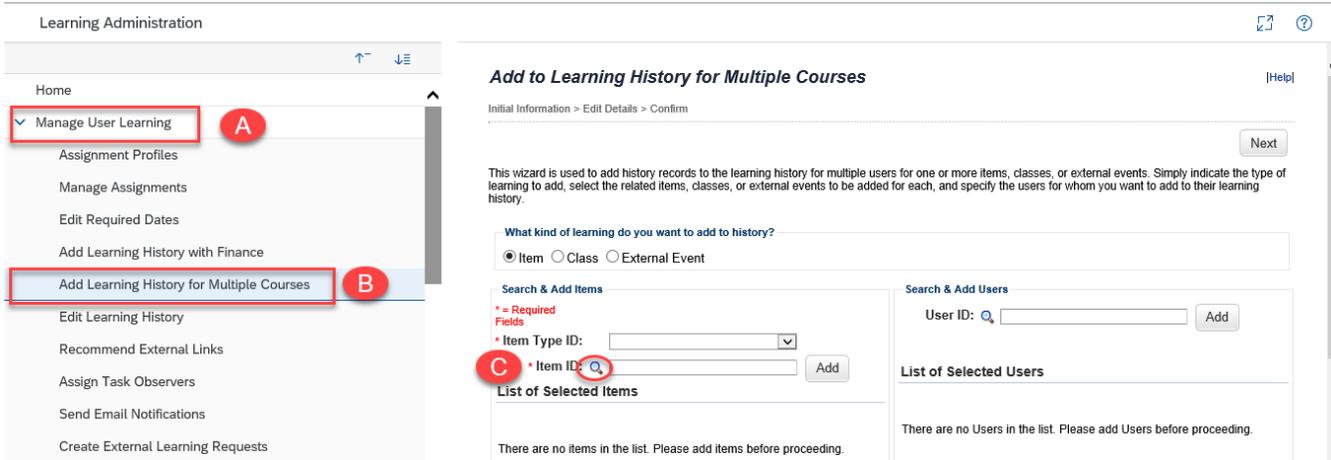


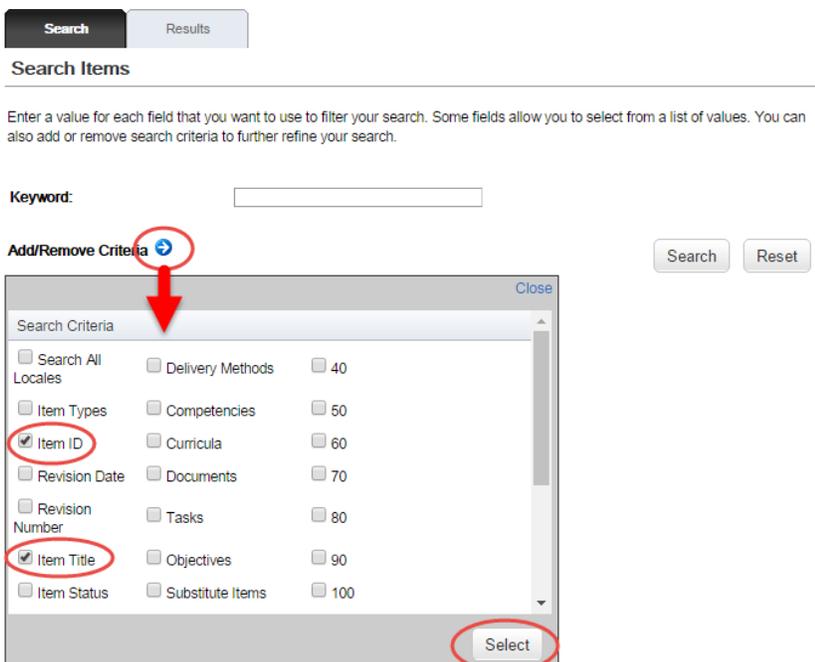


**Purpose:** Follow the instructions below to give users credit for attending a training at the Item level.

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.

**Search** Results

### Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword:

Item ID: Starts With

Item Title: Contains

Add/Remove Criteria

**Search** Reset

**Results**

### Select Items For Learning Event

**Add**

Item	Title	Select All / Deselect All
RESOURCE HS.00001.ITEM.MFWAT (Rev 1 - 10/12/2016 10:17 AM Eastern Time)	Medicare Parts C & D Fraud, Waste, and Abuse Training and General Compliance Training	<input checked="" type="checkbox"/> <b>Add</b>
		Select All / Deselect All

**Add**

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!**

**Results**

### Select Users For Learning Event

**Add**

User ID	User Name	Select All / Deselect All
69845632	Smith, John F.	<input type="checkbox"/> <b>Add</b>
13423634	Smith, John M.	<input checked="" type="checkbox"/>
15156489	Smith, John M.	<input type="checkbox"/>
56423569	Smith, John P.	<input type="checkbox"/>
		Select All / Deselect All

**Add**

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**

Group By: Item

\* = Required Fields

Item	* Completion Date (MM/DD/YYYY)	* Time (hh:mm AM/PM)	* Time Zone
COURSE HS.00001.ITEM.MFWAT (Rev 1 - 11/7/2016 01:53 PM Eastern Time)	11/7/2016	02:03 PM	Eastern Standard Time (Eastern Time)

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

**Edit Details**

Group By: Item

\* = Required Fields

Item	* Completion Date (MM/DD/YYYY)	* Time (hh:mm AM/PM)	* Time Zone
COURSE HS.00001.ITEM.MFWAT (Rev 1 - 11/7/2016 01:53 PM Eastern Time)			
(12123434) Millman, Jennifer	10/11/2016	05:00 PM	Eastern Standard Time (Eastern Time)
(13423634) Smith, John M	10/20/2016	03:00 PM	Eastern Standard Time (Eastern Time)

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

The screenshot shows a table with columns: Grade / Completion, Total Hrs (1000), Credit Hrs (1000), Contact Hrs (1000), and CPE (1000). Two rows are visible, both with 'COURSE-COMplete (Complete) - For Credit' selected in the dropdown menu. The 'Total Hrs' and 'Credit Hrs' fields are both set to 3.00. There are two 'Apply Changes' buttons at the bottom of the table, one of which is highlighted with a red box. A red arrow points from a yellow callout box to this button.

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**.

The screenshot shows a summary review section with a 'Previous' button and a 'Submit' button (highlighted with a red box and a hand cursor). Below this is a section titled 'Change the way competencies are assessed' with three radio button options: 'Assess based on item setting', 'Assess all items', and 'Do Not Assess' (highlighted with a red box).

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 or more items, scheduled offerings or external events. Simply indicate the type of learning to record, select the related items, scheduled offerings or external event to be recorded for each, and specify the users for whom you want to record the learning history.

**What kind of learning you want to record?**

Item  Scheduled Offering  External Event

**Search & Add Items**

\* = Required Fields

\* Item Type ID: [dropdown]

\* Item ID: [search icon] [Add]

**List of Selected Items**

There are no items in the list. Please add items before proceeding.

**Search & Add Users**

User ID: [search icon] [Add]

**List of Selected Users**

User ID	Name	Remove
12123434	Millman, Jennifer	Remove
13423634	Smith, John M	Remove