

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating and using assignment profiles.

Tasks

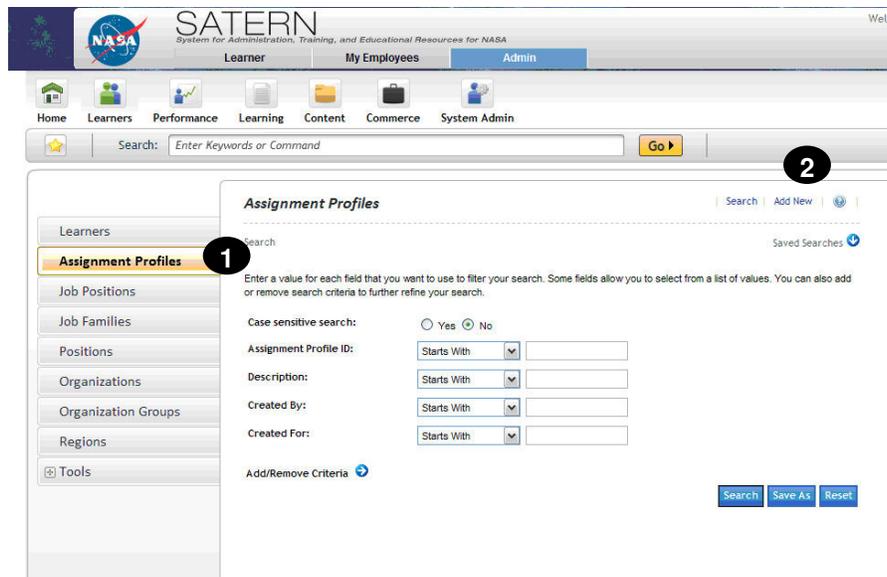
- A. Add New Assignment Profile
- B. Define Learner Pool
- C. Assign Curricula to Learners via Assignment Profile
- D. Assign Catalogs to Learners via Assignment Profile
- E. Assign Learner Role to Learners via Assignment Profile

Task A. Add New Assignment Profile

Verify the Admin tab is selected.

1 Navigate to Learners > Assignment Profiles.

2 Click the Add New link.



- 3 Enter an assignment profile ID.
- 4 Enter a description.
- 5 Select a domain.
- 6 Enter a contact person email.
- 7 Click Add.

Assignment Profiles

> Add New

Add New Assignment Profile

* = Required Fields

7 Add Reset

* Assignment Profile ID:

Description:

* Domain:

Email:

Created For:

Notes:

3 4 5 6

Add Reset

The new assignment profile has been added.

Welcome MITCHELL, JAMES S | Sign Out

Home Learners Performance Learning Content Commerce System Admin

Search: Enter Keywords or Command

Recommended Next: Define Learner Pool Add Curricula Add Role

Assignment Rules Summary:
0 Domain(s) and 0 Group(s) define the Learners who are in this assignment profile. [Manage Rules](#)

Status: Valid Domain: Default Public Access Domain (PUBI)
Contact Email: Created By: MITCHELL, JAMES S

Created For: Notes:

Related Catalogs Description Status Remove

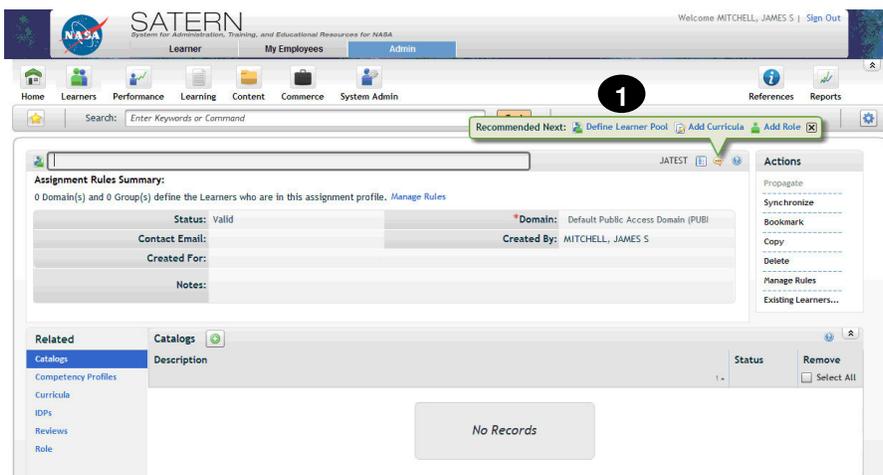
Competency Profiles Curricula IDPs Reviews Role

No Records

Actions: Propagate Synchronize Bookmark Copy Delete Manage Rules Existing Learners...

