Assigning Training to Your Team

You can assign training to your team using two different methods: My Team and Learning Search. This guide will review both methods and when to use them.

Method 1: Assign Training Using Learning Search

You can assign training to your direct reports right from the Training Details page of a training item. This method is useful if you need to review the objectives for a training item before you assign or you are assigning the same training item to everyone on your team.

On the Welcome Page, click the Search Training button ( ) to open the Learning Search page. Use the search bar at the top of the page and the filters on the left to identify which training you would like to assign to your team. Click on the title of the desired training item to open the Training Details page. From here, click the Assign button ( ) to launch the Assign Training page.

Note: The Assign Training page functionality is the same regardless of which method you use. See the Assign Training Page section of this guide below for instructions.

Method 2: Assign Training Using My Team Page

You also can assign training to your direct reports using the My Team page. This method works best when you need to review the active and completed training items on your direct reports’ transcripts before making an assignment or you are assigning different training items for each of your direct reports.

On the Welcome Page, scroll down to the teal Manager Functions bar and click the View Team icon.

This will direct you to the My Team page.
Select a direct report from the list on the left or use the up/down arrows or the search feature to find a specific employee. Selecting a direct report will allow you to take some actions regarding that employee, including reviewing their activities, profile and calendar.

To assign a training item, select the Profile icon ( ) and then click Transcript.

This will show you the active items on your direct report’s transcript; use the radio buttons in the box to view completed or archived training items. To continue with your assignment, click Actions to reveal a menu and select Assign Training.

This launches a pop-up window where you can search for the training item(s) you would like to assign to your direct report. Use the Search for training tools to narrow your results and click the Search button ( ).
Once you have identified the training you would like to assign, click the ADD icon (  ) next to the training title. This will open the Assign Training page.

**The Assign Training Page**

At the top of the Assign Training page, you will see the name of the training item you have selected along with the format, training provider and duration if provided. Below that you’ll be able to select a due date and add a comment to the assignment if you would like. Be sure to check the box next to “Automatically register users” to save your employees a click when accessing the training.

Check the box next to each direct report to which you would like to assign the selected training item. If you would like to assign the item to all of your direct reports you can check the box in the header row of the table.

![Assign Training Page](image)

<table>
<thead>
<tr>
<th>Direct Subordinates</th>
<th>Language Equivalency</th>
<th>Assignment History</th>
<th>Current Status</th>
<th>Include Subordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Sandquist</td>
<td>0</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karol Ford</td>
<td>0</td>
<td>None</td>
<td></td>
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</tr>
<tr>
<td>Kelly Schwartz</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maria Ceniceros</td>
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<td>None</td>
<td></td>
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</tr>
<tr>
<td>Maria Mendez</td>
<td>0</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** As mentioned on the Assign Training page, users who have the training already in their transcript are not included in this assignment.

At this point, click the Submit button (  ) to create the assignment. Your direct reports will receive an email alerting them to the assignment which contains the course title, description and the due date you set. The assignment will also appear in the My Actions box on the user’s Welcome Page.