How to Give Credit for Completed Items & Scheduled Offerings

The purpose of this 'How To' is to guide administrators through the step-by-step process of manually giving users credit by using the **Learning Event Recorder** wizard. Related terminology is included.

A. Record Completion of an Item
B. Record Completion of a Scheduled Offering

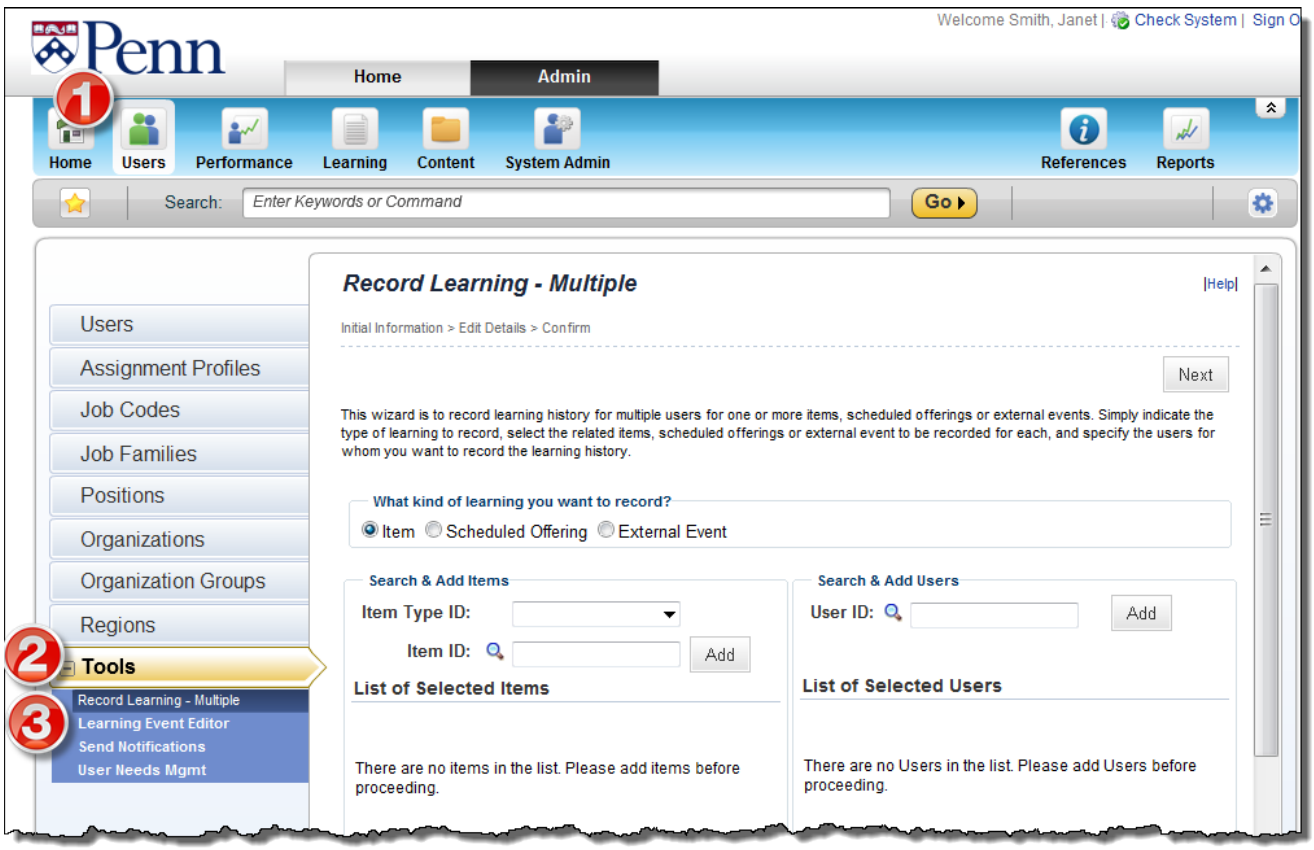
TERMINOLOGY	
Learning Event:	A learning event is the record of: • A completed item • An unsuccessful attempt to complete an item
Item Based Events:	Items are the primary events (courses, etc.) found in the list of learning events for users. Learning events for items include those created as scheduled offerings and those with online content where the system records the learning event when the user completes the content. All items may have a learning event recorded against them for any user, even if the item was not a part of his/her Learning Plan.
Scheduled Offering:	A scheduled offering is an item or activity scheduled for delivery on a specific date and time.