Task B. Define Learner Pool

1 In the Recommended Next: box, click **Define Learner Pool**.



2 Click **OK** on the Create Assignment Rules pop-up message.

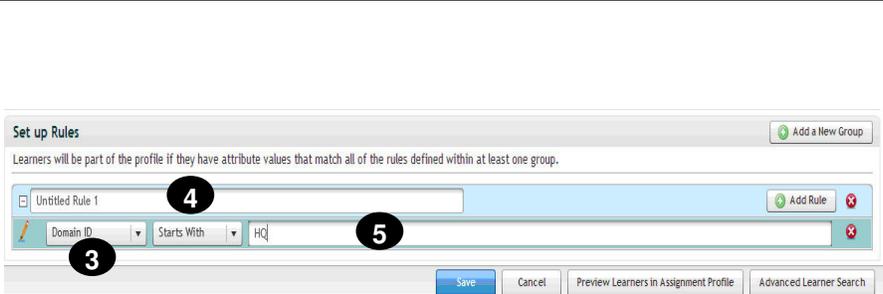


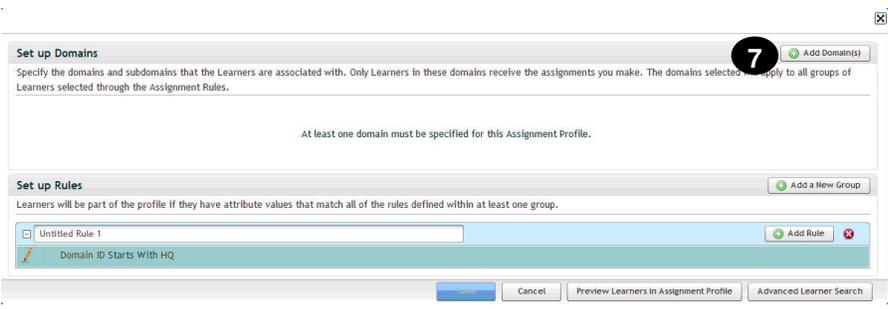
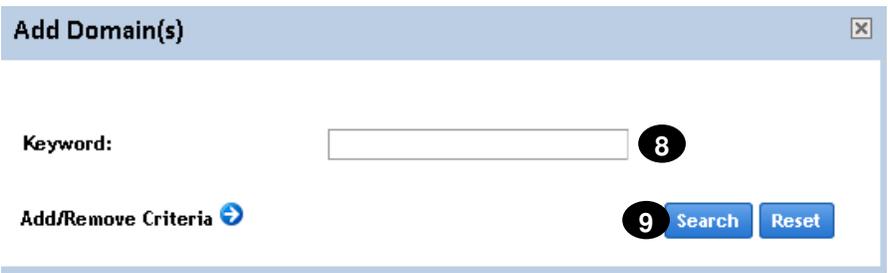
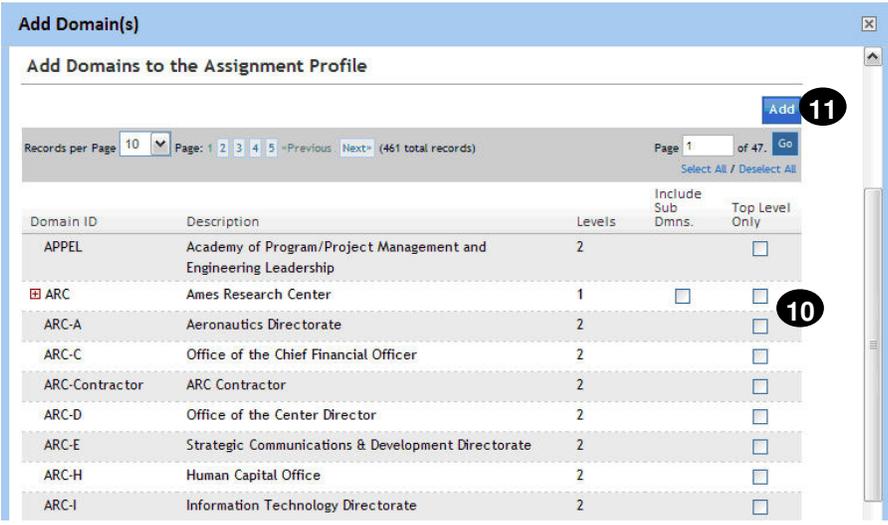
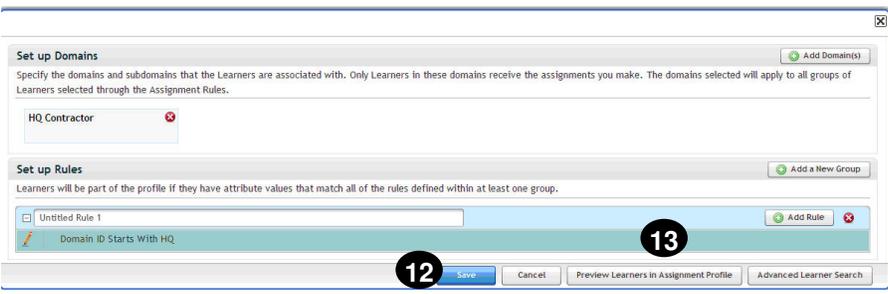
3 In the Set up Rules section, select an attribute from the Select Attribute drop-down menu.

