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.
4. 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.

5. 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.
6. 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.

7. 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.)

8. 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.

9. A summary screen appears. If the information on it is correct, select OK to finalize the process.

10. The learner or learners receive automatic email notifications that they have been assigned learning.