How to Give Credit for Completed Items & Scheduled Offerings

A. Record Completion of an Item

PENN EXAMPLE: A user emails saying that she has completed a web-based item but it does not show as completed in Knowledge Link. She includes a screen shot of the final slide with the successful completion message as proof of completion. The Admin needs to find the item and complete it which then gives the user credit.

Verify the **Admin** tab is selected.
Navigate to **Users (1)** > **Tools (2)** > **Record Learning – Multiple (3)**.



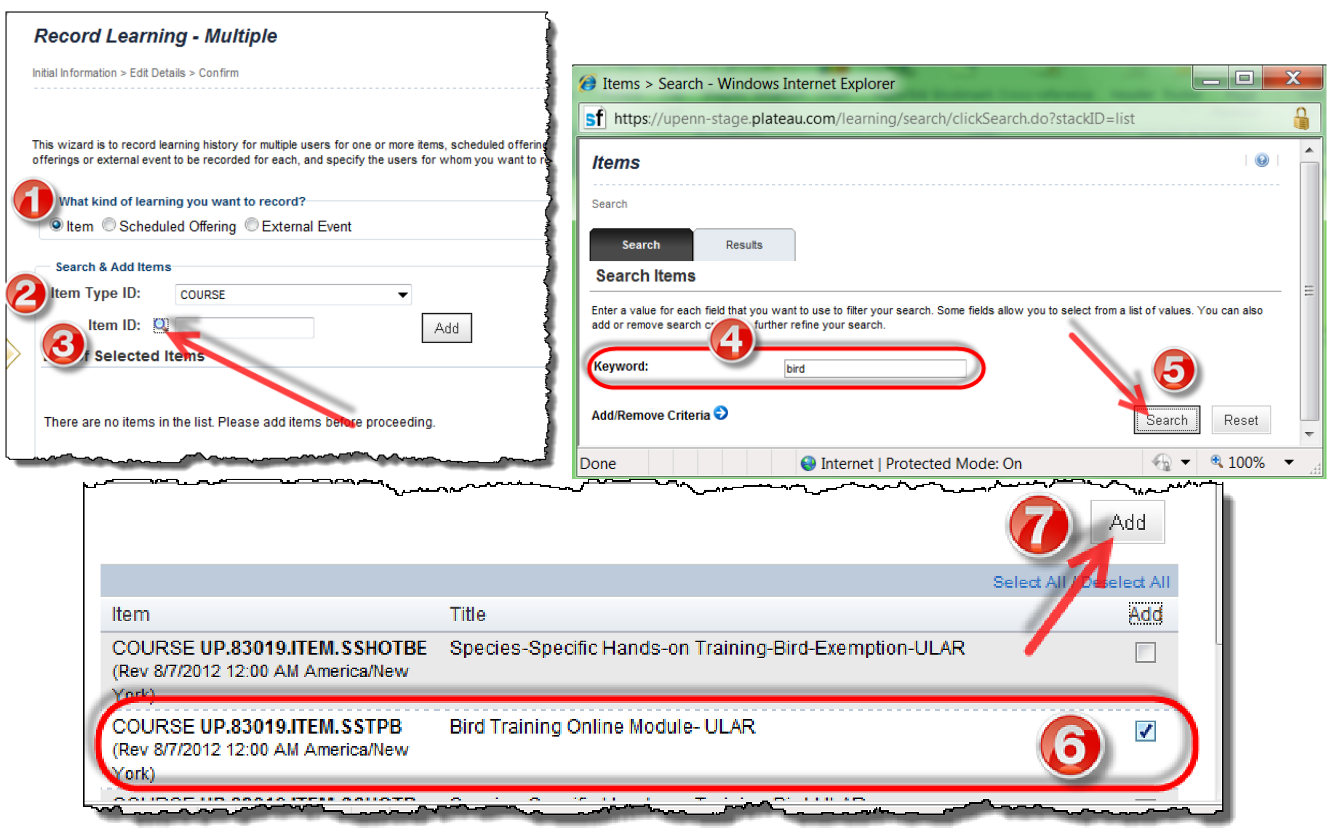
Penn

KNOWLEDGELINK

How to Give Credit for Completed Items & Scheduled Offerings

PENN EXAMPLE: We're looking for a bird training course online for Janet Smith, Penn ID 10051662. Since the Item ID is hard to remember, we will use the Search icon (magnifying glass) and the word "bird" to find the item.

Select the **Item (1)** option.
In the **Search & Add Items** section, select the **Item Type ID (2)** '**COURSE**' from the drop-down menu.
Click the **Search** icon **(3).**
Enter "**bird**" **(4)** as a keyword and click **Search (5)**.
Check the box for "**Bird Training Online**" **(6)** and click **Add (7)**.