4 Select an operator from the Select Operator drop-down menu.

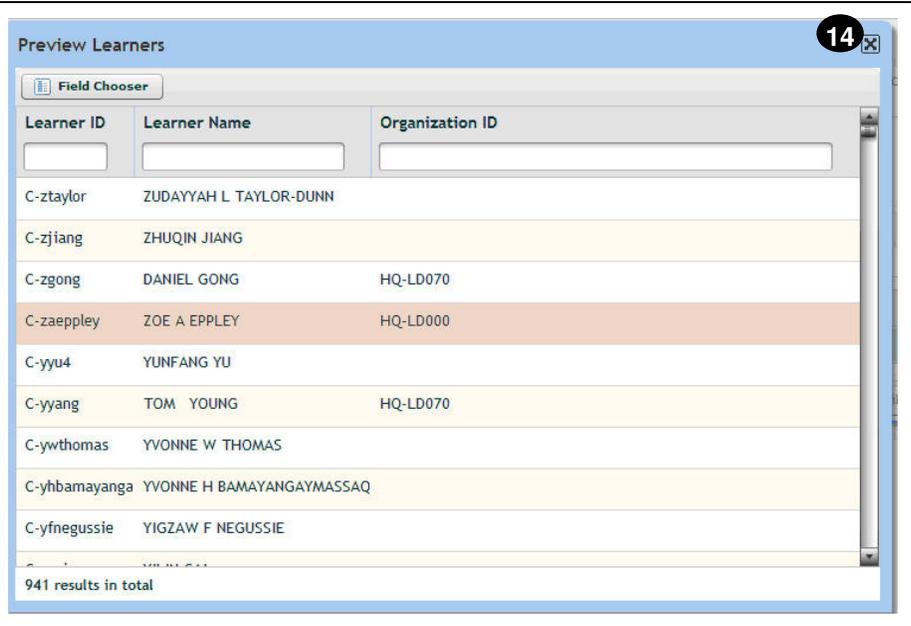
5 In the values box enter a valid value. You can also use the magnifying glass icon to search for the desired values.

