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 standard assignment, select the **Standard** 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** Select the **Assignment Workflow** to determine how the training will display in on the user’s transcript after assigned

**b** Set **Prerequisite** options for the assignment, if needed

**c** Select **email** options for the learning assignment

4 The **Schedule** page

**a** Select the date you would like the learning assignment to **process**

**b** Select the date you would like users to begin taking the training.

**c** Select the date you would like the training **due** by
On the Learning Assignment Tool page, you may select the title of the assignment to review a summary. After the assignment finishes processing, the training will appear on the learner’s transcript.