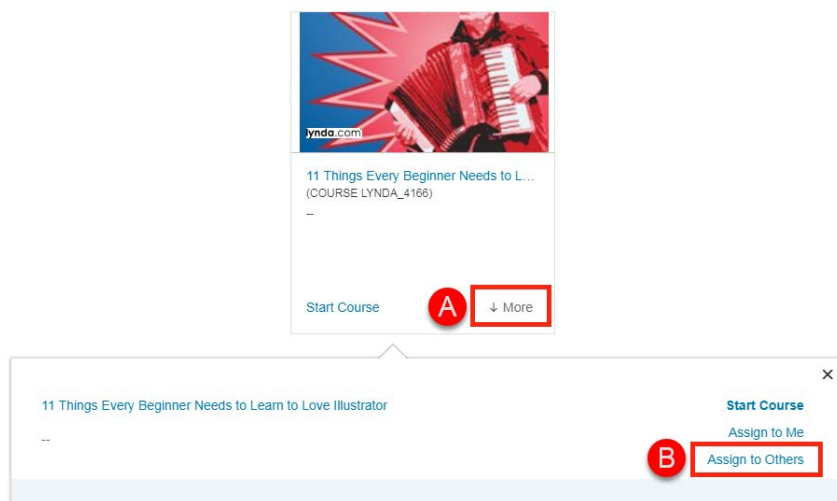




The steps below outline how to assign or remove courses or curricula for your employees via the My Team tab. This includes LinkedIn Learning courses as well as other Knowledge Link courses. NOTE: There are different methods for removing an individual course and removing a curriculum. Both options are presented here.

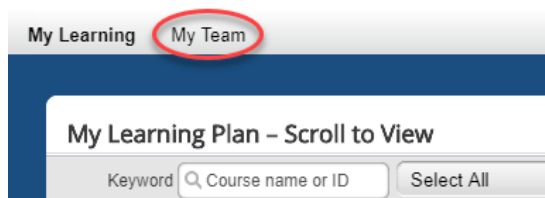
Assign Course or Curriculum from Library

1. Find the course or curriculum in the library
 - A. Click **More**.
 - B. Click **Assign to Others**.
2. Skip to [Step 7](#) in the next section "Assign Course or Curriculum from My Team."

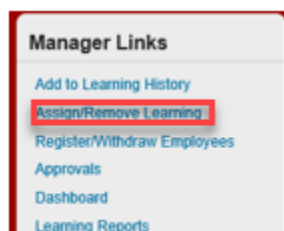


Assign Course or Curriculum from My Team

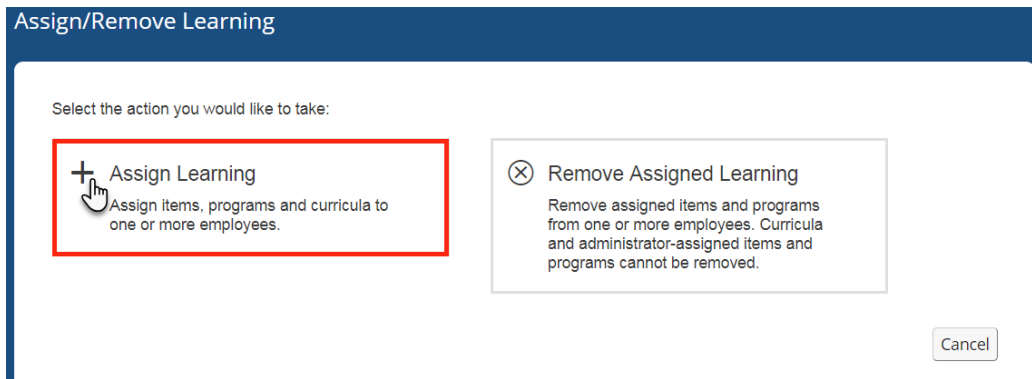
1. After logging into Knowledge Link, click on your **My Team** tab.