6 Click **Save**.

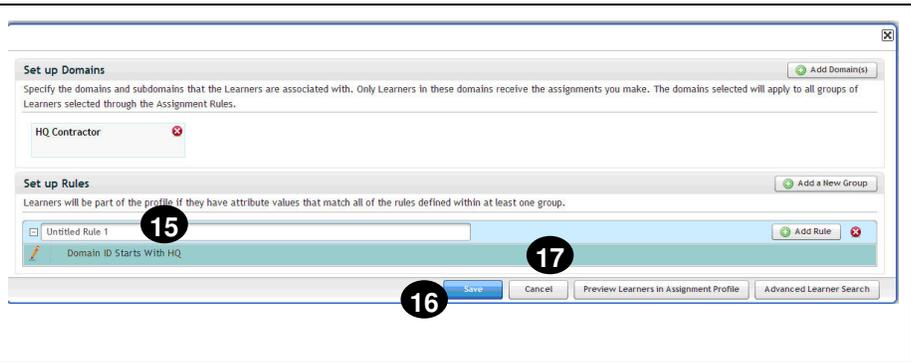


<p>7 In the Set up Domain section, click Add Domain(s).</p>																																																			
<p>8 Enter criteria to search for the desired domains. In this example, let's search for the AIR domain.</p> <p>9 Click Search.</p>																																																			
<p>10 Check the Top Level Only checkbox.</p> <p>11 Click Add.</p>	 <table border="1" data-bbox="597 976 1388 1312"> <thead> <tr> <th>Domain ID</th> <th>Description</th> <th>Levels</th> <th>Include Sub Dmns.</th> <th>Top Level Only</th> </tr> </thead> <tbody> <tr> <td>APPEL</td> <td>Academy of Program/Project Management and Engineering Leadership</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> ARC</td> <td>Ames Research Center</td> <td>1</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/> 10</td> </tr> <tr> <td>ARC-A</td> <td>Aeronautics Directorate</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-C</td> <td>Office of the Chief Financial Officer</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-Contractor</td> <td>ARC Contractor</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-D</td> <td>Office of the Center Director</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-E</td> <td>Strategic Communications & Development Directorate</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-H</td> <td>Human Capital Office</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ARC-I</td> <td>Information Technology Directorate</td> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Domain ID	Description	Levels	Include Sub Dmns.	Top Level Only	APPEL	Academy of Program/Project Management and Engineering Leadership	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ARC	Ames Research Center	1	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10	ARC-A	Aeronautics Directorate	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-C	Office of the Chief Financial Officer	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-Contractor	ARC Contractor	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-D	Office of the Center Director	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-E	Strategic Communications & Development Directorate	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-H	Human Capital Office	2	<input type="checkbox"/>	<input type="checkbox"/>	ARC-I	Information Technology Directorate	2	<input type="checkbox"/>	<input type="checkbox"/>
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<p>12 Click Save.</p> <p>13 Click Preview Learners in Assignment Profile to see which Learners currently match the criteria.</p>																																																			

14 Close the preview window.



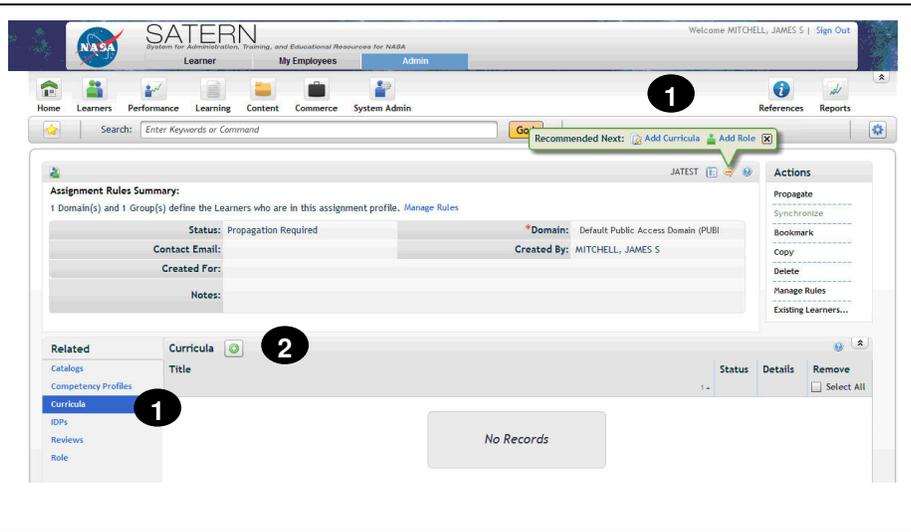
15 In the Set up Rules section, click in the Untitled Rule 1 box and enter a rule description.
 16 Click Save.
 17 Click Cancel to return to the main assignment profile screen.



