



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**.

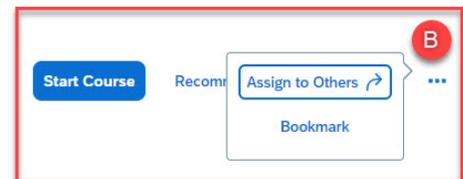


My Learning / Learning Graphic Design: Things Eve...

## Learning Graphic Design: Things Every Designer Should Know



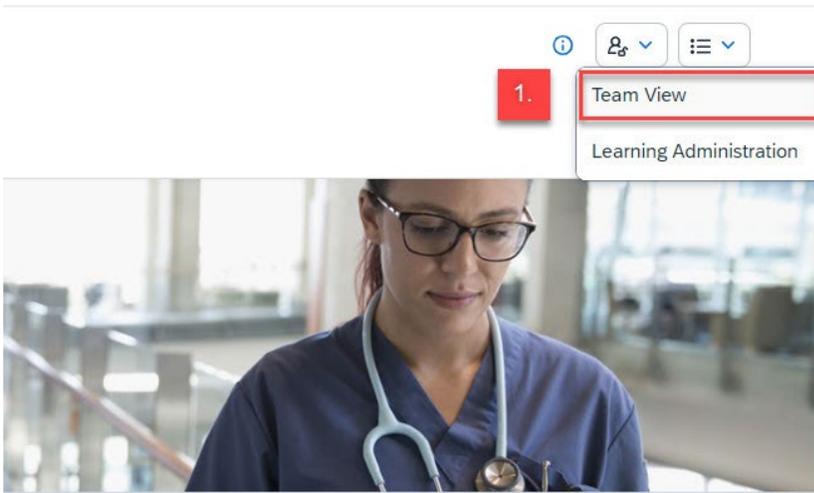
Course Information  
Type: External-Course  
Duration: 1 hour 5 minutes



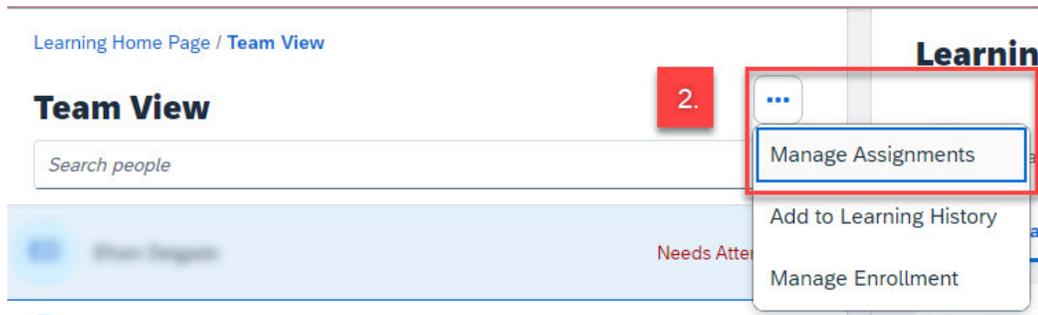
2. Skip to [Step 7](#) in the next section  
“Assign Course or Curriculum from Team View.”

## Assign Course or Curriculum from Team View

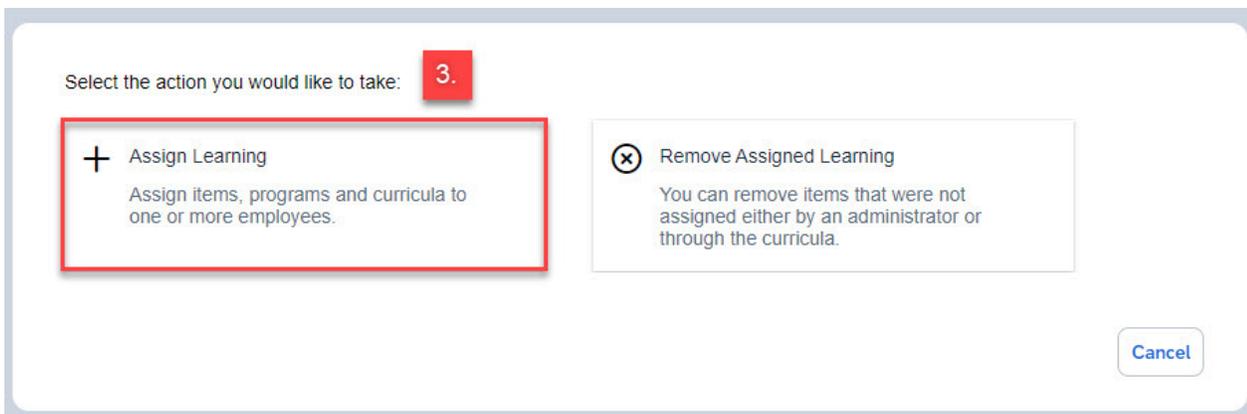
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



