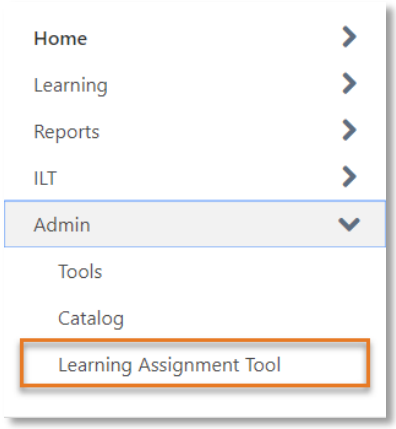
The Learning Assignment Tool

To access the Learning Assignment Tool, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu. Select **Admin** to open a submenu and click on **Learning Assignment Tool**.

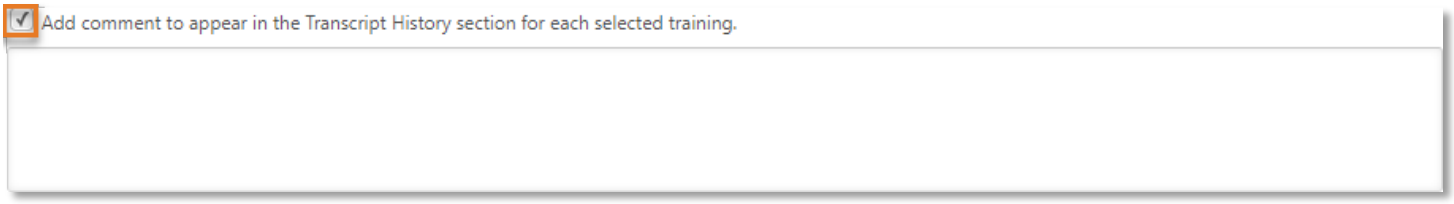


Click the **Create Assignment** button (Create Assignment) at the top of the page to open the Create Assignment page.

Setup

In the Setup section under **General Information**, give your assignment a name and add a description. Under **Training Selection**, click the **Select Training** button (Select Training) to reveal the Select Training menu on the left side of the page. Click on the Magnifying Glass icon (🔍) to see trainings provided by your department appear in the list. Tick the box(es) next to the desired item(s) and click the Select button (Select). The selected items will now appear in the Training Selection box.

If you would like to add a comment to the user Transcript History for this assignment, tick the box and type your comment.



When you are ready to proceed, click the Next button (Next).

Options

In the **Assignment Type** box, you will define your session as **Standard** (the assignment is processed one time) or **Dynamic** (assignment is processed daily and assigns to users that newly meet the criteria you set).

In the **Training Assignment Workflow** box, you will define how you would like your training assigned. Your options are:

- **Assigned only:** if you select this option, learners will need to request the training item(s), acquire approval for the training item(s) if configured and then register for the item(s)
- **Assigned and Approved:** if you select this option, you will circumvent the approval process but learners will still need to register for the training item(s)
- **Assigned, Approved, and Registered:** if you select this option, the learners will be automatically registered for the training item(s) so they can simply open the training item from their My Actions box on their Welcome Page

In the **Prerequisite Options** box, use the slider to toggle prerequisite enforcement.

In the **Email Settings** Box, you will define what emails will be sent in regards to the training item(s) you selected. It is recommended that you select **Training Specific Emails** from the drop-down menu. It is also recommended that you toggle ON **Send Assign Training emails** - if this option is not toggled on, learners will not receive an email notifying them of the assignment. If you would like the learners included in your assignment to receive additional confirmation when they register for the training item(s), you can toggle ON the **Send Register Training emails**.

Once you are happy with your selections, click the Next button (Next).