Task C. Assign Curricula to Learners via Assignment Profile

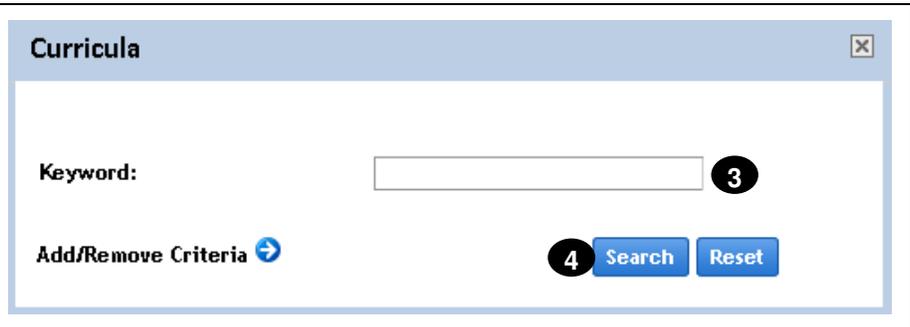
Now that the assignment profile audience has been defined, the assignments can be defined.

1 In the Recommended Next: box, click **Add Curricula**.
 or
 1 Select the **Curricula** tab from the Related area.
 2 Click **Add New Curricula** ()



3 Enter criteria to search for curricula.

4 Click Search.



5 Check the Add checkbox for the curricula to associate with the assignment profile.

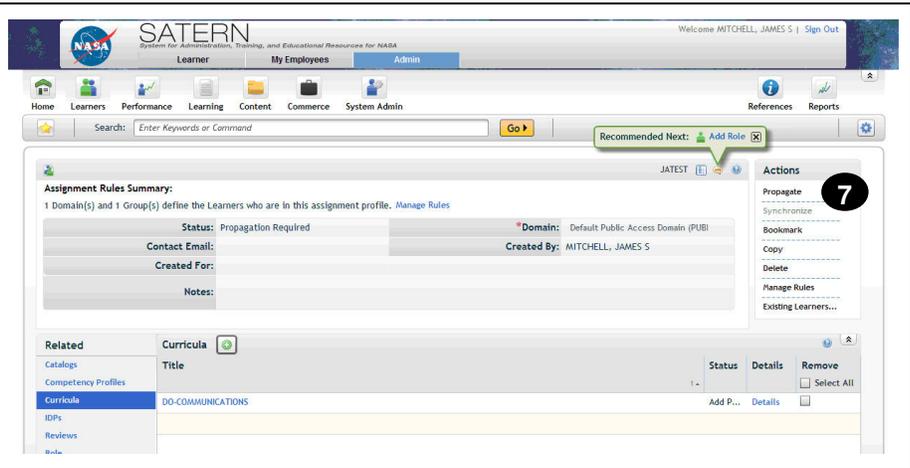
6 Click Add.

Repeat steps 2-6 for each curriculum to add to the profile.



7 In the Actions area, click Propagate. The system may require you to schedule this as a background job.

Once this job runs, all Learners with the attributes you specified will be assigned the selected curricula.



8 You can run this job immediately or schedule the job to be executed at a specific date and time.

8 Click Finish.

Propagate

Assignment Profiles

> Search > Propagate

Schedule Background Job

The action you are trying to perform is affecting too many records and could take a long time to complete. This action must be scheduled to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address.

Run this job immediately, if allowable.
 Schedule this job to be executed on: [View Available Time Slots](#)

Date: (MM/DD/YYYY)
Time: (h:mm AM/PM)
Time Zone:

Job Description:

Notify via email upon completion

Email:

Reset Finish

8

9 After you click finish, a status page displays.

9 Click **Back to Assignment Profile** to return to the assignment profile record.

Propagate

Background Job Scheduled

Background Job Status

Job Title: Propagate Assignment Profiles

Description:

Scheduled Start Date: 10/13/2011 02:54 PM America/New York

Status: Scheduled

You can edit the schedule details and status of this background job in the [Background Jobs](#) module.

