Assign Learning

On your homepage click on "Learning" section.

俞	Home 🗸				$\mathbf{Q}_{\!\!\mathbf{x}}$ Search for actions or p	🗘 👶 🍓 Tomáš Marný -
	Home					
	Goals					
	Performance					
	Continuous Performance	Conduct 1:1	Take Action	Provide Interview	Approve Requests	Take Courses
	Compensation	Meetings	Turto / totion	Feedback	, approve requeets	
	Learning					
	Development	-1 1	. 1	- E	a 1	22
	Careers	ų 4	L E	C B	[=// L	
	Succession	People Due Anvtime	Alert Due Anvtime	Interviews Due Anvtime	Request	Courses 13 Overdue
	Recruiting					

Then choose "My Team".

Chain Control Cont	My Team				
My Learnin	g Assignments	So	Sort By Date Priority 7 Filter		
Keyword	Q Course name or ID	Select All	•	All Assignment Types	•
VOVERDUE					
	320 DAYS OVERDUE	REQUIRED	;	YOU HAVE UNMET PRE	~
	OI_CZ_Hada ONLINE OI_CZ_Hada Part of OI_EN_C	inka anka rev.2 6/11/2019 Z_Hadanka	ĺ		1

On the right side click on "Assign/Remove Learning".



Now click on "Assign Learning".

Assign/Remove Learning		
Select the action you would like to take: + Assign Learning Assign items, programs and curricula to one or more employees.	Remove Assigned Learning Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed.	Cancel

For learning assignment click on ,,Add".

Assign Learning	
Enter Learning Activity Details * Required Utems, Programs and Curricula There are no items, programs or curricula selected.	+ Add
 Employees There are no employees selected. 	+ Add
	Cancel Continue

Now choose a course from catalogue you would like to assign to your subordinate (you can choose more courses). You can find a course in "Search" window and also refine by Learning Type, Training Area and Categories.

After you choose the course, click on "cross icon".

		Select Desired Cour	ses from Libra	ary	×
	Search)	Q	Language & Currency	
294 COURSES					Relevance 🗸
Refine By Learning Type				E	
Training Area	~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Categories	C	AFTER BIRTHDAY COURSE (COURSE Aftrer_Birthday) Free		All course (COURSE C_all) Free	
		Select	↓ More	Select	↓ More

You can assign more courses. In case you want remove a course, click on ,,cross icon":

Enter Learning Activity * Required	/ Details	5						
 Items, Programs a 	and Cur	ricula					+	Add
Title	Туре	Assignment Type	Priority	*Assigned		Required Date	Rer	nove
🚯 Cancel Pencil	8@	~		10/9/2020	14		ā 🗙	
AFTER BIRTHDAY COURSE	8@	Required ~		10/9/2020	14		<u>4</u> ×	
 Employees 							+	Add
There are no employees	selected.							
						Cancel	Cor	ntinue

Next choose "Assignment Type" and "Required Date" – the date when should your subordinate complete the course.

Title	Type Assignment Type	pe Priority	*Assigned	Required Date	Remove
AFTER BIRTHDAY COURSE	음œ Required v	·]	10/9/2020	10/30/2020	×

To assign a course to your subordinate click on ,,Add":

 * Required V Items, Programs 	and Cur	ricula				+ Add
Title	Туре	Assignment Type	Priority	*Assigned	Required Date	Remove
AFTER BIRTHDAY COURSE	8@	Required V		10/9/2020	10/30/2020	×
Employees There are no employees	selected					+ Add
There are no employees	selected.					

Now you can choose a colleague to which you want to assign a course. For assignment click on "Add":

TIP: you can assign a course to more colleagues.

			Select Employees		
	Employees	Region	Job Code	Manager	Organization
	Employees	Region	Gob Code	Manager	Organization
				Indirect Employees	Sub Organization
	Fialová, Anna		21000140	Marný, Tomáš	CZC001
	Na DL, Dohoda		21000555	Marný, Tomáš	CZC001
	Nato, Jdu		21000315	Marný, Tomáš	CZC001
	Nemůžu, Zato		21000315	Marný, Tomáš	CZC001
	Včerejší, Jana		21000067	Marný, Tomáš	DCH010
Emplo	byees selected: 1				
					Cancel

Check whether the information are correct and click on "Continue":

Enter Learning Activity	/ Details	5						
 Items, Programs a 	and Cur	ricula					+	Add
Title	Туре	Assignment Type	Priority	*Assigned		Required Date	Ren	nove
AFTER BIRTHDAY COURSE	8@	Required V		10/9/2020	14	10/30/2020	×	
 Employees 							+	Add
Name							Rer	nove
Anna jsem Fialová							×	
						Cancel	Con	tinue

The last step is to confirm learning assignment by click on "Assign Learning":

Confirm Details					
Items, Programs and Curricula					
Title	Туре	Assignment Type	Priority	Assign Date	Required Date
AFTER BIRTHDAY COURSE	8œ	REQ		10/9/2020	10/30/2020
Employees					
Name					
Anna jsem Fialová					
				Cancel	Assign Learning