KN@WLEDGE**LINK**

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

- 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



 Skip to <u>Step 7</u> in the next section "Assign Course or Curriculum from Team View."

Assign Course or Curriculum from Team View

1. After logging into Knowledge Link, click the



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





2.

e icon, then select **Manage Assignments** next to your "Team View" title.

Learning Home Page / Team View	Lea	rnir
Team View	2.	
Search people	Manage Assignments	5
	Add to Learning Hist	ory
the least	Needs Atter Manage Enrollment	

3. Select Assign Learning.

Assign Learning	Remove Assigned Learning	
Assign items, programs and curricula to one or more employees.	You can remove items that were not assigned either by an administrator or through the curricula.	
	through the curricula.	

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

Assign Learning	
Enter Learning Activity Details	4.
Items, Programs and Curricula	Add
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, <u>select "LinkedIn Learning" under Source</u>.
 - 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		E)
A	Health System Safety Essentials	X Q Language & Currency	
Results for "Health Sys 1953 Courses	tem Safety Essentials"		
			Sort By Relevance 🗸
Refine By Learning Type		Health System Safety Essentials (COURSE H5.60002.ITEM.HSSE100_19) For issues with this course, please contact the Sendre Dex at 215-682-72474 or use our K1	D Select
Source	·		↓ More
Delivery Method		Penn Medicine Annual Mandatory Educ	Select
Categories		This curriculum contains 4 items: Diversity Inclusion and Cultural Competence, Health	otet

- 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 Deta	ils					
* Require	d						
~	tems, Programs and Curri	cula	A			в	Add
Title		Туре	Assignment Type	Priority	*Assigned	Required Date	
\$	Health System Safety Essentials	<u>ل</u>	Required 🗸		11/7/2024	11/29/2 🛱	×

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

* Employees	7. Ado
There are no employees selected.	
	Continue

- 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.

ect Employees	d Activity Details	B		
Employees	Region	Job Code	Manager	Organization
Enter Employees	Enter Region	Enter Job Code	Enter Manager	Enter Organization
			Indirect Employees	Sub Organization
District Dispets	10.4	hering behoning that .	Endert i Henry	10.000
Enil, W. Duergens	-	States Same	Einstein + Hanne	10.002
JAIME I WRIGHT		Project Harager	Ensist + Harry	10.4cm
ten filo	164.	Adventuation Coordinator	English + Hairs	10.000
Lana W Manazara	-	Statest Name	Example + Hairs	10.000

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 De	etails					
➢ Items, Programs and Cu	rricula					Ad
Title	Туре	Assignment Type	Priority	*Assigned	Required Date	
S Health System Safety Essentials	<u>ل</u>	Required ~]	11/7/2024	11/29/2 É	Ð
* Employees						Ad
Name						Remo
JAIME I WRIGHT						×

10. Click Assign Learning.

ign Learning					
Confirm Details					
Items, Programs and Curricula					
Title	Туре	Assignment Type	Priority	Assign Date	Required Date
Health System Safety Essentials	ល្និ	REQ		11/7/2024	11/29/2024
Employees					
Name					

11. Click 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 the icon, then click on your Team View tab.

 Image: Im
- Click the icon, then select Manage Assignments next to your "Team View" title.

Learning Home Page / Team View	Learni
Team View	2.
Search people	Manage Assignments
	Add to Learning History
El Eluciongali	Needs Atter Manage Enrollment

3. Select Remove Assigned Learning.

- Assign Learning	Remove Assigned Learning
Assign items, programs and curricula to one or more employees.	You can remove items that were not assigned either by an administrator or through the curricula.

4. 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.	
There are no items or programs 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.

Select Desired Courses fro	om Library		6
	A Health System Safety Essentials	X Q Language & Currency	
Results for "Health S	ystem Safety Essentials"	•	
1953 Courses			
		Sort By	Relevance 🗸
Refine By		Health System Safety Essentials (COURSE HS.60002.ITEM.HSSE100_19)	DSelect
earning type	✓	For issues with this course, please contact the Service Desk at 215-662-7474 or use our KL	
ource	X		↓ More
Delivery Method			
Patagalas	<u> </u>	Penn Medicine Annual Mandatory Educ This curriculum contains 4 items: Diversity	Select
aregones		Inclusion and Cultural Competence, Health	

- 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 D	etails					
Required						
✓ Items, Programs and C	urricula	A			В	Add
Title	Туре	Assignment Type	Priority	*Assigned	Required Date	
S Health System Safety Essentials	ģ	Required 🗸]	11/7/2024	11/29/2 🗎	×

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

7.
Continue Cano

- 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							
	Employees	Region	Job Code	Manager	Organization		
	Enter Employees	Enter Region	Enter Job Code	Enter Manager	Enter Organization		
A				✓ Indirect Employees	Sub Organization		
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Employ	vees 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.

Enter Learning Activity De	etalis		
✓ Items and Programs			ŀ
Title	Туре	Priority	
S Health System Safety Essentials	۵		
* Employees			A
Name			Rem
JAIME I WRIGHT			×

10. Click Remove Learning

Confirm Details	
Items and Programs	
Title	Туре
Health System Safety Essentials	<u>ل</u>
Employees	
Name	
JAIME I WRIGHT	

11. Click Close

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The Items and or Programs were removed successfully.





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.

Learning Home Page / Team View		Learning Activities
Team View		Status
Search people	Q	
ED Doctogen	Name and Address of the Owner of State	Required Learning (8) Important Learning (15) Invest in Myself (6)
	Needs Attention >	Required Learning (8)
Real Section	Real Robert 1	and a second sec

- 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).

AIME I WRIGHT								В
	Curriculum Status						Ø	
	This page includes a list of curricula th includes a list of the curriculum's items view the sub-curricula associated with	at have be and Action each currie	en assigne n drop-dow culum and	ed to you. Each cur in menus where yo access information	riculum title links to u can register for or on items as well.	the Curriculum Details page request items. On this page	e which a you can also	
	Curriculum Title	Status	Prio	Next Acti 🏯	Expiration Date	Assigned By	Remove	
	Advanced Practice Provider (APP) Orientation Curriculum		N/A	12/7/2024	N/A	Manager (Elizabeth A Malane)	×	
	COVID-19 Policy Review Curriculum - HUP (hired on or after 6/22/2020)	~	N/A	N/A	N/A	Admin (System AP)		
	Description of the local division of the loc		10.1	10.0	101	Address (Supplementer)		
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	Salary Court Reporting Contractor		-	-	-	April (1) (87)		
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