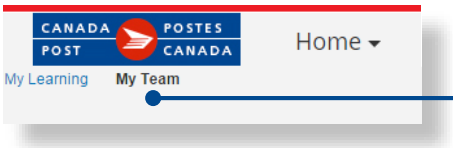
How to assign learning – multiple employees

Warning! Before assigning training to employees, ensure that the training is not already assigned or recently completed. Follow the instructions in the **How to View your Employee's Learning Profile** Job Aid

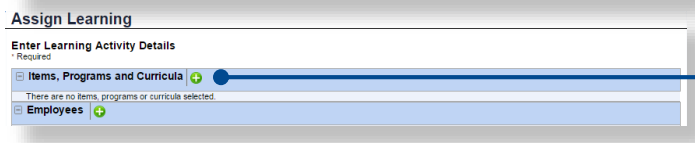
Click on **My Learning**



Click on **My Team**

select **Assign/Remove Learning**

Select **Assign Learning**

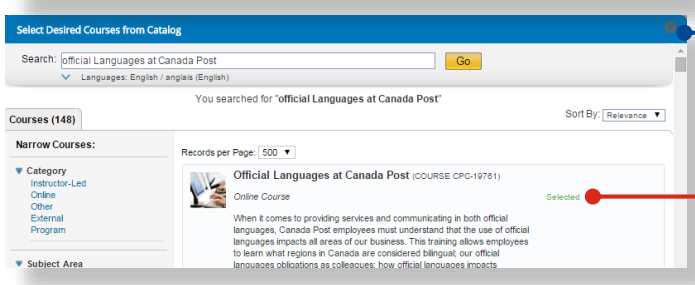


Click the Green plus sign icon (**Items, Programs and Curricula**) to add a course

Enter a **Keyword** into the text box to search for a specific course and click on **Go**

To select a course, move your mouse over the course description area and click **Select**

*Refine your search results by **Category**, **Subject Area**, **Source** or **Delivery Method***



Click on the **X** in the top right corner once you have selected to the course

The course is now selected

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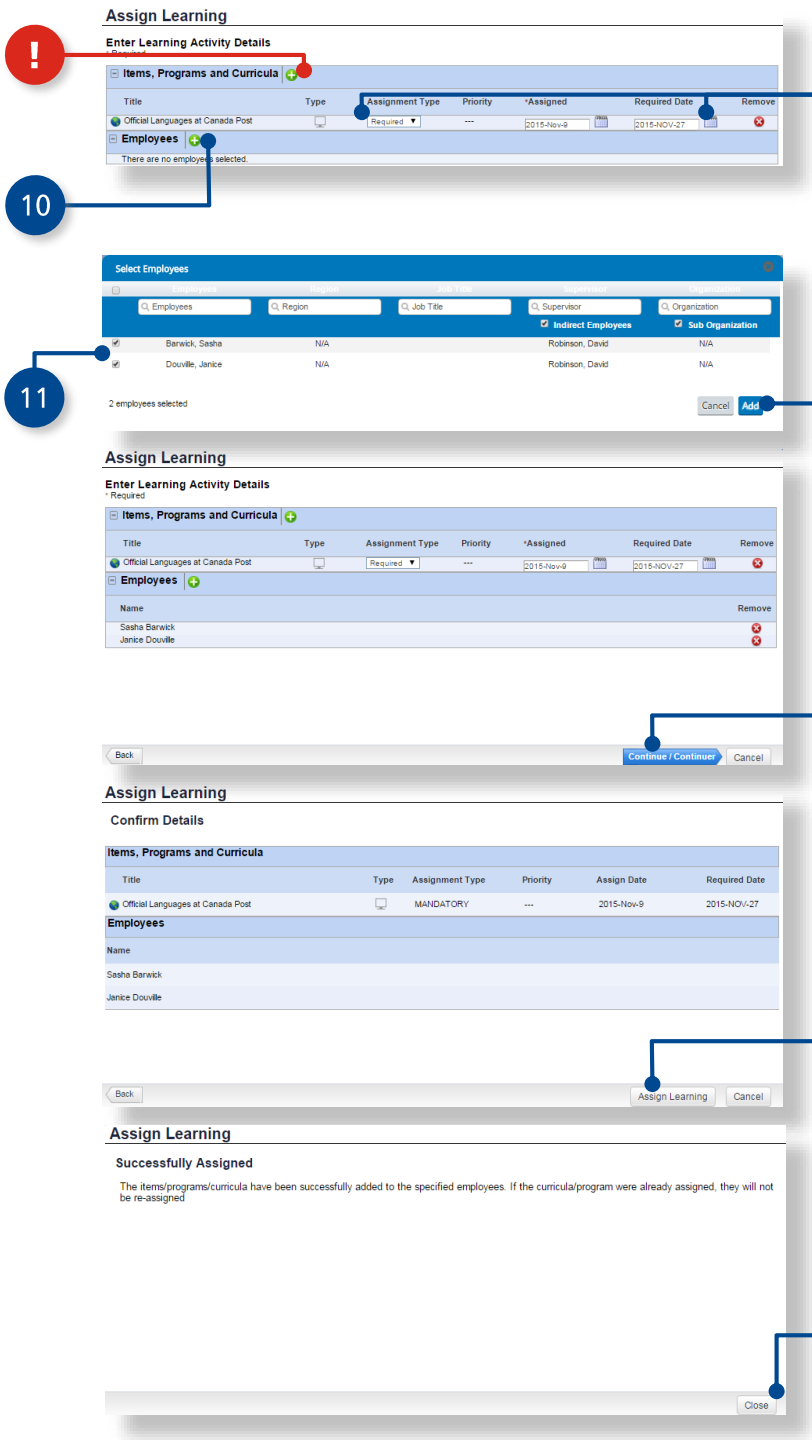
You can search and select other courses if you have multiple courses to assign (see bullets 3-6)

Click the Green plus sign icon (⊕) to add employees

Select the employee(s) by checking the box (☑) next to their name(s)



Select an **Assignment Type** and the **Required Date**