2. Click **Assign/Remove Learning** under your "Manager Links" title.



3. Select **Assign Learning**.



4. Click **Add** next to Items, Programs and Curricula.

Enter Learning Activity Details

* Required

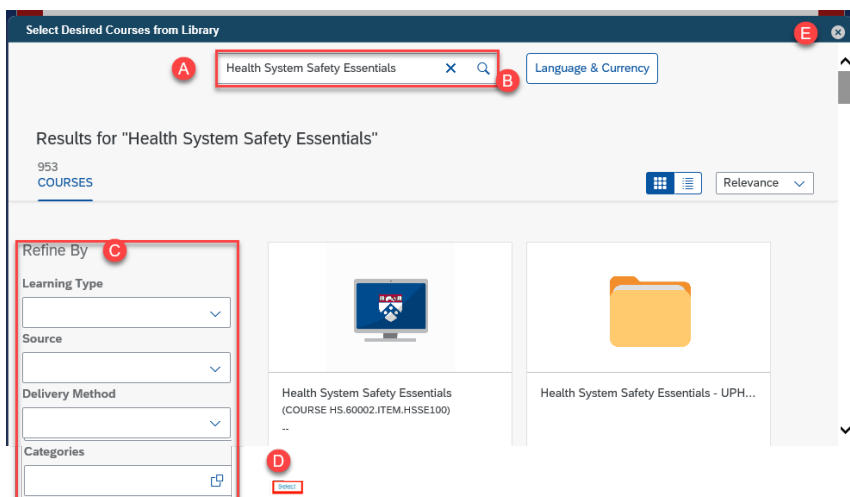
Items, Programs and Curricula



There are no items, programs or curricula selected.

5. Select desired course or curriculum from library.

- Enter the topic or course title in the **Search** box.
- Click **Search**.
- If the results are not satisfactory, use the **Refine By** options (Category, Source, Delivery Method, Topics).
To search for just LinkedIn Learning courses, select "LinkedIn Learning" under Source.
- To select the course(s) click **Select**. You may select multiple courses or curricula.
- Click **X** to close this screen.



6. If you selected a curriculum, skip to step 7. If you selected a course:
 - A. Adjust **Assignment Type** (Example: Required or Optional) and **Assigned Date** if necessary.
 - B. Adjust **Required Date** (MM/DD/YYYY).

7. Next to Employees, click **Add** to select the User(s).

8. Select desired users.
 - A. Click to Select All Employees.
 - B. If desired, use filters to narrow down the list (Employees, Region, Job Codes, Supervisor, Organization).
 - C. Click **checkbox** for the users you wish to assign.
 - D. Click **Add**.

9. Click **Continue**.

NOTE: To remove an employee from the list of selected employees, click the X button next to the employee's name.

Enter Learning Activity Details

* Required

Items, Programs and Curricula

+ Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
Health System Safety Essentials		Required ▾	---	5/29/2018	05/31/2018	X

Employees

+ Add

Name	Remove
Tanya V Cavalieri	X
Ryan M Frasch	X
Adam D Cranston	X

Cancel **Continue**

10. Click **Assign Learning**.

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
Health System Safety Essentials		REQ	---	5/29/2018	05/31/2018

Employees

Name
Tanya V Cavalieri
Ryan M Frasch
Adam D Cranston

Cancel **Assign Learning**

11. Click **Close**.

Successfully Assigned

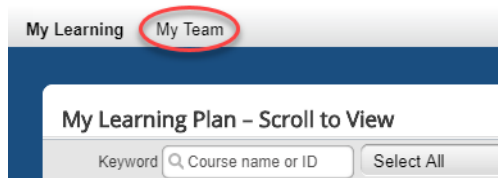
The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close

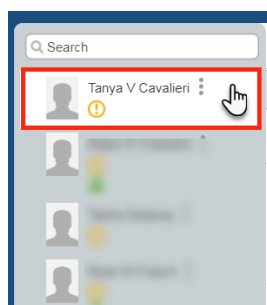
Remove Individual Courses

NOTE: You may only remove individual courses that you assigned. If you want to remove a curriculum that you assigned, refer to the next section called “Remove Curricula.”

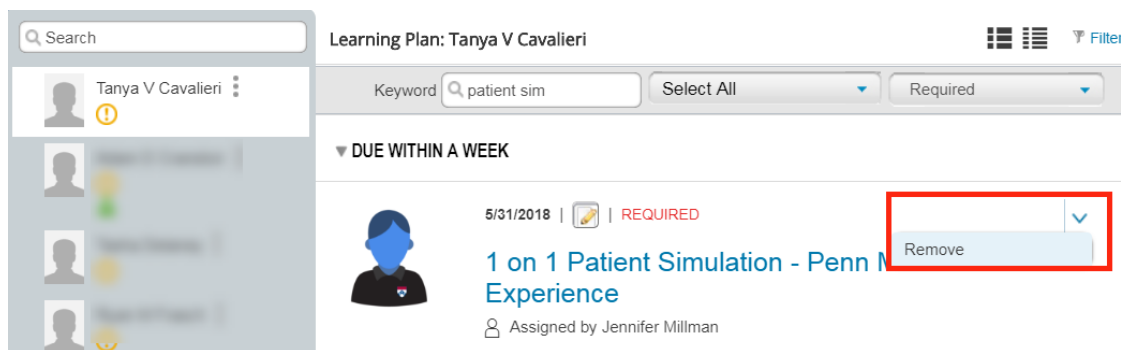
1. After logging into Knowledge Link, click on your **My Team** tab.