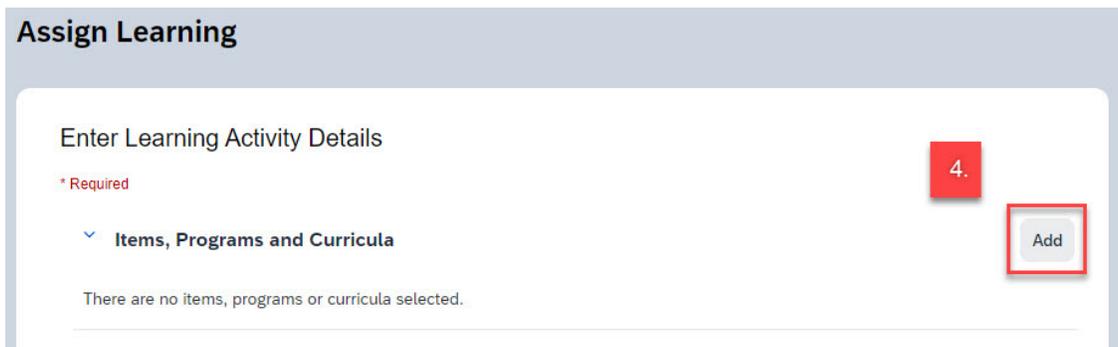
2. Click the  icon, then select **Manage Assignments** next to your “Team View” title.



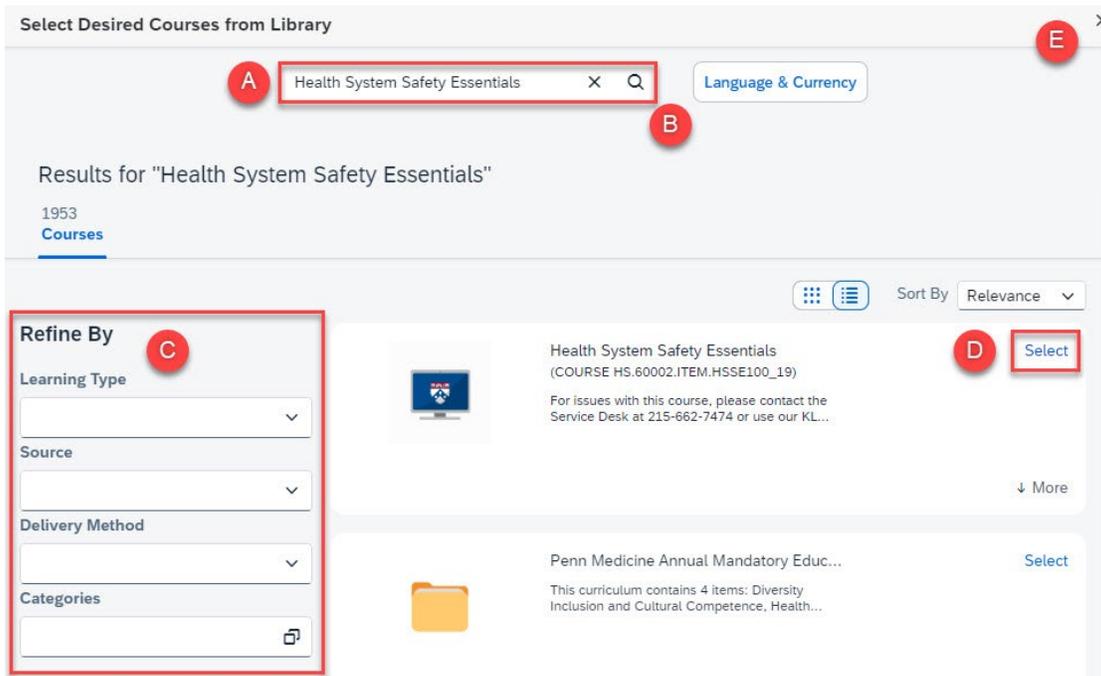
3. Select **Assign Learning**.



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



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.



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	11/29/2...

