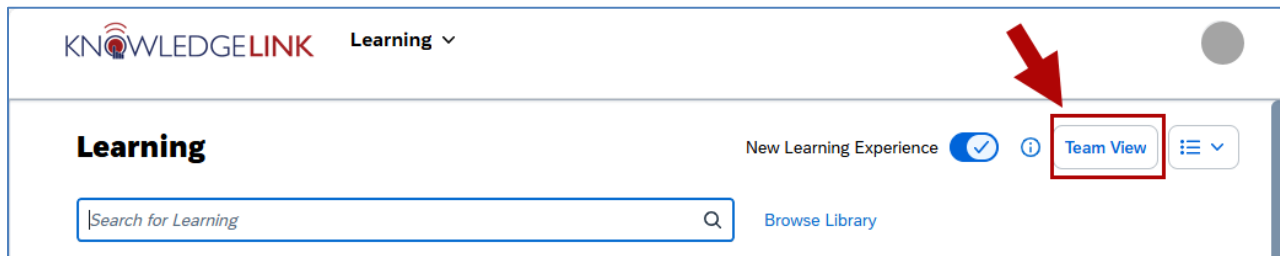


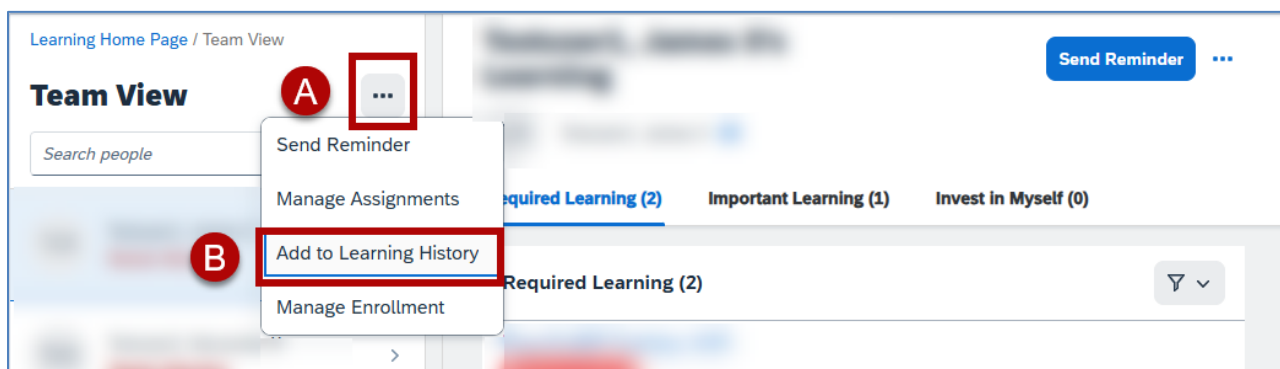


Follow the instructions below to award credit for a specific course. Please note: Only certain courses in Knowledge Link allow managers to award credit. Also, delegates cannot award credit.

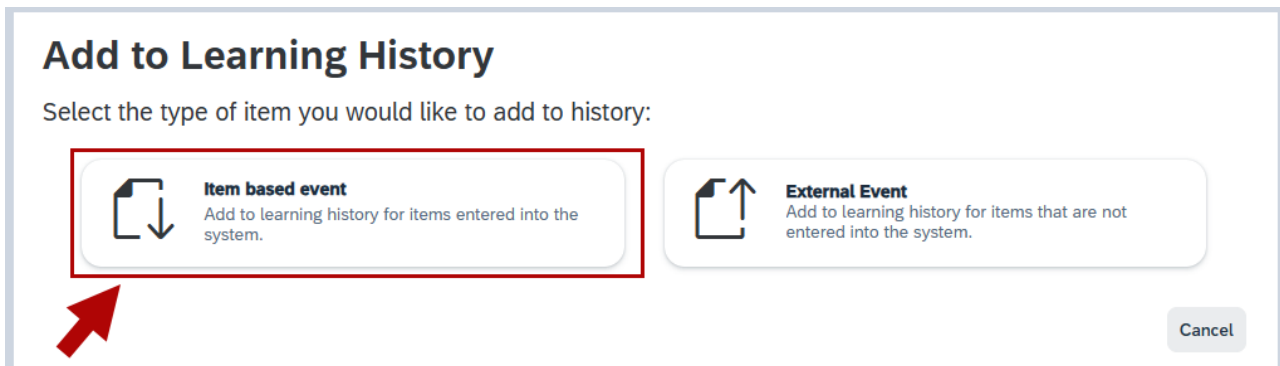
1. In Knowledge Link, open **Team View**. (Some managers may see a drop-down button instead of “Team View” – click the drop-down button to access Team View.)



