

How to assign learning – individual employee



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**

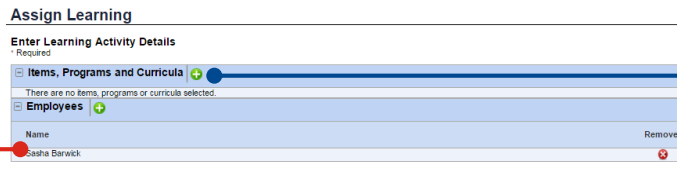


Click the dots (⋮) next to the team member's name



Select **Assign Learning**

The employee name is pre-populated



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**

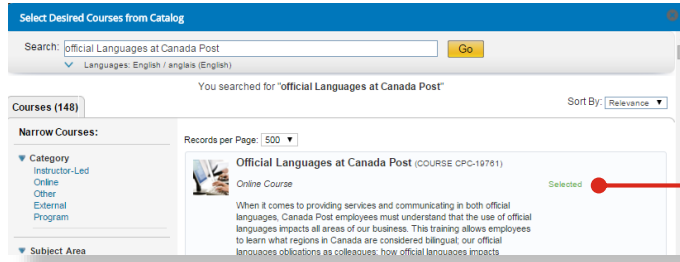


Refine your search results by **Category, Subject Area, Source or Delivery Method**



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

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

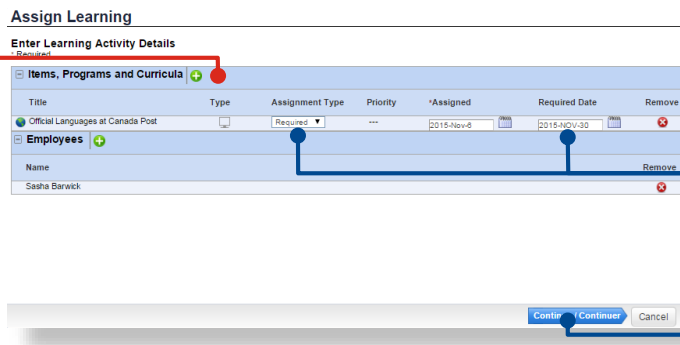
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The course is now selected

You can search and select other courses if you have multiple courses to assign (see bullets 5-8)

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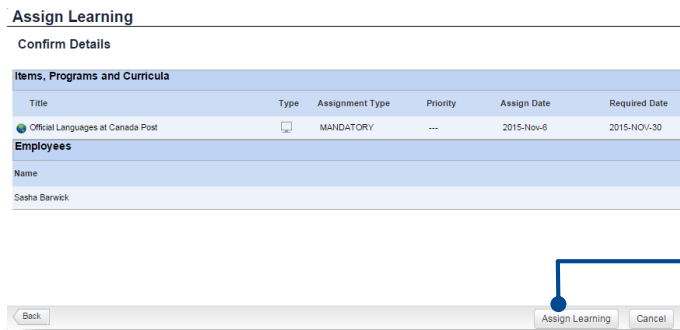


Select an **Assignment Type** and the **Required Date**

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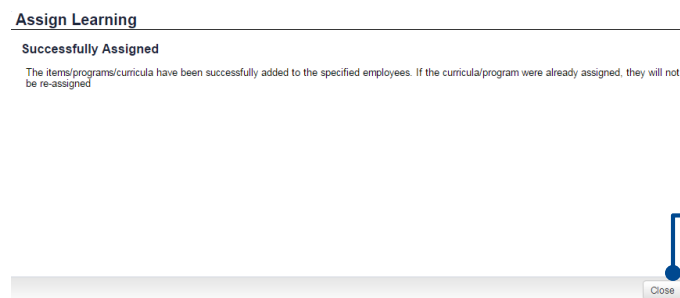
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Click on **Continue**



Click on **Assign Learning**

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Click on **Close**

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