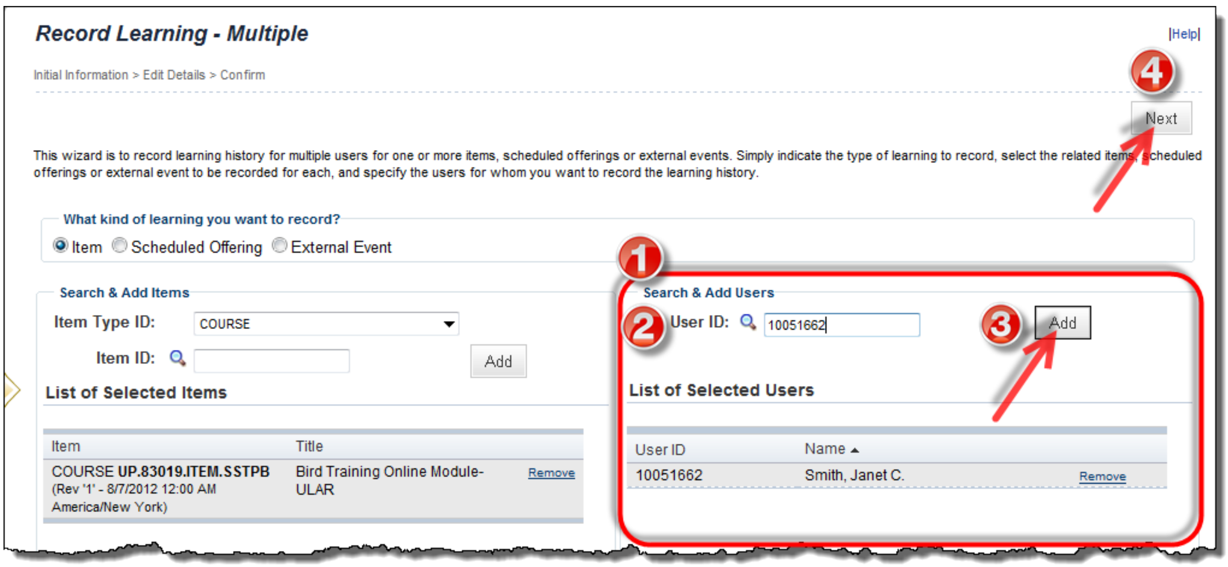


Penn

KNOWLEDGELINK

How to Give Credit for Completed Items & Scheduled Offerings

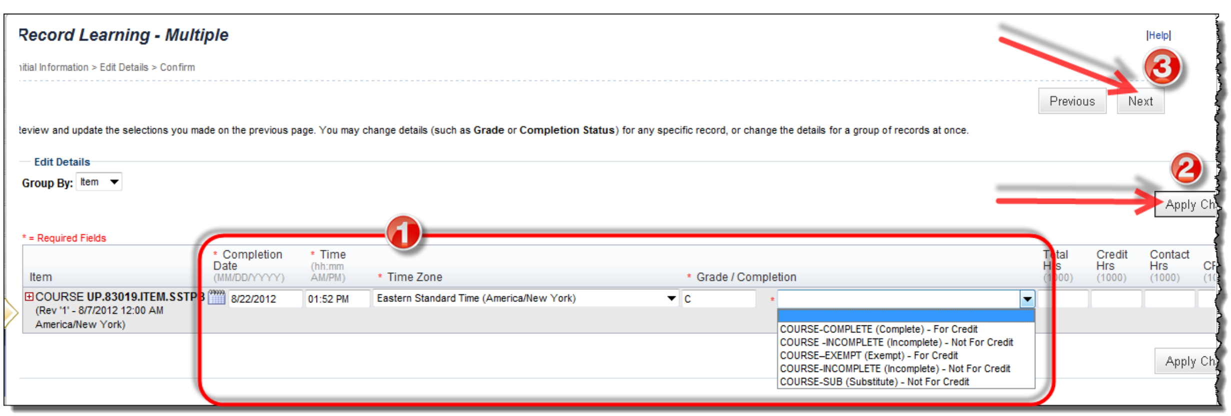
In the **Search & Add Users (1)** section, enter a **User ID (2)** exactly since we know it for this user. Otherwise we would search by last name. (User ID is the PENN ID number only without any domain appended to it.)
Click **Add (3)**. Click **Next (4)**.



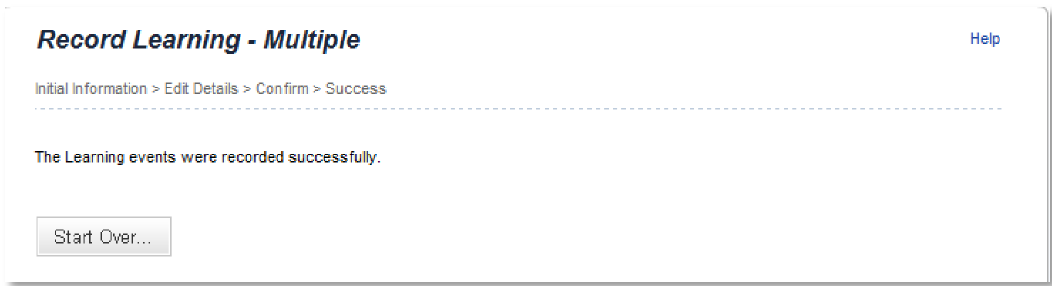
Review and update the selections made on the previous page.
In the **Edit Details (1)** section, enter details for the item for each user:

- Completion date and time
- Grade and completion status
- Total hours, credit hours, contact hours, and CPE if needed

Click **Apply Changes (2)** to make the changes apply to all users. Click **Next (3)**.



The application provides a status update dialog box to let you know that the learning event has been recorded successfully.
Click **Start Over**… to begin the process of giving a user credit by recording a completion again.