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" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/>	<input type="text" value="Enter Organization"/>
<input type="checkbox"/>			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input type="checkbox"/> John Dugan	US	Training Technology Inst.	Elizabeth H. Moore	US-AMC
<input type="checkbox"/> Emily M. Thompson	US	Student Nurse	Elizabeth H. Moore	US-AMC
<input checked="" type="checkbox"/> JAIME I WRIGHT <span style="float: right;">C</span>	US	Project Manager	Elizabeth H. Moore	US-AMC
<input type="checkbox"/> Kelly M. Lee	US	Administrative Coordinator	Elizabeth H. Moore	US-AMC
<input type="checkbox"/> James M. Williams	US	Student Nurse	Elizabeth H. Moore	US-AMC

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

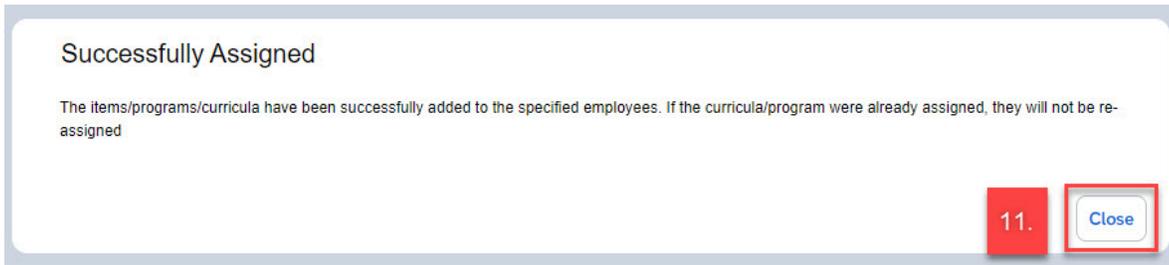
Title	Type	Assignment Type	Priority	Assign Date	Required Date
Health System Safety Essentials		REQ	---	11/7/2024	11/29/2024

Employees

Name
JAIME I WRIGHT

10. Assign Learning Cancel

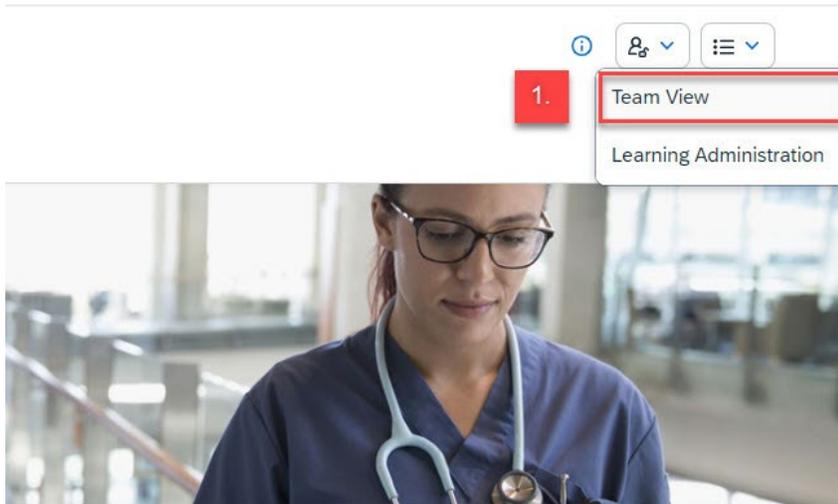
## 11. Click **Close**.



