The purpose of this ‘How To’ is to guide administrators through the step-by-step process of batch adding/removing required item or curriculum assignments using the User Needs Management tool.

It is crucial to know whether the assignment is of an item or a curriculum. If you remove the item(s) but not the curriculum, for example, the curriculum requirement will remain active in the user’s Learning Plan. We will show the removal process. The addition process is almost exactly the same.

A. Remove a Required Curriculum
B. Remove a Required Item

**A. Remove a Required Curriculum**

**PENN EXAMPLE:** You need to remove the required Bird Training Curriculum (UP.83019.CURR.CURRBIRD) from several Penn IDs.

1. Click on the Users button
2. Expand the Tools menu
3. Select User Needs Mgmt
4. Click on the Remove Curricula radio button
5. Click on the Next button
Click on the link “add one or more from list”

1. Select "Any" as a delimiter for the **User ID** field and create a comma-separated list of the Penn IDs and paste it into the User ID field after you click "add one or more from list" as in the previous example.

2. Click Search.
How to Batch Add/Remove Required Item & Curriculum Assignments With the User Needs Mgmt Tool
1. Enter the Curriculum ID in the field - **UP.83019.CURR.CURRBIRD**.
2. Click the Add button to select it.
3. Note that the curriculum appears at the bottom of the tool.
4. Click **Run Job Now** to remove the curriculum from the multiple people identified.

**ATTENTION**: If Items on a user’s Learning Plan were assigned FROM A CURRICULUM, the assignment must be removed by unassigning the entire CURRICULUM. You are not able to unassign individual items that were assigned from a curriculum. Make sure you know if the training you’re working with was assigned as part of curriculum or as a “free floating” item. All assignments made from Penn Profiler are made as curriculum assignments.
B. Remove a Required Item

PENN EXAMPLE: You’ve been asked to remove the required item, New Staff Orientation, from Penn ID 10051662. (with additional instructions for batches)

1. Click on the Users button
2. Expand the Tools menu
3. Select User Needs Mgmt
4. Select the Remove Items radio button
5. Click on the Next button
Since our example has only one person, enter the Penn ID in the User ID field. Click the Add button, then click the Next button.

**TIP:** If you need to remove the required assignment from multiple users, click on the "add one or more from list" link.

1. In the User ID area, set the delimiter to "Any" and enter a list of the Penn IDs separated by commas. See [How to Create a Comma Separated List from an Excel Column](#).
2. Click Search, then the Select All link and the Add button and then the Next button.

With multiple user IDs, separate them with commas.
Select **COURSE** from the drop down menu for **Type** and if you know the item ID, fill it in. Since these are sometimes hard to remember, you can click on the "**add one from list**" link and do a search.

**Do not use the Keyword search!** Instead use **Item Title** and set the delimiter to "**Contains**". (If you do not see this criterion, click on **Add/Remove Criteria** and add it.)
Your search returned 3 items. Click on the checkbox for the appropriate item and then on the Add button.

Confirm that the item is correct and click Run Job Now. You will see a confirmation screen.
For other methods to add/remove items and curricula, see the following two guides:

- [How to Assign an Item or Curriculum, Remove an Assignment or Modify One - Single User](#)
- [How to Assign an Item or Curriculum – Group](#)