Penn

KNOWLEDGELINK

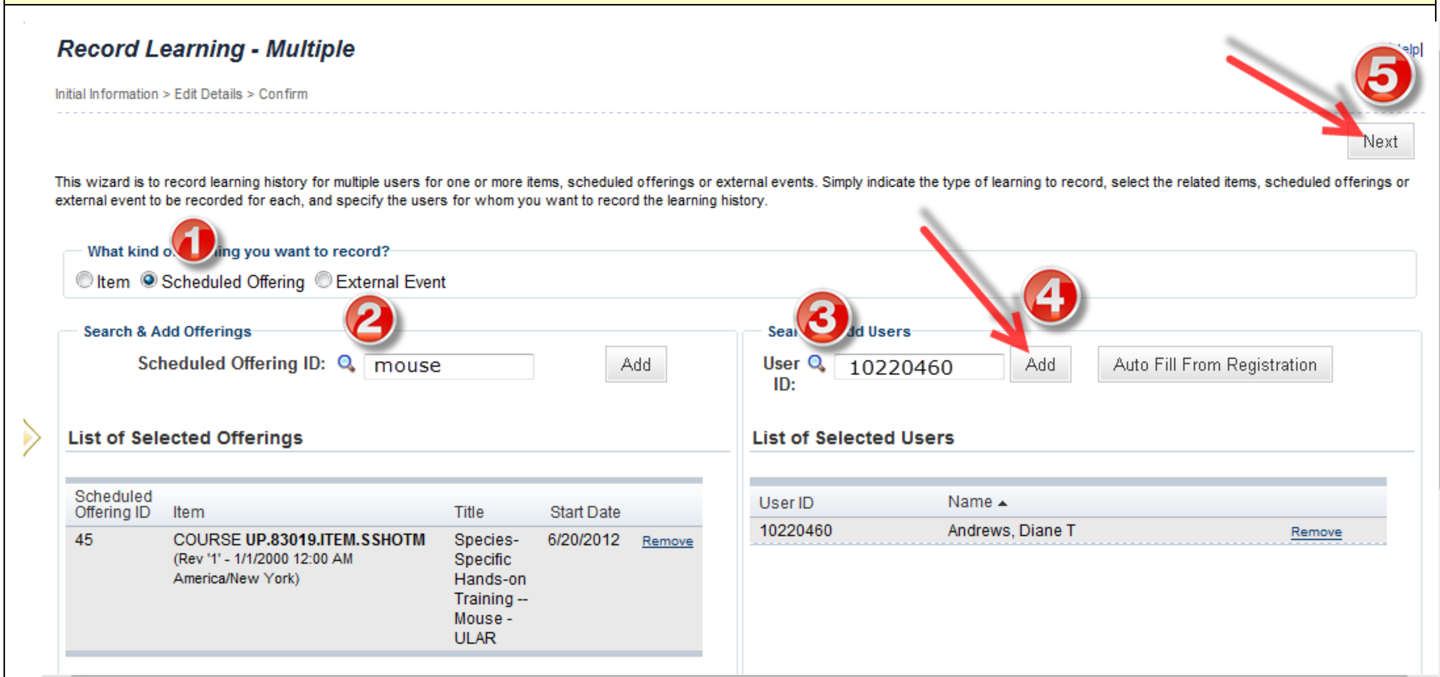
How to Give Credit for Completed Items & Scheduled Offerings

B. Record Completion of Scheduled Offering

PENN EXAMPLE: Diane Andrews calls and is concerned that her attendance at the species specific hand-on mouse training was not recorded and the protocol that she is working on will be held up. She has emailed a scan of the certificate of completion handed out at the meeting so the Admin has proof of completion. The Admin needs to find the correct scheduled offering and complete it. This is virtually the same procedure as above.

Verify the **Admin** tab is selected.
Navigate to **Users** > **Tools** > **Record Learning – Multiple**.
Select the **Scheduled Offering (1)** option.
In the **Search & Add Offerings** section, click the **Search (2)** icon to search for and select the correct mouse class/scheduled offering by entering the word "mouse" since you don't know the exact scheduled offering ID.

In the **Search & Add Users** section, enter a **User ID (3)** exactly if you know the Penn ID number of the person. Otherwise, use a name search. Click **Add. (4)**
Click **Next. (5)**