Schedule

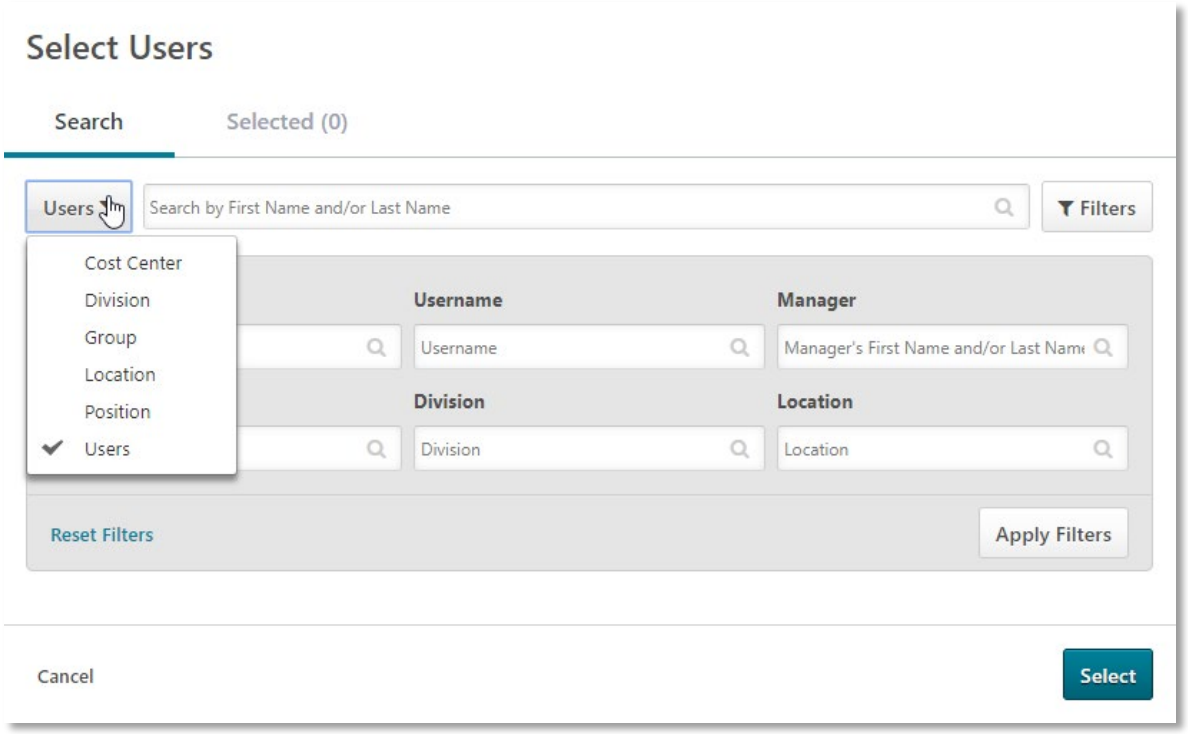
Use the tools on the **Schedule** page to set a **Processing Start Date**, a **Training Start Date** and a **Training Due Date** for the assignment.

Users

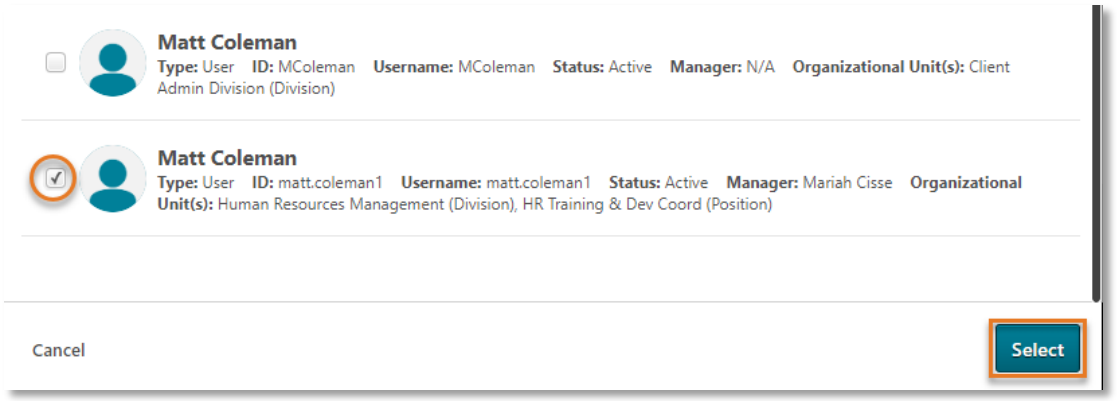
The **Users** page is where you select the user criteria that will define who is included in the Assignment.

If this assignment is for every employee at the college, you can click **All Users**. Otherwise, click the Select Users button (Select Users) to open the **Select Users** menu which will appear on the left side of the screen.

You can have several options to choose from when setting user criteria. Those options are **Division**, **Group**, **Location**, **Position** and **Users**. Select the appropriate option and use the search tools to find and select the unit of users to which you are assigning training.



Place a checkmark next to the division, group, location, position or users you would like included in your assignment and click the Select button (Select).



Click the Generate Initial User List button (Generate Initial User List) to see a list of users identified by your criteria. If you need assistance defining your criteria or would like to have a group created please reach out to POD@pcc.edu. Once satisfied with your selections, click the Next button (Next) at the bottom of the screen.

Confirm

On the Confirm page, you can review the settings for your assignment. When you are ready to process the assignment, click the Submit button (Submit). A pop-up window will appear that lists how many users meet the criteria you set. If the number seems right, select **YES**. This will return you to **the Manage Learning Assignments** page with your new assignment listed.