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

1. Login to Knowledge Link and navigate to Edit Learning History
   1. Click Users
   2. Click System Management Tools menu
   3. Select Edit Learning History

How to Remove Credit

KL Documentation - How to Remove Credit
2. Click the blue filter icon and Search for the user whose credit you're removing.

If you need to remove an entire class 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.

**Edit Learning History**

Search

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

- **Case sensitive search:**
  - [ ] Yes
  - [ ] No

- **Search All Locales:**
  - [ ] Yes
  - [ ] No

- **User ID:**
  - Starts With

- **Description:**
  - Starts With

- **Completed Date After:**
  - (MM/DD/YYYY)

- **Completed Date Before:**
  - (MM/DD/YYYY)

  - 6/7/2020

- **Type of History Record:**
  - Items
  - External Events
  - Program
  - All

- **Items:**
  - Exact
  - Type:

- **Add/Remove Criteria**

Search
3. Search for the user, select them, click Add to Filter, and Submit Filter

*Edit Learning History*

Select from list

As you select entities to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria

<< Search Again

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