The Learning Assignment Tool allows administrators to easily deliver training to users by creating learning assignments. There are two types of learning assignments: standard and dynamic. Standard learning assignments are ideal for one-time training assignments because they process only one time and then never again.

To access the **Content Uploader**, go to:

**ADMIN > TOOLS > LEARNING > LEARNING ASSIGNMENT TOOL**

1. Click the **Create Assignment** button.

2. The **General** page

   a. Select the assignment type. For a dynamic assignment, select the **Dynamic** option.

   b. Enter the **title** and **description**.

   c. Click the **Select Training** button to search for and select the courses to assign.
3 The **Options** page

a **Dynamic Removal**, if enabled, automatically removes users from the assignment when they no longer meet the user criteria.

b Select the **Assignment Workflow** to determine how the training will display on the user’s transcript after it assigns.

c Set **Prerequisite** options for the assignment, if needed.

d Select **Email** options for the learning assignment.

4 The **Schedule** page

a **Processing Frequency**. Dynamic assignments can either process daily or annually.

b Select the date you would like the learning assignment to process.

c Select the date you would like the learning assignment to stop processing and become inactive.
d Select the date you would like users to begin taking the training.

e Select the date you would like the training to be due.

f Leave the Recurrence setting in the Off position.

5 The Users page

a Choose to add All Users to the assignment or choose individual users or organizational units.

b Decide whether or not to enable the Assign New Occurrence feature.

c Select lick the Generate Initial User List button to view a list of users who will be assigned the training.
5 The Confirm page

- Review your selections.
- Select the Submit button.

The dynamic assignment will process at the frequency selected, assigning training to new users that meet the user criteria. On the Learning Assignment Tool page, you may select the title of the assignment to review a summary.
Dynamic learning assignments allow you to select training to be repeatedly assigned to users at a specified frequency. By enabling dynamic removal, the system will automatically remove Not Started and In Progress assigned training when users no longer meet the criteria for the assignment.

1. When creating a **Dynamic Learning Assignment**, navigate to the **Options** page.
   - Select the **Enable Recurrence** toggle.

2. Determine when the training will recur. The training can either recur on a **relative date** or **annually**. This option applies to dynamic assignments that process *Daily* - it does not apply to those that process *Annually*.

3. Determine when, if ever, the recurrence rule will end, either on a **Specific Date** or after a specified **Number of Occurrences**.

The dynamic assignment processes at the frequency selected, assigning training to new users that meet the user criteria. On the Learning Assignment Tool page, select the assignment title to review a summary of its settings.