



The steps below outline how to assign or remove courses or curricula for your employees via the Team View 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.

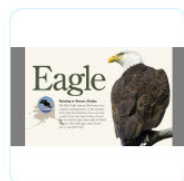
Assign Course or Curriculum from Library (E-learning)

1. Find the course or curriculum in the library
 - A. Click on the **course or curriculum**.
 - B. Click on the **three blue dots**, then **Assign to Others**.

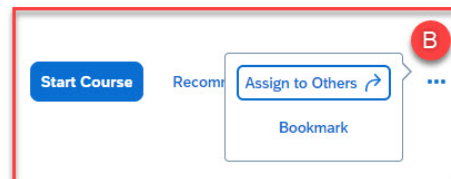


My Learning / Learning Graphic Design: Things Eve...

Learning Graphic Design: Things Every Designer Should Know



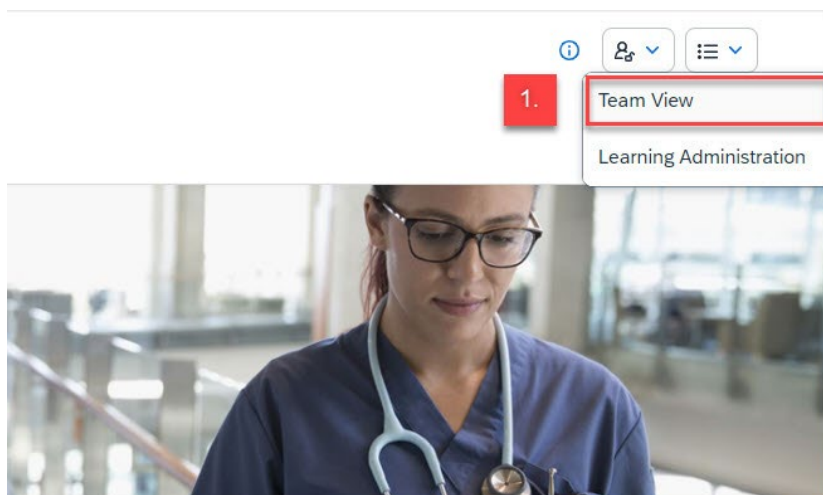
Course Information
Type: External-Course
Duration: 1 hour 5 minutes



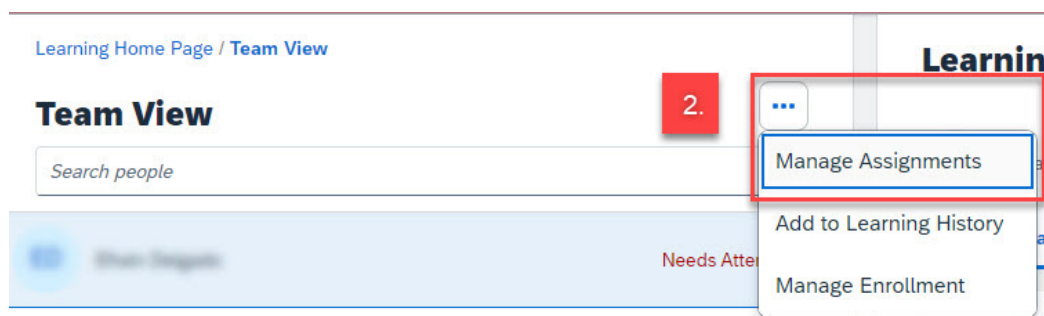
2. Skip to [Step 7](#) in the next section
“Assign Course or Curriculum from Team View.”

Assign Course or Curriculum from Team View (E-learning)

