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. Start at the Learning Admin area
   2. Click Manage User Learning
   3. Select Edit Learning History
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.
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:**

![Field Chooser](image)

**Download Search Results**

<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>ID</th>
<th>Description</th>
<th>Completion Date</th>
<th>Completion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>74231840</td>
<td></td>
<td></td>
<td><strong>COURSE UP.91028.ITEM.PROFILER (Rev 1)</strong></td>
<td>11/18/2019 03:24 PM Eastern Time</td>
<td>Complete</td>
</tr>
</tbody>
</table>
6. To delete the credit, confirm the User, Item, Title and Completion date and status at the top and select Delete

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

**History Records**

User: [redacted]

Item: COURSE UP.91028.ITEM.PROFILER (Rev 1 - 10/1/2012 12:00 AM Eastern Time)

Title: Penn Profiler Training Assessment - UNIV

Completion Date: 6/6/2020 07:40 AM Eastern Time

Completion Status: COURSE-COMPLETE (Complete)

7. Confirm and click OK