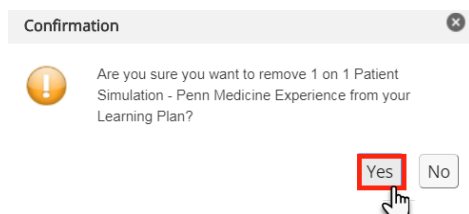
2. Click on User's Name.



3. Search for the course, click on down to select **Remove**.



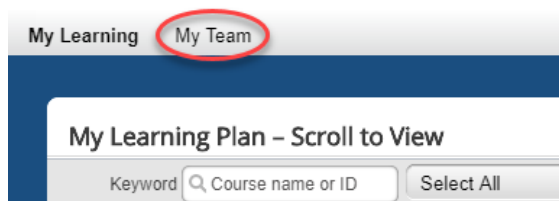
4. Click **Yes** on Confirmation.



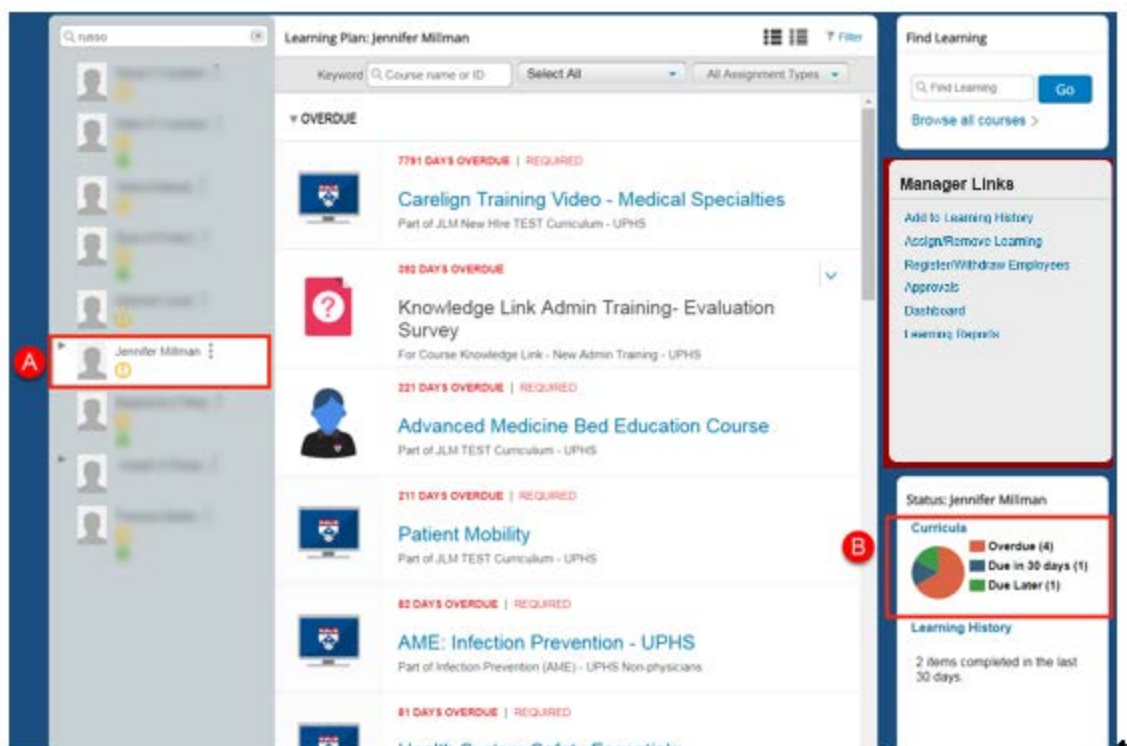
Remove Curricula

NOTE: You may only remove curricula that you assigned.

1. After logging into Knowledge Link, click on your **My Team** tab.



2. Click the name of the person whose curriculum you want to remove, then click the **Curricula** link in the lower right.



3. Click the Remove icon "Ø" for the curriculum you want to remove, then click the "x" to close the window.

