

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

1. Navigate to the Record Learning - Multiple tool

1. Select Learning Admin from the Learning menu.
2. Click Users
3. Click Tools
4. Select Record Learning - Multiple

The screenshot shows the Learning Administration interface. At the top, the user is logged in as Stephanie Riley (UP.PENNADM008). The navigation bar includes Home, Users, Performance, Learning, Content, Commerce, and System Admin. A search bar is located below the navigation bar. On the left side, there is a sidebar menu with various options. The 'Tools' option is highlighted, and a sub-menu is open, showing 'Record Learning - Multiple' as the selected item. The main content area displays the 'Record Learning - Multiple' wizard, which includes a breadcrumb trail (Initial Information > Edit Details > Confirm), a description of the wizard's purpose, and a section for selecting the type of learning to record (Item, Scheduled Offering, External Event). There are also sections for 'Search & Add Items' and 'Search & Add Users'.

2. Search for the Item ID(s) with the wizard

Click the magnifying glass to search for your items

3. Search for your items and select them

Search and click the Add checkbox to select items. Then click Add button

Item	Title	Add
COURSE UP.91028.ITEM.KLDev (Rev 1 - 8/23/2016 02:58 PM Eastern Time)	Knowledge Link Developers Sessions	<input checked="" type="checkbox"/>
COURSE UP.91028.ITEM.KLDev012017 (Rev 1 - 12/14/2016 12:53 PM Eastern Time)	Knowledge Link Developers Session- Articulate 360	<input checked="" type="checkbox"/>
COURSE UP.91028.ITEM.KLLEARNER (Rev 1 - 12/1/2014 09:35 AM Eastern Time)	Knowledge Link Learner Tutorial	<input type="checkbox"/>

4. The items will now be on the left already selected. Click the magnifying glass to search for Users.

Note: See our directions for how to create a comma separated file for many users.

What kind of learning you want to record?

Item
 Scheduled Offering
 External Event

Search & Add Items

* = Required Fields

* Item Type ID:

* Item ID:

List of Selected Items

Item	Title
COURSE UP.91028.ITEM.KLDev (Rev 1 - 8/23/2016 02:58 PM Eastern Time)	Knowledge Link Developers Sessions
COURSE UP.91028.ITEM.KLDev012017 (Rev 1 - 12/14/2016 12:53 PM Eastern Time)	Knowledge Link Developers Sessions

Search & Add Users

User ID:

List of Selected Users

There are no Users in the list. Please add Users before proceeding.

