How to Assign the End of Year Procedures Agenda

The content in this agenda will help you understand all of the end-of-year processes performed on Eagle.

1. From the **Assignments** tab click **New Assignment**.
2. Set the **Type** to Agenda and use "end of year" for the **Keyword** search.

3. Click the link labeled End of Year Procedures.

4. Select the **Employee** or **Group** of Employees.
5. **Override Existing Completion Status** if they have previously completed the Agenda.
6. Set the **Start Date** and **Due Date** for each course and test and press **Submit**.

7. You will receive a confirmation message stating that the assignment was created successfully.

8. The Courses and Tests will appear on the employee's Home Page and on the Assignments tab.