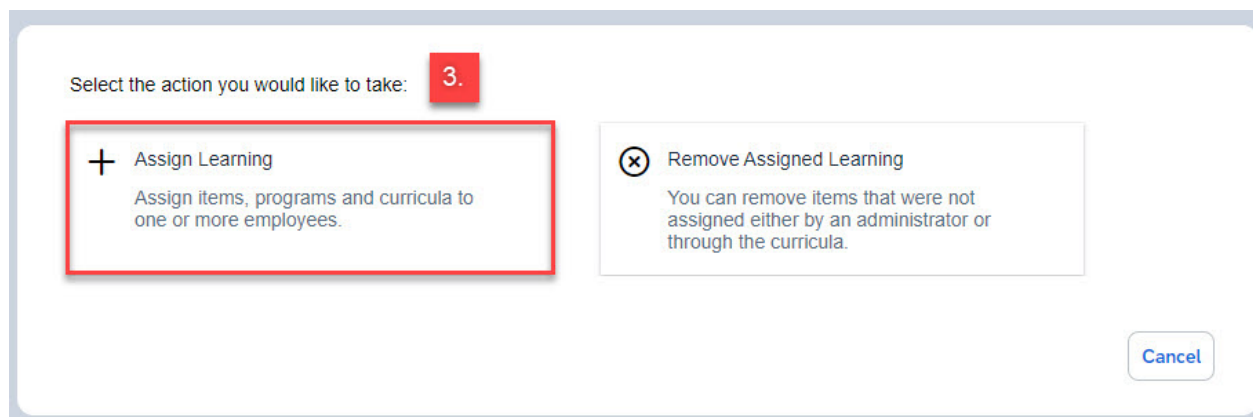
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



2. Click the  icon, then select **Manage Assignments** next to your “Team View” title.



3. Select **Assign Learning**.



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

Assign Learning

Enter Learning Activity Details

* Required

▼ Items, Programs and Curricula

There are no items, programs or curricula selected.

4.

Add

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.

Select Desired Courses from Library

A

Health System Safety Essentials X Q

B

Language & Currency

E

Results for "Health System Safety Essentials"

1953
[Courses](#)

Refine By

C

Learning Type
▼

Source
▼

Delivery Method
▼

Categories

Health System Safety Essentials

(COURSE HS.60002.ITEM.HSSE100_19)

For issues with this course, please contact the Service Desk at 215-662-7474 or use our KL...

D

Select

Penn Medicine Annual Mandatory Educ...

This curriculum contains 4 items: Diversity Inclusion and Cultural Competence, Health...


Select

Sort By

Relevance ▼

↓ More

Created by: Penn Medicine Academy

 Penn Medicine

Page | 3 of 10

6. If you selected a curriculum, *skip to step 7*. Continue here 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).

Enter Learning Activity Details

* Required

Items, Programs and Curricula **A** **B** Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date
Health System Safety Essentials		Required	---	11/7/2024	11/29/2...

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

Employees **7.** Add

There are no employees selected.

Continue Cancel

8. Select desired users.
 - A. Check off box to Select to capture 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**.

Assign Learning

Enter Learning Activity Details

Select Employees **B**

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/> Enter Employees	<input type="text"/> Enter Region	<input type="text"/> Enter Job Code	<input type="text"/> Enter Manager	<input type="text"/> Enter Organization
<input type="checkbox"/>			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input type="checkbox"/> John Dugan	NA	Training Technology Inst.	Student in House	NA
<input type="checkbox"/> Emily M Thompson	NA	Student Nurse	Student in House	NA
<input checked="" type="checkbox"/> JAIME I WRIGHT C	NA	Project Manager	Student in House	NA
<input type="checkbox"/> John Dugan	NA	Administrative Coordinator	Student in House	NA
<input type="checkbox"/> John M Thompson	NA	Student Nurse	Student in House	NA

Employees selected: 1

D Add Cancel

9. Click **Continue**.

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

Assign Learning

Enter Learning Activity Details

* Required

Items, Programs and Curricula

Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date
Health System Safety Essentials		Required	---	11/7/2024	11/29/2...

Employees

Add

Name	Remove
JAIME I WRIGHT	X

9.

Continue

Cancel

10. Click **Assign Learning**.

Assign Learning

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
Health System Safety Essentials		REQ	---	11/7/2024	11/29/2024

Employees

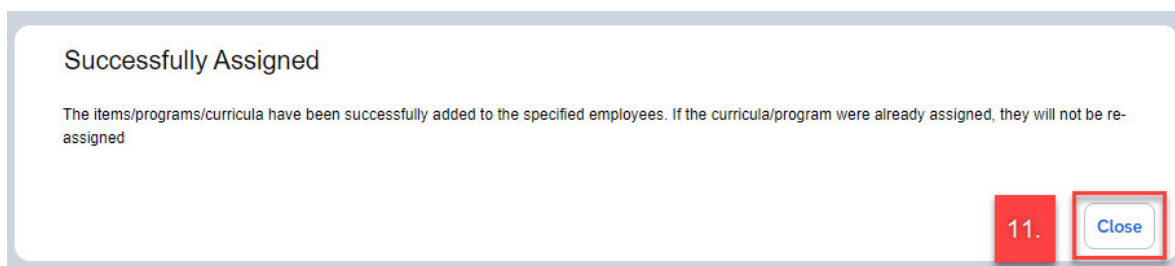
Name
JAIME I WRIGHT

10.