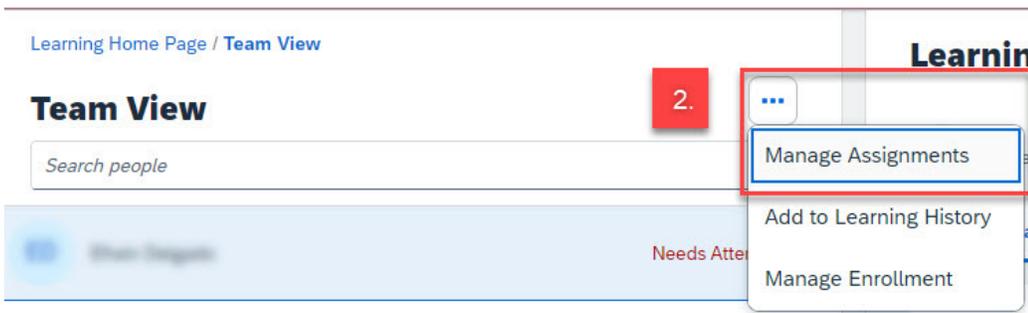
## Remove Individual Courses

*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."*

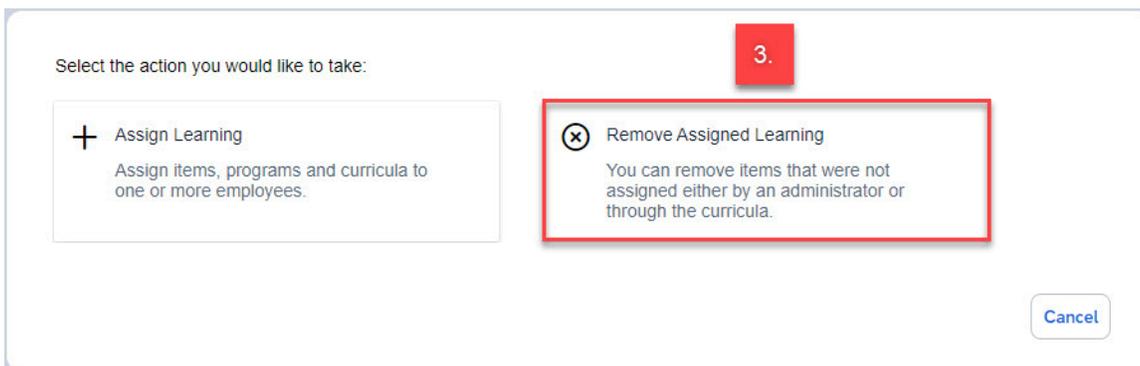
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



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



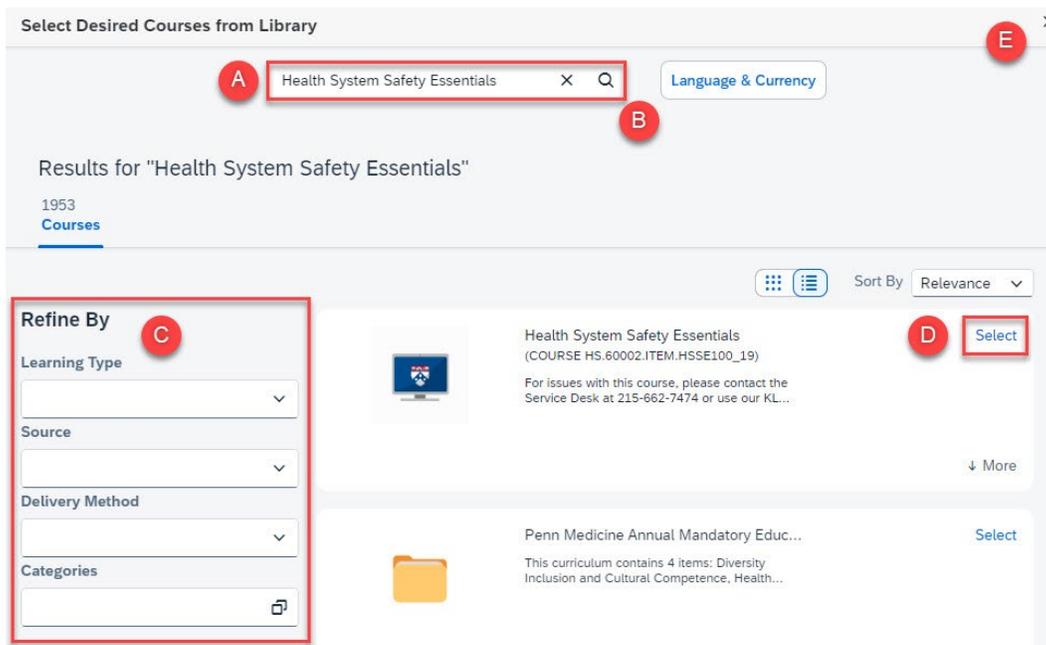
3. Select **Remove Assigned Learning**.



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



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.



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	11/29/2...

