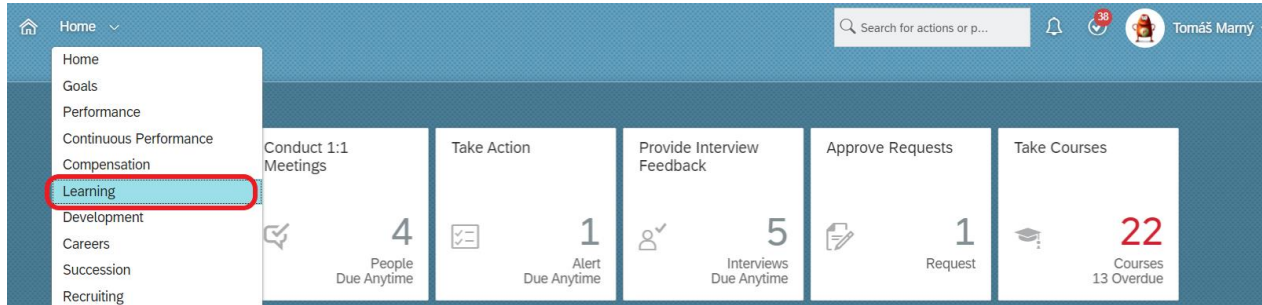
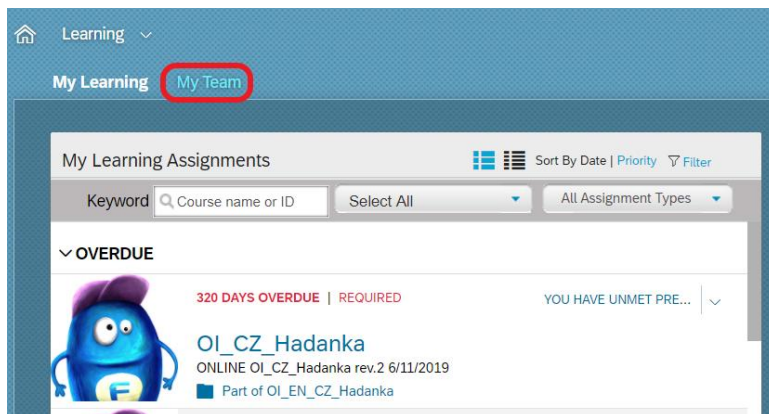


Assign Learning

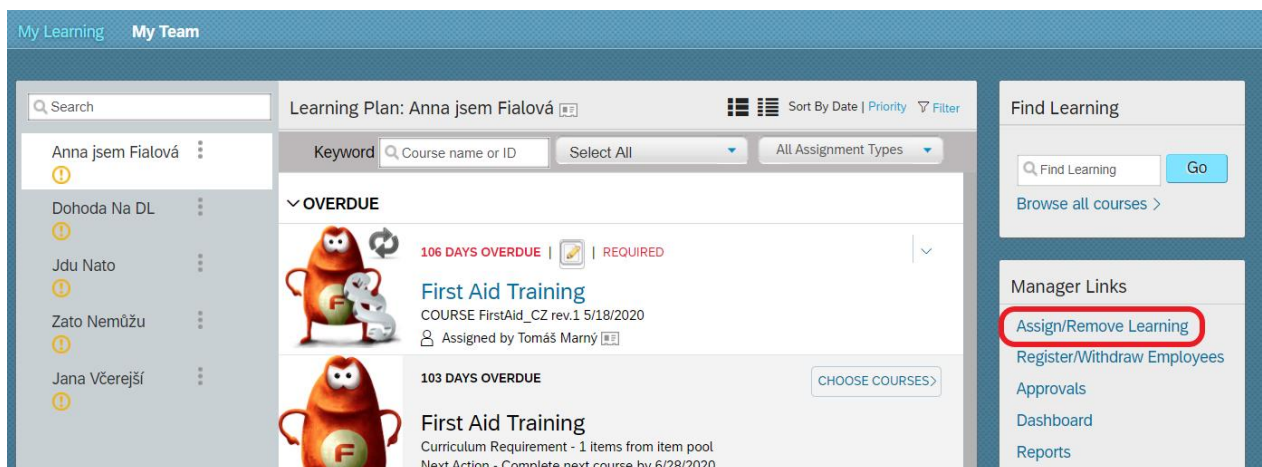
On your homepage click on „Learning” section.



Then choose „My Team”.



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

∨ Items, Programs and Curricula **+ Add**

There are no items, programs or curricula selected.

∨ Employees **+ Add**

There are no employees selected.

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 Courses from Library

Search Language & Currency

294 COURSES Relevance

Refine By

Learning Type

Training Area

Categories

AFTER BIRTHDAY COURSE (COURSE Aftre_Birthday) Free

All course (COURSE C_all) Free

Select

Select

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

Enter Learning Activity Details

* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
Cancel Pencil			---	10/9/2020		X
AFTER BIRTHDAY COURSE		Required	---	10/9/2020		X

Employees + Add

There are no employees selected.

Cancel Continue

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

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
AFTER BIRTHDAY COURSE		Required	---	10/9/2020	10/30/2020	

To assign a course to your subordinate click on „Add”:

Enter Learning Activity Details

* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
AFTER BIRTHDAY COURSE		Required	---	10/9/2020	10/30/2020	

Employees + 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
<input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Manager"/>	<input type="text" value="Organization"/>
			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input checked="" type="checkbox"/> Fialová, Anna		21000140	Marný, Tomáš	CZC001
<input type="checkbox"/> Na DL, Dohoda		21000555	Marný, Tomáš	CZC001
<input type="checkbox"/> Nato, Jdu		21000315	Marný, Tomáš	CZC001
<input type="checkbox"/> Nemůžu, Zato		21000315	Marný, Tomáš	CZC001
<input type="checkbox"/> Včerejší, Jana		21000067	Marný, Tomáš	DCH010

Employees selected: 1

Check whether the information are correct and click on „Continue“:

Enter Learning Activity Details

* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
AFTER BIRTHDAY COURSE		Required	---	10/9/2020	10/30/2020	

Employees + Add

Name	Remove
Anna jsem Fialová	

Cancel Continue

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

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
AFTER BIRTHDAY COURSE		REQ	---	10/9/2020	10/30/2020

Employees

Name
Anna jsem Fialová

Cancel Assign Learning