9 [Back to Assignment Profile](#)

10 Once the assignment profile has been successfully propagated, the **Existing Learners in Assignment Profile** link in the Actions areas can be used to display the Learners that are currently being impacted by the assignment profile.

SATERN
System for Administration, Training, and Educational Resources for NASA

Welcome MITCHELL, JAMES S | Sign Out

Home Learners Performance Learning Content Commerce System Admin

Search: Enter Keywords or Command

Recommended Next: [Add Role](#)

Assignment Rules Summary:
1 Domain(s) and 1 Group(s) define the Learners who are in this assignment profile. [Manage Rules](#)

Status: Propagation Scheduled on 5/31/20... Domain: Default Public Access Domain (PUBI)
 Contact Email: Created For: Created By: MITCHELL, JAMES S
 Notes:

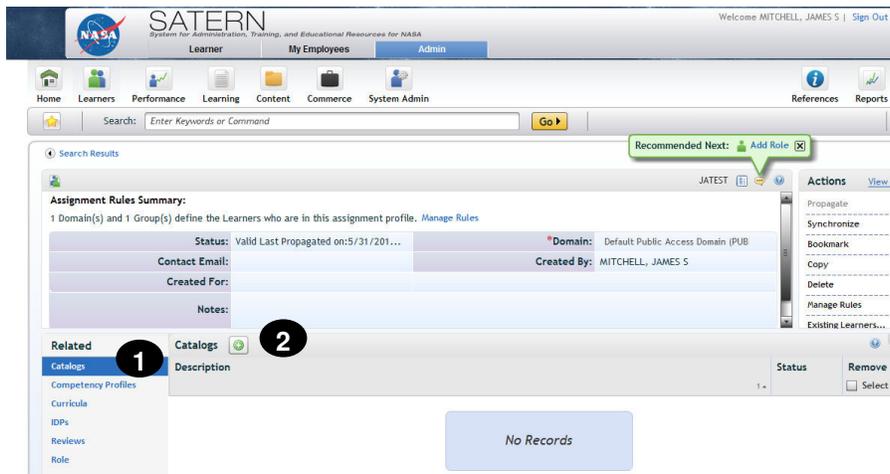
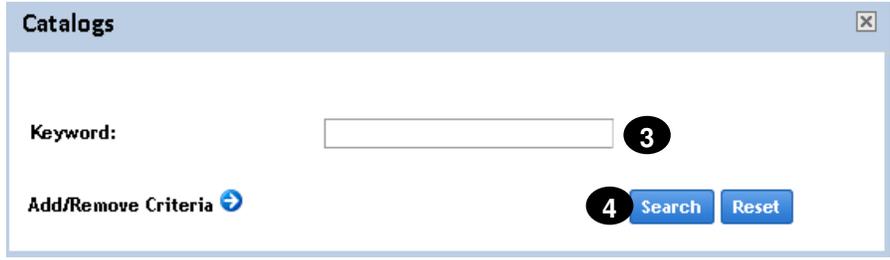
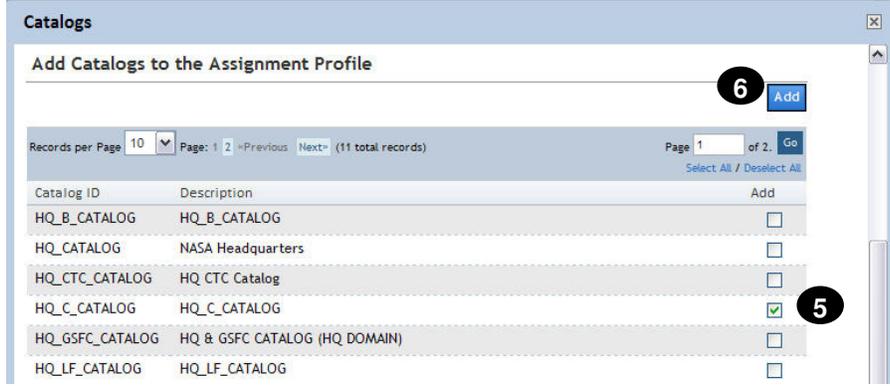
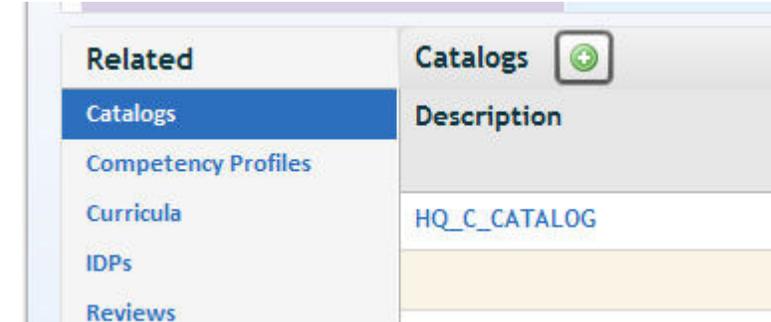
Actions
 Propagate
 Synchronize
 Bookmark
 Copy
 Delete
 Manage Rules
 Existing Learners...