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

Employees 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

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/>	Enter Employees	Enter Region	Enter Job Code	Enter Manager
<input type="checkbox"/>			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Employees selected: 1

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		---	<span>X</span>

▼ Employees Add

Name	Remove
JAIME I WRIGHT	<span>X</span>

9. Continue Cancel

10. Click **Remove Learning**

← Back

## Remove Assigned Learning

Confirm Details

Items and Programs

Title	Type
Health System Safety Essentials	

Employees

Name
JAIME I WRIGHT

10. Remove Learning Cancel

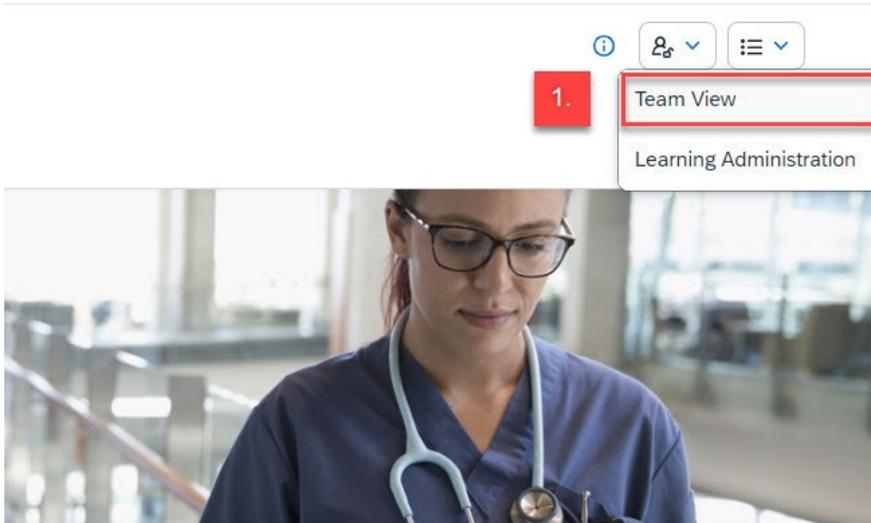
## 11. Click **Close**



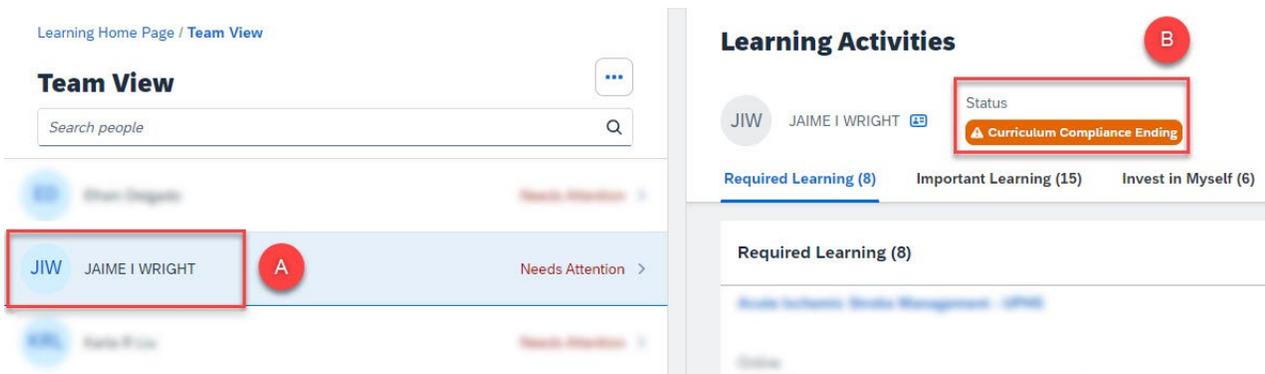
## Remove Curricula

*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)**.

**JAIME I WRIGHT**

Project Manager

10/20/2024

X

### Curriculum Status ?

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Prio...	Next Acti... <span style="font-size: 0.8em;">▲</span>	Expiration Date	Assigned By	Remove
<a href="#">Advanced Practice Provider (APP) Orientation Curriculum</a>		N/A	12/7/2024	N/A	Manager (Elizabeth A Malane)	<span style="border: 2px solid red; padding: 2px;">X</span>
<a href="#">COVID-19 Policy Review Curriculum - HUP (hired on or after 6/22/2020)</a>	✓	N/A	N/A	N/A	Admin (System AP)	<span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">A</span>
<a href="#">Emergency Management Curriculum</a>	✓	N/A	N/A	N/A	Admin (System AP)	
<a href="#">In-Situ Emergency Education Curriculum</a>	✓	N/A	N/A	N/A	Admin (System AP)	
<a href="#">Safety Event Reporting Curriculum</a>	✓	N/A	N/A	N/A	Admin (System AP)	
<a href="#">Introduction to the Quality, Risk, and Compliance Curriculum (New 1/24)</a>	✓	N/A	N/A	N/A	Admin (System AP)	
<a href="#">Management Overview Curriculum (New)</a>	✓	N/A	N/A	N/A	Admin (System AP)	