Now that you have set up your User accounts and Groups and customized your Home Page, you are ready to make Assignments in the Learning Center.

In this course, you will learn how to Assign classes, tests and tasks as well as how to monitor them.   We will review the Transcripts tab where a Learners activity is documented.

Let’s get started.

As System Administrator, you have the ability to assign Tasks, Courses, Tests, Agendas, and Accomplishments.

This can be done for individual Users or as a Group.

To begin, click the ‘Assignments’ tab   and select ‘New Assignment’.

Notice that all available items are listed here by type.

Use the fields at the top of the page to filter this output and quickly find the Assignment in question.

In this example we will assign an Agenda for all Point of Sale clerks.

Select ‘Agenda’ as the ‘Type’ of assignment and enter ‘Point of Sale’ in the Keyword field.

An acronym such as ‘POS’ will not return a full listing of agendas pertaining to Point of Sale.

Category and Subcategory are associated with Courses and Tests so we can leave those blank for now.

After clicking ‘Submit’, you will see a list of all the Agendas that contain ‘Point of Sale’ in either the title or the description.

Locate the Agenda that you want to Assign   and click the title.

Using a copy of the ‘Agenda by Role Matrix’ will help in deciding which Agendas need to be assigned.

You can find the most current version in the 'Message Center' on the Learning Center Home page.

Now you are ready to create the Assignment.

First, select the User or Group.

You can use the Control button on your keyboard to select multiple names.

This 'Override Existing Completion Status?' checkbox allows you to require an employee who has already completed an Assignment to repeat it.

Leave it unchecked if you do not require an employee to take the course again.

Since Agendas are predetermined training plans, they contain more than one Assignment.

When you assign an Agenda, you will see the various Assignments that make up the agenda listed here.

Review the assignments to make sure they are set up as you wish.

Notice that you can change information on any individual assignment.

If the assignment is a Test you can also change the 'Passing Score' or the option to 'Show Answers'.

Set a 'Start Date' and 'Due Date' for each Assignment.

When you have multiple Assignments and you want to use the same Start and Due Date for each, fill in the information for Assignment 1 and click the 'Copy first Start Date and Due Date to all assignments' link.

The dates for the other assignments are automatically updated.

Once all changes are made, click Submit.

You will see a note that the Assignments have been made, and you are ready to continue with the next.

Now that you have Assigned an Agenda or some other element to a User, how do you know what the status of that Assignment is?

Has it been completed, or even started, or is it past due?

As a System or Learning Administrator, you have three options on the Assignments tab for gathering this information.

Just as the title implies, ‘My Assignments’ lists your own outstanding assignments.

Remember, if the signed-on User is not a System or Learning Administrator, this is the only option that will be available.

The ‘Employee Assignments’ option allows you to select a specific employee and view his or her assignments.

You also have the capability to ‘Search’ for specific assignments.

Let’s take a look at the Employee Assignments option first.

After selecting an employee, their Open assignments appear on the screen in Due Date order.

Open assignments are ones that have not yet been completed.

Here you can see at a glance the Start and Due date, along with the Status.

A ‘Past Due!’ note points out any late lessons.

You can view ‘All Assignments’, including those that are complete, by clicking on the ‘All Assignments’ link.

Likewise, click the ‘Agendas’ link to view assignments by Agenda.

Click any of the headings to re-sort the list.

You can easily Delete an assignment by clicking the Delete link then confirm the deletion.

If you want to delete all course from an agenda go to the ‘Agendas’ tab and delete the whole agenda at once.

Any courses which are ‘In Progress’ or ‘Completed’ will not be deleted.

Once the Agenda is deleted you can delete the ‘In Progress’ courses individually.

If you’d like to add an Assignment, select the ‘Add New Assignment for this Employee’ link and complete the assignment details.

The ‘Search’ feature is a powerful reporting tool that allows you to refine the information displayed.

You can search assignments by ‘Type’ to look at a particular Course, Task or Test.

You can also search by ‘Status’ to determine which assignments are ‘In Progress’ or have ‘Not Started’.

You can search by specific Employee, by Group, by Category or by Subcategory.

Depending on the selections that you make at the top of the page, you may also be able to refine your selection by specific Course, Task, Test, Accomplishment or Agenda Name.

Use the Assignment Dates section to set date parameters for your search.

You can use any or all of these fields.

Once you have selected your filters, click the ‘Search’ button.

After the results page loads, you can re-sort the data by column heading.

If you want to alter any of the assignment details, simply click the assignment title, update the information and click ‘Submit’ to save the changes.

Use these buttons to export a copy of your results to Excel or print a hard copy.

The final key to managing assignments is the Transcripts tab.

This is where you will find employees' completed Courses, Tests, Tasks, Accomplishments, Agendas and Certifications.

While most employees will only see their own transcript in this section, you, as the System or Learning Administrator have access to your own transcript as well as Employee Transcripts and a Search feature.

The Transcripts tab will not only show you Assignments which your employees have completed, it will also show any Course an employee has completed on their own.

The Employee Transcripts link allows you to select an individual employee to view.

The results display, grouped by Assignment Type.

The default view opens to 'Courses'.

Open the 'Tests' link to quickly see an employee's score as well as the Pass/Fail Status.

If the employee failed the test, and has no remaining Attempts, you can quickly reassign it to them by clicking the reassign hyperlink.

The Transcripts Search Completed Assignments and Courses feature allows you to indicate a specific Type.

Include any other selections such as Start and End date, a specific Employee or Group, or a particular Category or Subcategory.

Press 'Search'.

Use the column headings to re-sort the results.

Notice that the 'Score' field is a hyperlink when the Type is 'Test'.

Click here to view the completed test.

If you'd like to see the Course the test is linked to, you can click on the link 'Show Training'.

The Course Title appears in a hyperlink that can be chosen to take the course again.

The System or Learning Administrator can re-assign not only the Test but also the corresponding Course when necessary.

Training on Demand offers multiple paths to assign coursework. By selecting specific Users or Groups of Users you can direct your staff toward learning that is designed specifically for them.

With a clear roadmap to follow, your Administrator can easily review the status of the data located on the Transcript tab and ensure that Agendas, Tests and other assignments are completed in a timely manner.