Penn

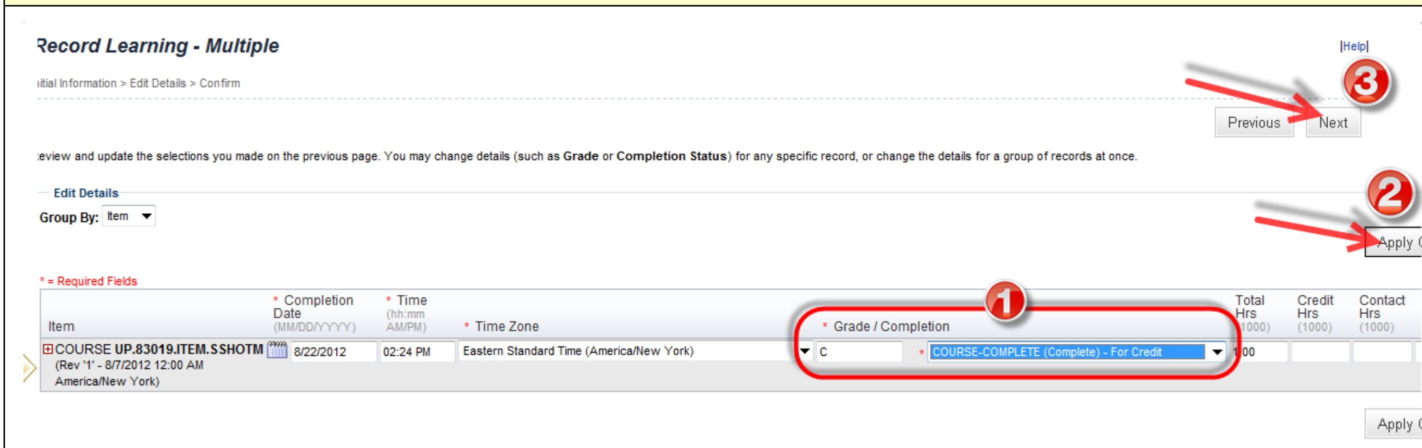
KNOWLEDGELINK

How to Give Credit for Completed Items & Scheduled Offerings

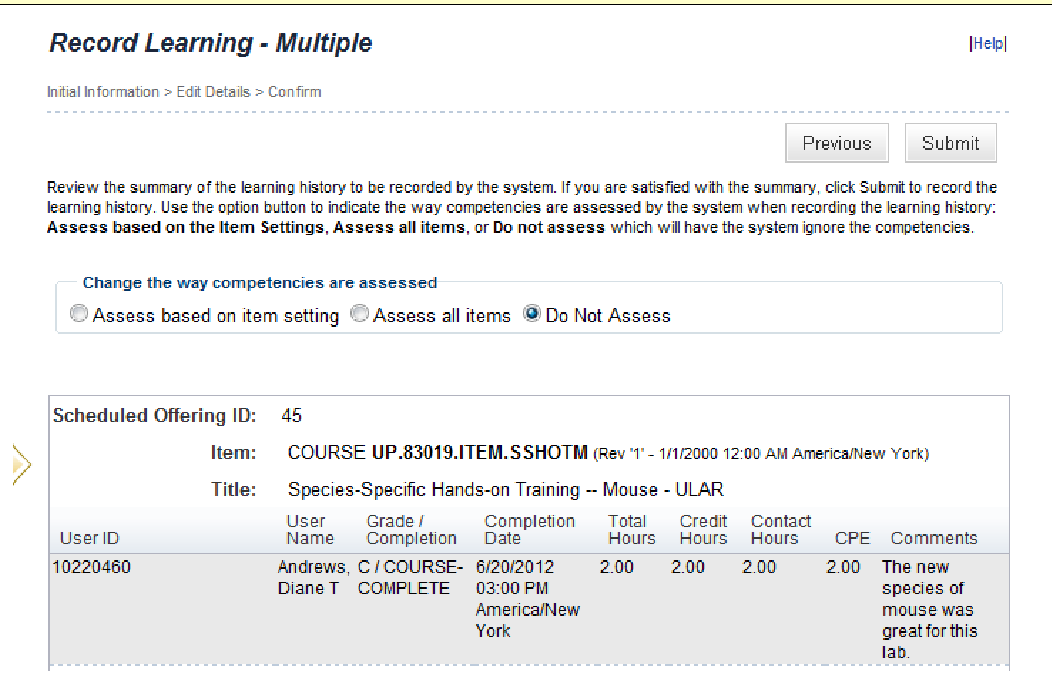
Review and update the selections made on the previous page.
In the **Edit Details** section, enter details for the item for each user:

- Grade and completion status **(1)**.
- Total hours, credit hours, contact hours, and CPE if needed.

Click **Apply Changes (2)** to make the changes apply to all users. Click **Next (3)**.



If competencies need to be assessed as a result of recording the learning event, select the ***Automatically Assess Related Competencies*** checkbox. Otherwise, click **Do Not Assess**. Review learning event information. Click **Submit** and a confirmation dialog box appear..



Click **Start Over** to begin the process again if you have other users that need credit and courses completed.