5. Select your users by checking their boxes and clicking Add

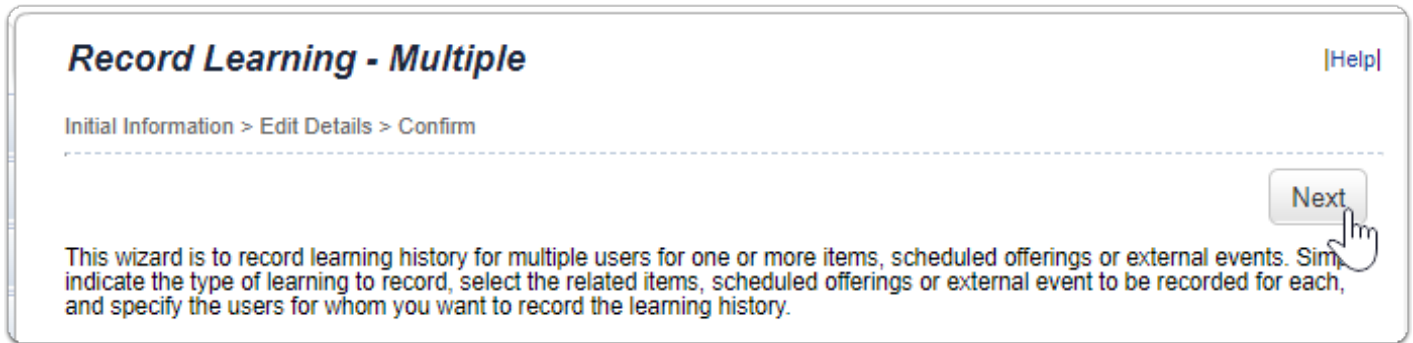
> Search Results

Select Users For Learning Event

Records per Page: 25 (22 total records) Select All / Deselect All

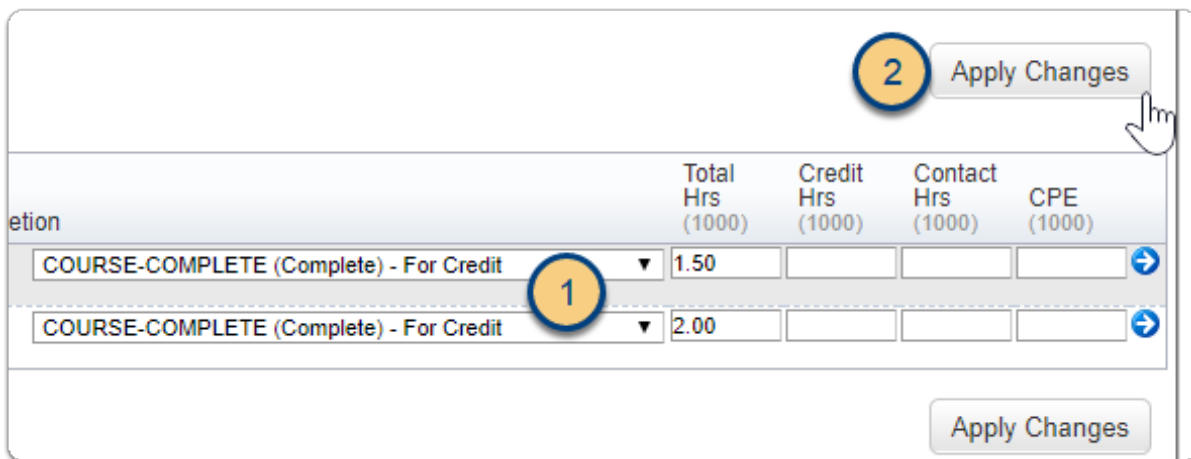
User ID	User Name	Add
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>

6. Click Next once you have your items and users selected

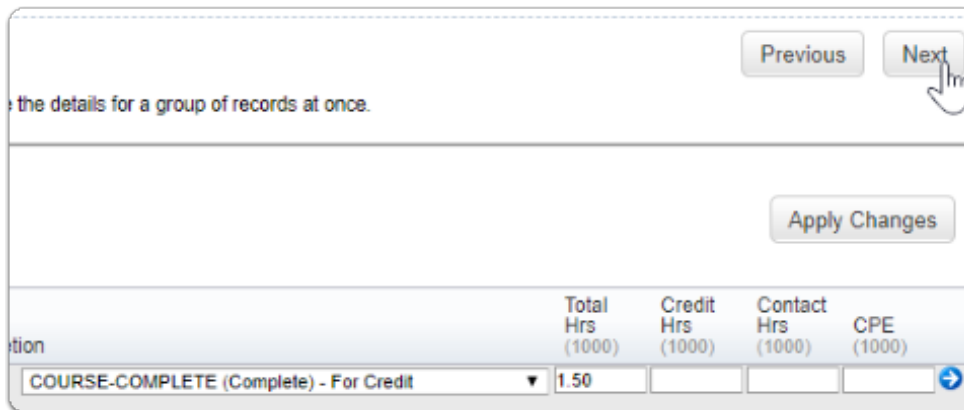


7. Select your Completion status. The default we use is COURSE-COMPLETE. Click Apply Changes

If you are granting credit from CHOP training or exemption for someone, you may be selecting a different completion status.



8. Click Next



9. Double-check your completions and click Submit

Record Learning - Multiple Help

Initial Information > Edit Details > Confirm

Previous Submit

Review the summary of the learning history to be recorded by the system. If you are satisfied with the summary, click Submit to record the learning history. Use the option button to indicate the way competencies are assessed by the system when recording the learning history: **Assess based on the Item Settings, Assess all items, or Do not assess** which will have the system ignore the competencies.

Change the way competencies are assessed:

Assess based on item setting
 Assess all items
 Do Not Assess

Item: COURSE UP.91028.ITEM.KLDev (Rev 1 - 8/23/2016 02:58 PM Eastern Time)

Title: Knowledge Link Developers Sessions

User ID	User Name	Grade / Completion	Completion Date	Total Hours	Credit Hours	Contact Hours	CPE	Comments
UNIV_TEST	TEST	COURSE-	6/12/2018 01:41 PM	1.50	0.00	0.00	0.00	
	UNIV	COMPLETE	Eastern Time					

10. You will receive a confirmation

- Users
- Assignment Profiles
- Event Rules
- Job Codes

Record Learning - Multiple

Initial Information > Edit Details > Confirm > Success

The Learning events were recorded successfully.

Start Over...