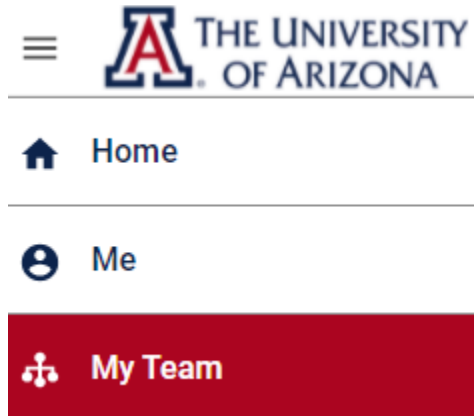


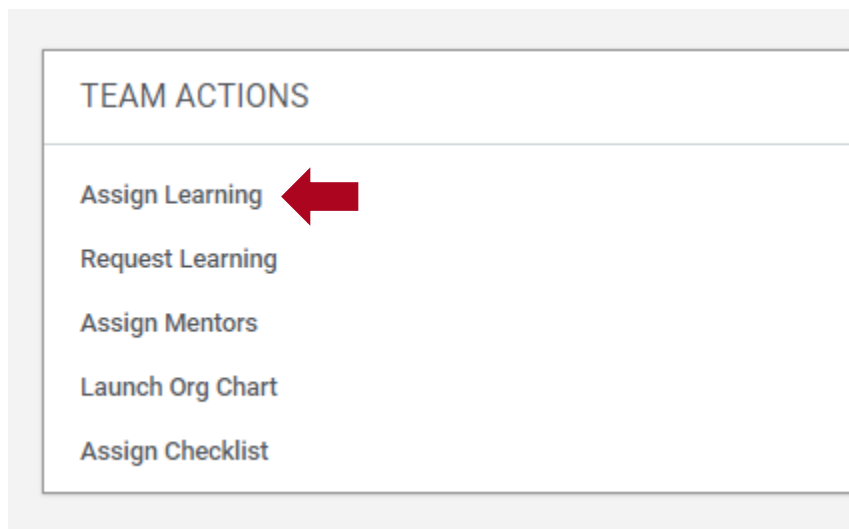


## How to Assign a Training to a Direct Report

1. Open the three-line menu icon in the upper left of the home screen, next to the University of Arizona logo. Select **My Team** from the drop-down menu.



2. On the next screen, find the **Team Actions** box in the far-right column. Select **Assign Learning**.



3. The top field on the next screen that opens is labeled **Select Learning Item**. Enter the name or a keyword for the desired learning in the search box. A list of titles appears. Find the row that has the item you want to assign.







Add to plan

Assign any learning activity. Select one or more specific classes later.

Select Learning Item	
Humane Care of Reptiles	
Title	
	The Humane Care and Use of Reptiles and Amphibians in Research
	The Humane Care and Use of Birds in Research

- To the right of the **Title** column, you will find a **Due Date** column. Optionally enter a completion date. Then move to the **Select** column and select the plus (+) icon. It will change to a minus (-) icon indicating you have selected that learning item.

Due Date	Select	Select
<input data-bbox="285 1104 578 1150" type="text" value="Select date"/>		
<div data-bbox="269 1157 670 1438"><p>2021</p><p>Tue, Sep 28</p><p>&lt; October 2021 &gt;</p><p>Su Mo Tu We Th Fr Sa</p><p>01 02</p><p>03 04 05 06 07 08 09</p></div>		
		

- Moving down the page, you will find the **Add a person** section, where all your direct reports appear. (The list may span two or more pages.) In the far right above the list of names is a **Select All** box. Check it to add everyone at once. Or activate the plus sign (+) in the **Select** column (far right) to choose one or more individual learners.



- The names of the people you have chosen will appear in green ovals above the list of names. If you added anyone by accident, use the X inside the oval to remove them.

**Add Person**

Person Search

Direct Team  SELECT ALL

Name
 Amelia Rosenberg Organization Develop Pro I-2073310 (Human Resources)

- At this point, you can assign more learning events if you wish. Return to the **Select Learning Item** search box and enter a new learning event. Repeat the process above to assign that training as well. (Although the previous training disappears, it is still assigned.)
- When you have finished adding trainings and assigning them to learners, move down to the bottom right of the page and select the **Add to Plan** button.

< 1 > 2

CANCEL ADD TO PLAN

- A summary screen appears. If the information on it is correct, select **OK** to finalize the process.
- The learner or learners receive automatic email notifications that they have been assigned learning.