2. Click the ellipsis (...) then click **Add to Learning History**.



3. Click **Item based event**.



4. Click the "+" symbol next to "Item."

## Add to Learning History

Enter Item Details

Required \*

⊖ Item ⊕

No item selected.

⊖ Employees ⊕

There are no Users selected.

Back

Continue

Cancel

5. Search for the desired item and click **Select**.

### Select Desired Courses from Library

× Q Language & Currency

Results for "medicare parts c & d"

1 Courses


#### Refine By

Learning Type

Source

Delivery Method

Categories



Medicare Parts C & D Fraud, Waste, a...  
(RESOURCE HS.00001.ITEM.MFWAT)

--

Select

↓ More

6. If desired, update the **Completion Date**, **Completion Time**, and hours. (Other fields may be left as is.)

### Add to Learning History

Enter Item Details

Required \*

Item : Medicare Parts C & D Fraud, Waste, and Abuse Training and General Compliance Training (HS.00001.ITEM.MFWAT) Rev 3/27/2024 12:00 AM Eastern Time

[Change Item](#)

Completion Date:(MM/DD/YYYY)\*

Completion Time:(hh:mm AM/PM)\*

Total Hours: (1000)

Contact Hours: (1000)

Credit Hours: (1000)

CPE: (1000)

Time Zone: \*

Instructor ID:

Instructor Name:

[Employees](#)

There are no Users selected.

[Back](#) [Continue](#) [Cancel](#)

7. Click the "+" symbol next to "Employees."

[Employees](#)

There are no Users selected.

[Back](#) [Continue](#) [Cancel](#)

8. Check the box next to the employee name(s) that will receive credit, then click **Add**.

### Select Employees

	Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/>	<input type="text" value="Enter Employees"/>	<input type="text" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/>	<input type="text" value="Enter Organization"/>
				<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Testuser1, James X	N/A	na	Russo, Joseph A.	na

Employees selected: 1

[Add](#) [Cancel](#)

9. Select the **Completion Status**, then click **Continue**. *Note: Only select COMPLETE statuses.*

### Add to Learning History

Enter Item Details

Required \*

Item : Medicare Parts C & D Fraud, Waste, and Abuse Training and General Compliance Training (HS.00001.ITEM.MFWAT) Rev 3/27/2024 12:00 AM Eastern Time

Change Item

Completion Date:(MM/DD/YYYY) \*  
7/29/2025

Completion Time:(hh:mm AM/PM) \*  
10:59 AM

Time Zone: \*  
Eastern Standard Time (Eastern Time)

Instructor ID:

Instructor Name:

Total Hours:  
(1000)

Contact Hours:  
(1000)

Credit Hours:  
(1000)

CPE:  
(1000)

Employees

Assign Defaults

Name	Grade	* Completion Status	Costs	Comments	Remove
Testuser1, James X		RESOURCE-COMPLETE (Complete) - ...			

Back

A

B

Continue

Cancel

10. Review the confirmation screen. Once confirmed, click **Add to Learning History**.

**NOTE:** Please be certain that you have chosen the correct course and employee names. If there is a mistake and credit needs to be removed, please open a Service Desk ticket.

### Add to Learning History

Confirm Learning Details

Item: RESOURCE HS.00001.ITEM.MFWAT Rev2 - 3/27/2024 12:00 AM Eastern Time

Description:

Completion Date: 7/29/2025

Total Hours:

Completion Time: 10:59 AM Eastern Time

Contact Hours:

Instructor:

Credit Hours:

CPE:

Employees

Name	Grade	Completion Status	Comments	Costs	Amount
Testuser1, James X		RESOURCE-COMPLETE			

Back

Add to Learning History


Cancel

11. Click **Close**.

NOTE: Do not use the "File Attachments" link. Documents uploaded here may not be retained. Please keep all printed or electronic materials/certificates in separate storage.

**Add to Learning History**  
**Recording Status**  
**Learning Recorded Successfully**  
Item: RESOURCE HS.00001.ITEM.MFWAT Rev: 2 - 3/27/2024 12:00 AM Eastern Time

- Testuser1, James X

[File Attachments \(0\)](#)Close