Assign Learning

Cancel

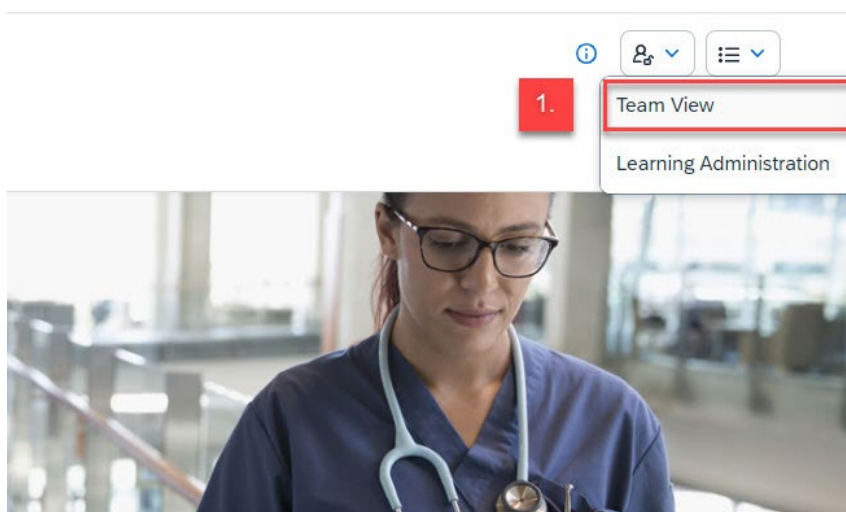
11. Click **Close**.



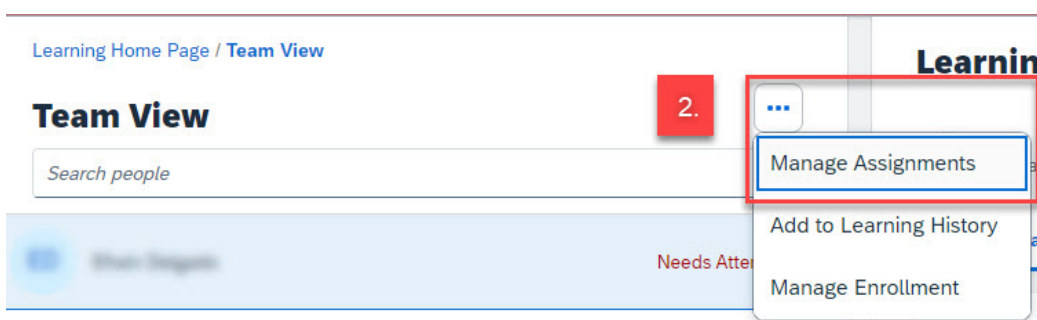
Remove Individual Courses (E-learning)

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 the  icon, then click on your **Team View** tab.



2. Click the  icon, then select **Manage Assignments** next to your "Team View" title.



3. Select **Remove Assigned Learning**.

Select the action you would like to take:

+ Assign Learning
Assign items, programs and curricula to one or more employees.

3.
⊗ Remove Assigned Learning
You can remove items that were not assigned either by an administrator or through the curricula.

Cancel

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

Remove Assigned Learning

Enter Learning Activity Details

* Required

Items and Programs

Add

There are no items or programs selected.

- 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.

Select Desired Courses from Library

A Health System Safety Essentials X Q Language & Currency E

Results for "Health System Safety Essentials"

1953 Courses

Refine By C

Learning Type

Source

Delivery Method

Categories

Health System Safety Essentials (COURSE HS.60002.ITEM.HSSE100_19) D Select

Penn Medicine Annual Mandatory Educ... Select

6. If you selected a curriculum, *skip to step 7*. Continue here 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).

Enter Learning Activity Details

* Required

Items, Programs and Curricula Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date
Health System Safety Essentials	...	Required	---	11/7/2024	11/29/2024

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

Employees 7. Add

There are no employees selected.

