

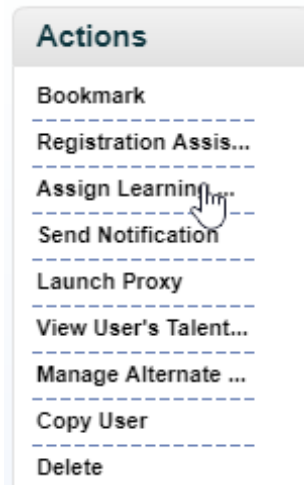
You can do this from the User or Item/Curriculum details.

1. From the User: Find the user you wish to assign items to.

The screenshot shows the Knowledge Link Admin interface. The top navigation bar includes 'Home', 'My Team', and 'Admin' (labeled '1'). The main navigation bar includes 'Home', 'Users' (labeled '2'), 'Performance', 'Learning', 'Content', 'Commerce', and 'System Admin'. A search bar is located below the navigation bar with the text 'Search: Enter Keywords or Command' and a 'Go' button. The left sidebar contains a list of menu items: 'Users' (highlighted), 'Assignment Profiles', 'Event Rules', 'Job Codes', 'Job Families', 'Positions', 'Organizations', 'Organization Groups', 'Regions', 'Tools', 'Account Requests', and 'Groups'. The main content area displays search filters for 'Job Codes', 'Supervisors', 'Related Instructor', 'Student Org', 'Auxiliary Org', 'PennKey', 'Is Full-Time', and 'Position ID'. Each filter has a 'Starts With' dropdown and a text input field. The 'Is Full-Time' filter has radio buttons for 'Full-Time', 'Not Full-Time', and 'Both'. Below the filters are links for 'Add/Remove Criteria' and 'Field Chooser'. A search button is labeled '3'. At the bottom, a table displays search results with columns 'User ID' and 'User Name'. The first row shows '74231840' and is highlighted with a mouse cursor and labeled '4'.

User ID	User Name
74231840	

1.1 Under Actions, Click Assign Learning



1.2 Select what you need to add. In this example, we select Add Item and click Next

Step 1: Select Management Action

2

Next

- Add Curricula
- Add Items **1**
- Add Job-related Curricula
- Remove Curricula
- Remove Items
- Remove Surveys

1.3 Now browse to find the Item you need to add

Select Items for Adding

Enter 'Item ID' and 'Item Type' or [add one or more from list](#).

* Type:

1.4 Search for your item

If you don't have the options shown, click the Add/Remove Criteria arrow and select your desired search fields

Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values; you can also add or remove search criteria to further refine your search.

Keyword:

Search All Locales: Yes No

Item ID: Starts With

Item Title: Contains

Add/Remove Criteria



1.5 Check the item and click add

Select Items For Needs Management

Records per Page (5 total records) Select All / Deselect All

Item	Title	Assign. Type	Add
COURSE UP.83019.ITEM.330 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)	ULAR SOP 3.30 Macaque Exposure Specimen Processing, Handling, Shipping		<input type="checkbox"/>
COURSE UP.83019.ITEM.480 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)	ULAR SOP 4.80 Macaque Procurement, Receiving, and Quarantine Policy		<input type="checkbox"/>
COURSE UP.83019.ITEM.485 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)	ULAR SOP 4.85 Macaque Health Monitoring Policy		<input type="checkbox"/>
COURSE UP.83019.ITEM.487 (Rev 1 - 11/30/2017 03:28 PM Eastern Time)	ULAR SOP 4.87 Macaque Alopecia Scoring Policy		<input type="checkbox"/>
COURSE UP.83019.ITEM.OCCHEALTHNHP (Rev '1' - 10/1/2012 12:00 AM Eastern Time)	Occupational Health and Safety for Macaque Users - ULAR	OPT	<input checked="" type="checkbox"/>

Records per Page (5 total records) Select All / Deselect All



1.6 Click Add to select your User and click Next

Step 2: Select Users

2 **Next**

** = Required Fields*

Add Users

Enter User ID or [add one or more from list](#).

*** User ID:**

1 **Add**

2. From the Item: Find the item you need to assign

1. Go to the Admin tab
2. Select Learning
3. Search for your item
4. Select it from the list

The screenshot shows the Knowledge Link Admin interface. The top navigation bar includes 'Home', 'My Team', and 'Admin' (highlighted with a circled '1'). Below this is a secondary navigation bar with icons for 'Home', 'Users', 'Performance', 'Learning' (highlighted with a circled '2'), 'Content', 'Commerce', and 'System Admin'. A search bar is located below the navigation bars with the placeholder text 'Enter Keywords or Command' and a 'Go' button.