10

Related **Curricula**

Catalogs	Title	Status	Details	Remove
Competency Profiles		1 -		Select All
Curricula	DO-COMMUNICATIONS		Add P...	Details
IDPs				

Task D. Assign Catalogs to Learners via Assignment Profile

<p>Now that the assignment profile audience has been defined, the assignments can be defined.</p> <p>1 Select the Catalogs tab from the Related area to assign one or more catalogs.</p> <p>2 Click Add New Catalogs ().</p>	
<p>3 Enter criteria to search for catalogs.</p> <p>4 Click Search.</p>	
<p>5 Check the Add checkbox for the catalog to associate with the assignment profile.</p> <p>6 Click Add.</p> <p>Repeat steps 2-6 for each catalog to add to the profile.</p>	
<p>The catalog is added to the assignment profile.</p>	

Task E. Assign a Learner Role to Learners via Assignment Profile

1 In the Recommended Next: box, click **Add Role**.

or

1 Select the **Role** tab from the Related area.

2 Select a new role from the Role ID drop-down menu.

3 Click **Save**.

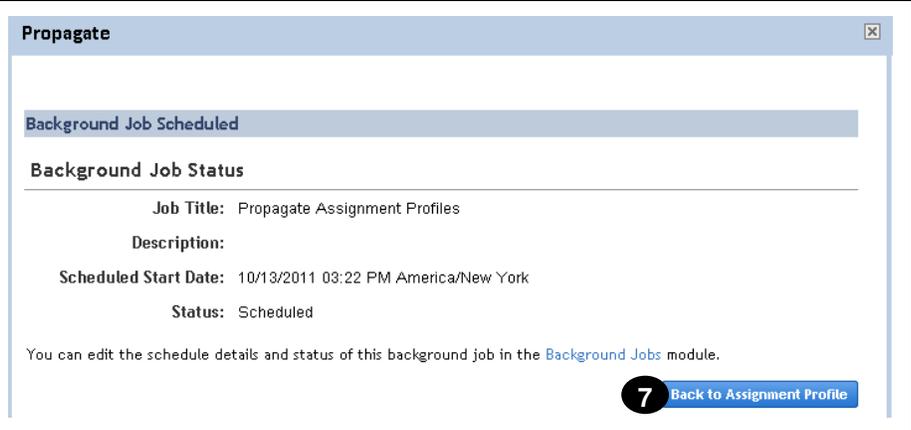
4 The status is updated to indicate that propagation is required.

5 Click **Propagate**.

You can run this job immediately or schedule the job to be executed at a specific date and time.

6 Click **Finish**.

7 Click **Back to Assignment Profile** to return to the assignment profile record.



The screenshot shows a window titled "Propagate" with a close button in the top right corner. Below the title bar, there is a section header "Background Job Scheduled" followed by another header "Background Job Status". The status information is as follows:

- Job Title:** Propagate Assignment Profiles
- Description:**
- Scheduled Start Date:** 10/13/2011 03:22 PM America/New York
- Status:** Scheduled

Below the status information, there is a note: "You can edit the schedule details and status of this background job in the [Background Jobs](#) module." In the bottom right corner of the window, there is a blue button with a white circle containing the number "7" and the text "Back to Assignment Profile".