Standard Learning Assignment

The Learning Assignment Tool is used to assign training to specific users, organizational units, or groups. A standard learning assignment processes one-time only. Assignment settings, except for the assignment title and assignment description, cannot be changed once a standard learning assignment has been submitted.

⚠️ Before creating a learning assignment, review the email configuration (system defaults, custom emails, no emails) for the training you will be assigning. This will affect the email settings you select for your learning assignment.

💡 When assigning annual mandatory training to users that is not required for users in another agency, create a dynamic learning assignment instead of a standard learning assignment, so you can enable the dynamic removal option. See the job aid Create a Dynamic Learning Assignment to learn more.

1. From the **Menu** select **Admin** > **Learning Assignment Tool**.
2. Select the **Create Assignment** button.

Setup – The first step is providing some basic information and selecting the training.

3. Select the **Standard** option.
4. Enter an **Assignment Title**. For example, "DHS New Intern Orientation Training".
5. Enter an **Assignment Description** (optional). For example, the purpose of training (annual, new hire, reassignment), the due date, and why the assignment is mandatory and/or who requested the assignment.
6. Use the **Select Training** button to add training to the assignment.
   - A search flyout appears. Search for the training you wish to assign by training title. If needed, use the filters to narrow your search results.
   - Use the **checkbox** to select the training. If you'd like to assign more than one training, continue searching for and selecting training.
   - To review your selections, use the **Selected** tab at the top of the flyout window. If you selected training in error, you may remove it.
   - When finished, use the **Select** button at the bottom of the flyout.
7. Select the **Add comment** (optional) checkbox to add a transcript comment.
8. Select the **Next** button to continue.

Options - The Options section allows you to configure the assignment workflow and email options.

9. Training Assignment Workflow:
   - Select **Assigned Only** when you do not want to bypass required training approvals.
   - Select **Assigned and Approved** to automatically approve the training. Users will need to register for training if applicable.

- Select **Assigned, Approved, and Registered** to automatically approve and register training.

10. When training has a prerequisite, select **Enforce Prerequisites** to apply to everyone assigned the training. Leave this option unchecked to allow users to take the training without satisfying the prerequisite.

11. Email Settings:
    a. Select **Training Specific Emails** to use the email setting configured at the course catalog level.
       - Select **Send Assign Training emails** to send the assign training email to users for the following learning object types: online course, quick course, library, posting, curriculum, test, video, or material.
       - Select **Send Register Training emails** to send the register training email to users for ILT sessions.

⚠ If the training has No Emails set at the course catalog level, no emails will be sent from the learning assignment when you select the Training Specific Emails option.

    b. Select **Custom Emails** to configure a unique set of custom emails for this learning assignment only. A pop-up window will open, where you can choose to edit, activate, inactivate, and even create new emails for the specific assignment.
    c. Select **Ad-Hoc Email** to create a one-time email that will be sent when the learning assignment is processed. Note: This suppresses all emails configured at the training level.
    d. Select **No Emails** to suppress all emails for the learning assignment.

Schedule - The Schedule page allows you to configure various scheduling options.

12. Processing Start Date:
    - Select **As soon as Assignment is submitted** if you would like the assignment to run immediately.
    - Learning assignments can be scheduled to process at a future time. Select **Specific date** and use the calendar and the time field to select a future date and time.

💡 Note: Learning assignments involving more than 1,000 users, or the assignment of a large curriculum, may take a long time to process. It is strongly recommended to schedule these types of assignments to run in the evening/overnight hours.

13. Training Start Date:
    - Select **As soon as the training is assigned** when you want the training to be available to the user as soon as the training assignment runs.
    - Select **Specific date** if you would like the training to be available to the user at a later date and time.

14. Training Due Date:
   - Select **No due date** if no due date is necessary.
   - Select **Relative date** to select the number of Days, Months, or Years from the date of the learning assignment, or from another date such as Supervisor Effective Date.
   - Select **Specific date** to select a specific due date.

User - The User section allows you to determine which users will receive the training assignment.

15. Use the **Select Users** button to select the organizational units, groups and/or individual users that are included in the assignment.
   - A select users flyout appears. Use the **drop-down button** to select the type of organizational unit (e.g. Division, Group), that you need to search for, or select User to select specific users by name.
   - Use the search fields to find the desired organizational unit or users.
   - To review your selections before adding them to your assignment, use the **Selected** tab at the top of the flyout.
   - When done, use the **Select** button at the bottom of the flyout.
16. Alternatively, you may upload a .csv file of users in the Upload Users section. A maximum of 200 users may be uploaded per .csv file of email addresses, usernames or user IDs. Use the **Select File** button and the **Add File** button.
17. When assigning training to users who already have it on their transcript, you can use the **Enable Assign New Occurrence** toggle button. When selected, additional settings appear:
   - Only assign new occurrence to users in the 'Completed' status.
   - Maintain progress.
   - If applicable, override all prior due dates for trainings contained in this assignment.
18. Next, select the **Generate Initial User List** button to preview a list of users and their training status.
   - The checkbox next to each user is automatically checked or unchecked depending on the settings configured within the Assign New Occurrence sub-section of the User Criteria section on the Users tab. You can manually check or uncheck this box to assign or exclude individual users from being assigned the training.
   - If needed, you can revisit and change settings in the Setup, Options and Schedule sections. If you change anything, you must select the **Reset Initial User List** button.
19. After configuring and reviewing your user list, select the **Next** button to continue.

> 💡 If you run out of time to finish the learning assignment or would like someone else to review it before it is submitted, you can select **Save Draft** at the bottom left.

Confirm – On the Confirm page you will review your learning assignment.

20. On the Confirm step, review your selections from previous steps to ensure all configurations are correct, and use the **Submit** button to submit the assignment for processing.