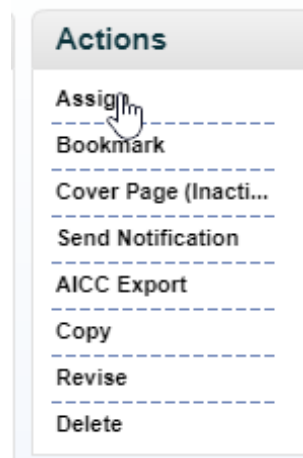
The main content area is divided into a left sidebar and a right main panel. The sidebar has a yellow arrow pointing to the 'Items' section. The main panel contains search filters for 'Item Types', 'Item ID', 'Revision Date', 'Revision Number', 'Item Title' (highlighted with a circled '3'), 'Item Status', 'Item Classification', 'Online Settings', 'Course Owner', 'Assignment Profiles (Assigned Items)', and 'Orders Enabled'. There is also an 'Add/Remove Criteria' button and a 'Search' button.

Below the filters is a 'Field Chooser' section and a table of search results. The table has columns for 'Item' and 'Title'. The first two rows are visible:

Item	Title
COURSE UP.83019.ITEM.330 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)	ULAR SOP 3.30 Macaque Ex Processing, Handling, Shippi
COURSE UP.83019.ITEM.480 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)	ULAR SOP 4.80 Macaque Pr and Quarantine Policy

The second row is highlighted with a circled '4' and a mouse cursor pointing to it. The URL at the bottom of the page is partially visible: 'http://unpenn.plataeu.com/learning/admin/main.do#nav=snaphot&ty...

2.1 Under the Actions area, click Assign



2.2 Add a user with the add one or more from list link.

Add Users

Enter User ID or [add one or more from list](#).

* User ID:

2.3 Proceed with finding a user

Search Users

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values; also add or remove search criteria to further refine your search.

Keyword:	<input type="text"/>
User ID:	Starts With ▼ <input type="text"/>
Last Name:	Starts With ▼ <input type="text"/>
First Name:	Starts With ▼ <input type="text"/>
Middle Initial:	Starts With ▼ <input type="text"/>
PennKey:	Starts With ▼ <input type="text" value="sdriley"/>

Add/Remove Criteria [➔](#)

Search

2.4 When you've found the person, check and click Add



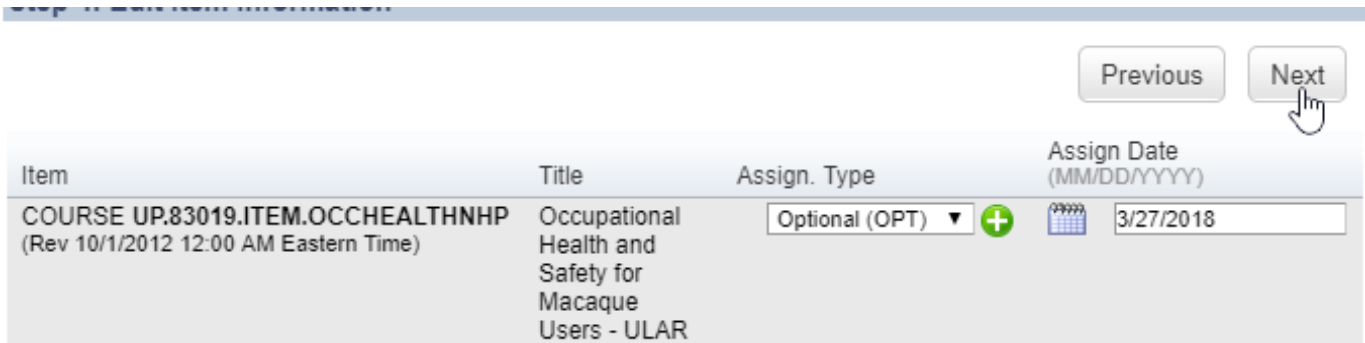
3. Now that you have selected both your User and Item, click Next

Step 3: Adding Items



4. Confirm the assignment type and assignment date; click Next

Assign. Type can be changed to Optional or Required.



5. You will now confirm your user and item. Run Job Now.

The Required date is the due date and can be altered here.

Step 5: Complete User Needs Management

Previous Run Job Now Schedule Job

User ID	Name
74231840	Riley, Stephanie D

Item	Title	Assign. Type	Assign Date	Required Date (MM/DD/YYYY)
COURSE UP.83019.ITEM.OCCHEALTHNHP (Rev 10/1/2012 12:00 AM Eastern Time)	Occupational Health and Safety for Macaque Users - ULAR	OPT	3/27/2018	 4/26/2018

6. Finished!

Finished

Status:

- Successfully added the items to the specified Users.

