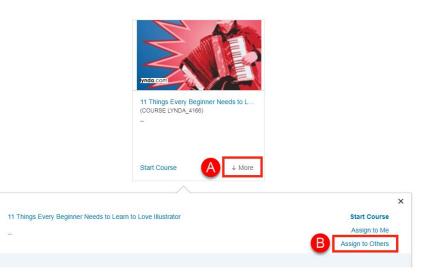
KN@WLEDGE**LINK**

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.
- Skip to <u>Step 7</u> 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.

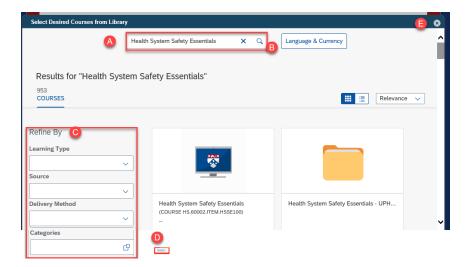
4.

Assign/Remove Learning		
Select the action you would like to take:	⊗ Remove Assigned Learning	
Assign items, programs and curricula to one or more employees.	Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed.	
I		Cancel
Click Add next to Items, Programs an	d 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.
 - A. Enter the topic or course title in the **Search** box.
 - B. Click **Search**.
 - C. 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.
 - D. To select the course(s) click **Select**. You may select multiple courses or curricula.
 - E. Click **X** to close this screen.



How to Assign or Remove Courses for Your Employees

- 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).

Assigr	n Learning					
	tter Learning Activity ^{aquired} Items, Programs ar					+ Add
т	ītle	Assignment Type	Priority	*Assigned	B Required Date	Remove
	Health System Safety Essentials	(œ Required ▼		5/29/2018	M 05/31/2018	×

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

Employees	+ Add
There are no employees selected.	
	Cancel

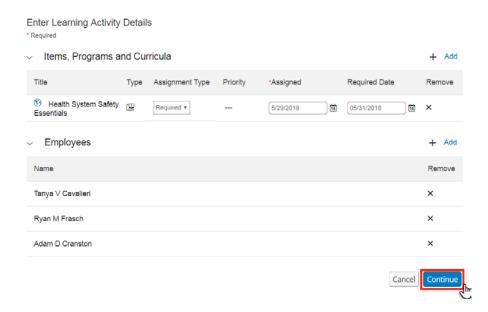
- 8. Select desired users.
 - A. Click to Select All Employees.
 - B. If desired, use filters to narrow down the list (Employees, Region, Job Codes, Supervisor, Organization).
 - C. Click **checkbox** for the users you wish to assign.
 - D. Click Add.

	Employees B	Region	Job Code	Supervisor	Organization
	Q Employees	Q Region	Q Job Code	Q Supervisor	Q Organization
				Indirect Employees	Sub Organization
1	Cavalieri, Tanya			from sector	100.000
1	Cranston, Adam			from an other	
	Common Terra		10.00	from court	
				from an other	
1	Frasch, Ryan		Terrary (1970) 48, 17 (18	from another	(1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,
			10.00	Reason and the	
				the second second	



9. Click Continue.

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



10. Click Assign Learning.

	Confirm Details					
	Items, Programs and Curricula					
	Title	Туре	Assignment Type	Priority	Assign Date	Required Date
	🕄 Health System Safety Essentials	Ш	REQ		5/29/2018	05/31/2018
	Employees					
	Name					
	Tanya ∨ Cavalieri					
	Ryan M Frasch					
	Adam D Cranston					
					Cancel	Assign Learning
11. Click	Close.					

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

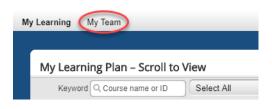


Successfully Assigned

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.



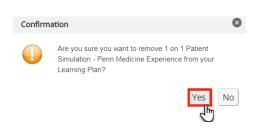
2. Click on User's Name.



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



4. Click Yes on Confirmation.



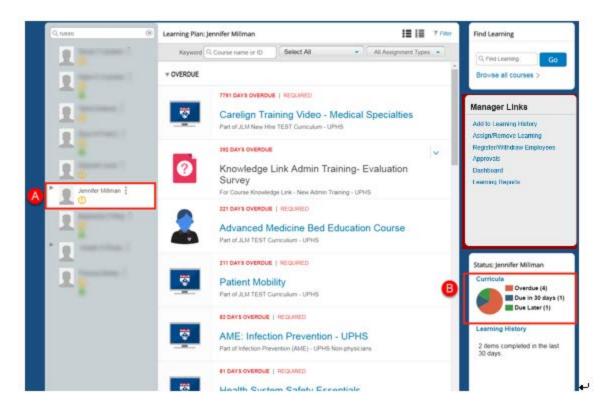
Remove Curricula

NOTE: You may only remove curricula that you assigned.

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

M	y Learning My Team
	My Learning Plan – Scroll to View
	Keyword Q Course name or ID Select All

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 " Θ " for the curriculum you want to remove, then click the "x" to close the window.

