Be careful not to remove credit for courses that you do not administer!

1. Login to Knowledge Link and navigate to the Learning Event Editor
   1. Click Users
   2. Click Tools menu
   3. Select Learning Event Editor
2. Click the blue filter icon and Search for the user whose credit you're removing.

If you need to remove an entire Scheduled offering or Item's credit use the Item search below. Don't see it? Click Add/Remove Criteria and select the fields you want to view.
3. Search for the user, select them, click Add to Filter, and Submit Filter

4. Click Search. It will show all the learning history for the user selected.

5. For the appropriate course, select the Edit (pencil) icon for the mistaken date and time:
6. To delete the credit, confirm the User, Item, Title and Completion date and status at the top and select Delete

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7. Confirm and click OK

8. You will then see a confirmation notice

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The learning event has been successfully removed.