# CREATING A DYNAMIC LEARNING ASSIGNMENT

Learning Fundamentals - System Administrator Training

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.
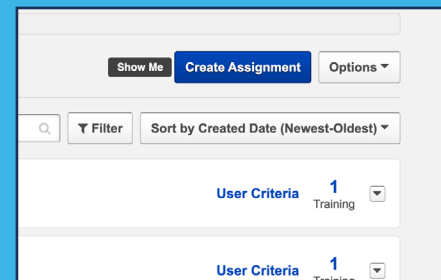
2 The **General** page

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.

Dynamic Removal

Enable Dynamic Removal if you would like users to be removed from this Assignment when they no longer meet the user cri

☐ ✕ Enable Dynamic Removal

Training Assignment Workflow

How would you like the training to be assigned to users? Your selection will impact what status the training will be in on user

◉ Assigned only
○ Assigned and Approved
○ Assigned, Approved, and Registered

Prerequisite Options

Set the prerequisite preferences for this Learning Assignment.

☐ ✕ Enforce prerequisites. When enabled, users not satisfying training prerequisites will not receive the associated training.

ⓘ No changes can be made to these email settings after the Assignment is submitted. However, any changes made to the training level will apply to future assignments.

Email Settings

What email settings would you like to apply to this Assignment? ❓

◉ Training Specific Emails
   Send emails to users based on the email settings configured at the training level. You can review these email settings on the Conf
   Send additional emails to notify users of training assignment or registration.
   ☐ Send Assign Training emails ❓
   ☐ Send Register Training emails ❓
○ Custom Emails
   Send custom emails to users for this Assignment. Any other emails configured at the training level (that are not displayed here) wi
○ Ad-Hoc Email
   Send an ad-hoc email to users each time this Assignment processes. This suppresses all emails configured at the training level.
○ No Emails

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.

Processing Frequency

How frequently would you like the Assignment to process and assign training to users that newly meet the User Criteria?

◉ Daily
○ Annually

Processing Start Date

When would you like the assignment to start processing and assign the training to users?

◉ As soon as Assignment is submitted
○ As soon as Assignment is submitted, but assign the training relative to
○ Specific Date

Processing End Date

When would you like the assignment to stop processing and deactivate?

○ No end date
◉ Specific Date
   12/31/2020 📅

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**.

Training Due Date

When would you like the training to be due?

- ○ No due date
- ○ Relative date
- ○ Annual date

Recurrence

Enable Recurrence if you would like the training to occur for users more than once.

☐ Enable Recurrence

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.

User Criteria ❓

Select the user criteria that will define who is included in the Assignment.

Select Users

Add users by selecting organizational units, groups and/or individual users.

[Select Users] **All Users**

Upload Users

Add users by uploading files with their Username, User ID or Email Address

[Select File] [Upload File]

Assign New Occurrence

Enable this setting to assign a new occurrence of the training to users who a maintained. This setting only applies to users on the Initial User List.

☐ Enable Assign New Occurrence ❓

5 The **Confirm** page

a   Review your selections.

b   Select the **Submit** button.

Setup	1 Training
Options ⓘ Type: Dynamic Training Assignment Workflow: Assigned only Emails: Training Specific Emails	
Schedule Processing Start Date: As soon as Assignment is submitted Due Date: No due date	
Users Assign New Occurrence: Off	782 Users

Cancel   Save Draft ❼   Previous   **Submit**

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 processs *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 Occurences**.

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.