How to Give Credit Manually for Completed Items

This How To will guide administrators through the process of giving users manual credit.

Use the Learning Event Recorder when:

- Users are having technical issues, but have proof of completion or exemption
- External courses are complete and need to be recorded in Knowledge Link by an admin
- Ad hoc courses were completed without being officially scheduled as a class

1. Navigate to Add Learning History for Multiple Courses

1. In Learning admin, Click Users
2. Select System Management Tools
3. Select Add Learning History for Multiple
2. To grant credit, we need to find the correct Item by ID. Click the magnifying glass to find your course.

3. Search by Item ID or Title. If you don't know the exact ID or title, make sure to change the drop-down to Contains and search by keyword.

You may have to search more than once to find the appropriate course.

4. Check the box for your Item and click Add at the top or bottom.
5. Your item will now be selected on the left. To grant credit to a user, click the magnifying glass to find the correct person.

6. Search for your user.

If you need additional search criteria, click the arrow next to Add/Remove Criteria and select search criteria like PennKey or UserID

7. Select your user and click Add.
8. Repeat the above steps until you have selected your group of users.

9. Proceed by clicking Next.

10. Update the completion to COURSE-COMPLETE. You may have to scroll to the side.
11. Click Apply Changes. You may have to scroll to the side.

12. Click Next

13. Double check your work and click Submit. The user now has completion.