Continue Cancel

8. Select desired users.
 - A. Check off box to Select to capture 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**.

Enter Learning Activity Details

Select Employees B

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/> Enter Employees	<input type="text"/> Enter Region	<input type="text"/> Enter Job Code	<input type="text"/> Enter Manager	<input type="text"/> Enter Organization

☒ Indirect Employees ☒ Sub Organization

<input type="checkbox"/> John Wright
<input type="checkbox"/> John Wright
<input checked="" type="checkbox"/> JAIME I WRIGHT
<input type="checkbox"/> John Wright
<input type="checkbox"/> John Wright

Employees selected: 1 D Add Cancel

9. Click **Continue**.

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

Back

Remove Assigned Learning

Enter Learning Activity Details

* Required

Items and Programs Add

Title	Type	Priority	
Health System Safety Essentials	CPD	---	X

Employees Add

Name	Remove
JAIME I WRIGHT	X

9. Continue Cancel

10. Click **Remove Learning**

Back

Remove Assigned Learning

Confirm Details

Items and Programs

Title	Type
Health System Safety Essentials	CPD

Employees

Name
JAIME I WRIGHT

10. Remove Learning Cancel

11. Click **Close**

Confirmation:

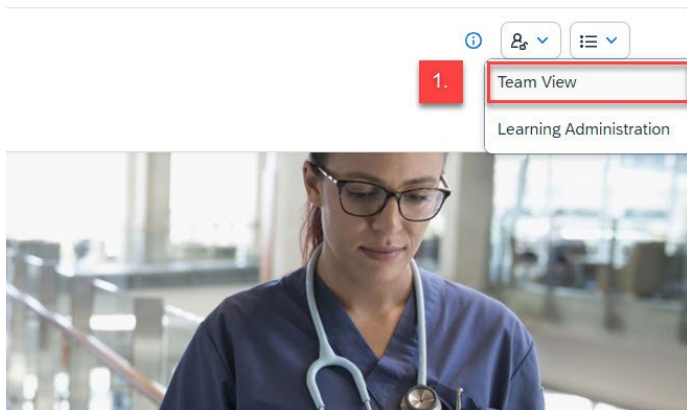
The Items and or Programs were removed successfully.

11. Close

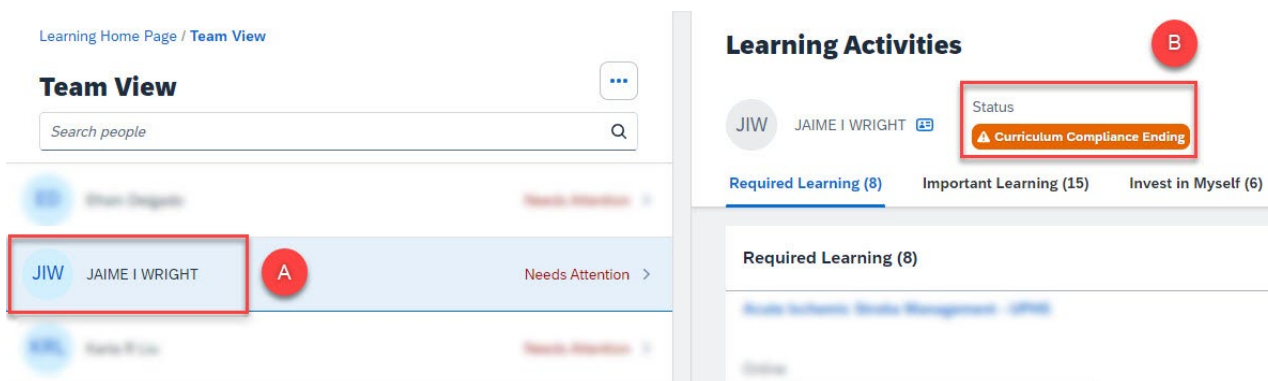
Remove Curricula

NOTE: You may only remove curricula that you assigned.

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



2. To remove a curriculum
 - A. Click the name of the person whose curriculum you want to remove.
 - B. Click the **Curricula Notification** next to employee's name.



3. Once curriculum is located:
 - A. Click the blue **X** in the **Remove** column. Repeat steps as needed.
 - B. Click the **X** to close the window once finished.

*NOTE: You **cannot** remove a curriculum if assigned by **Admin (System AP)**.*

