

Job Aid: Assigning Learning via Basic Methods

Course: Learning Needs Management

Lab 12: Assign Items Directly to Learner Record

Lab 13: Assign Curriculum Directly to Learner Record

Lab 14: Assign Curricula To Learners Using the Learner Needs Management Tool

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of assigning items and curricula to Learners.

Tasks

- Assign Items Directly to Learner Record
- Assign Curriculum Directly to Learner Record
- Assign Items to Learners Using Learner Needs Management Tool
- Assign Curricula to Learners Using Learner Needs Management Tool

Task A. Assign Items Directly to Learner Record

- Verify the Admin tab is selected.
- Navigate to Learners > Learners.
- Enter criteria to find the Learner record.
- Click Search.


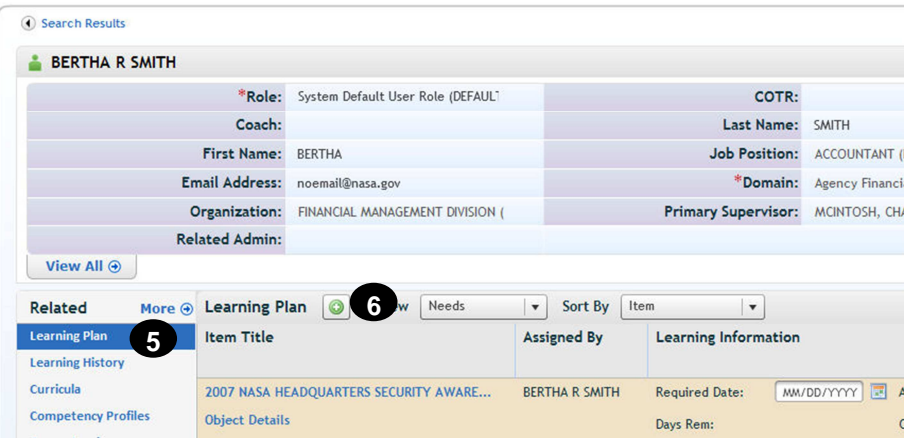
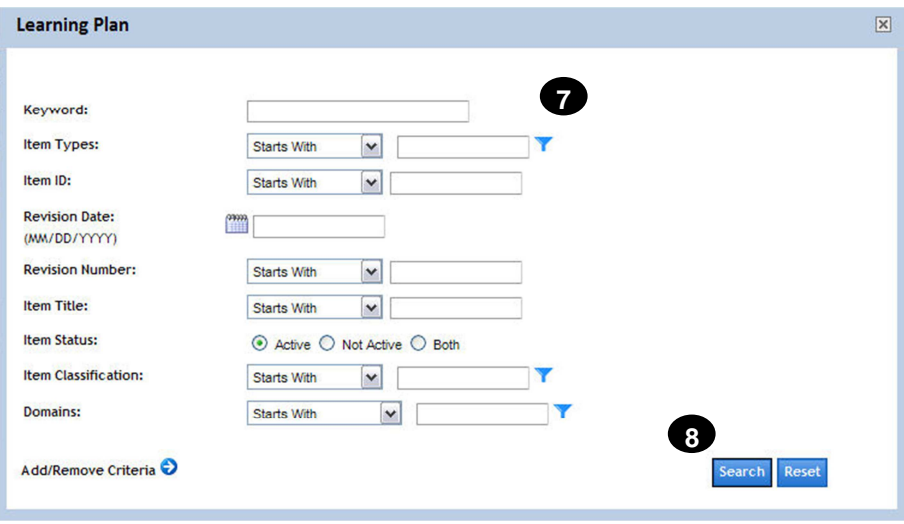

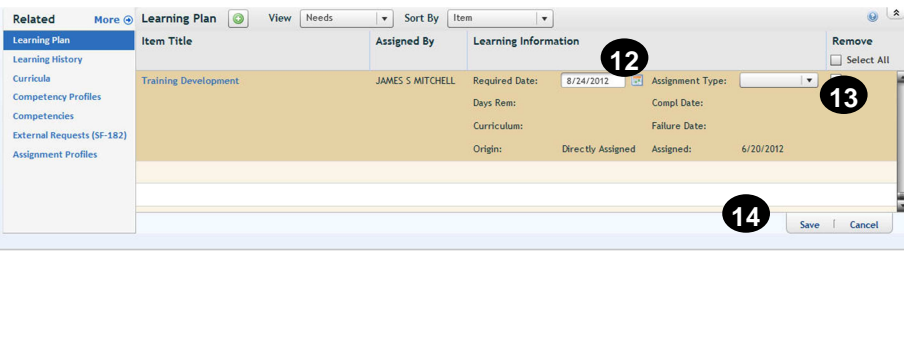
- Click the Learner ID link.

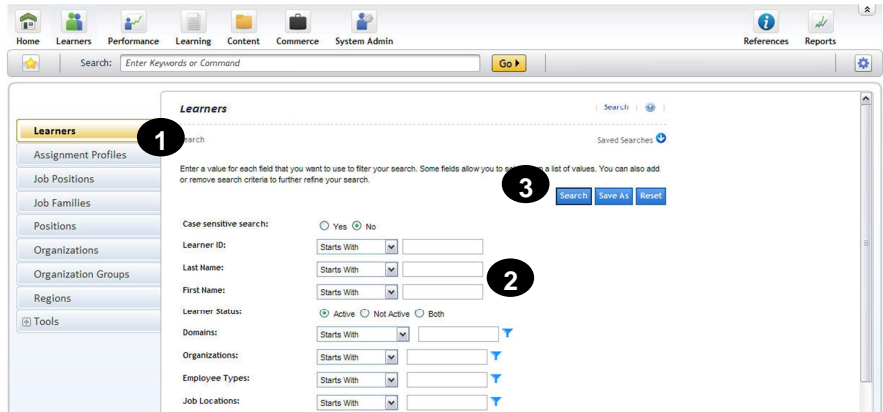
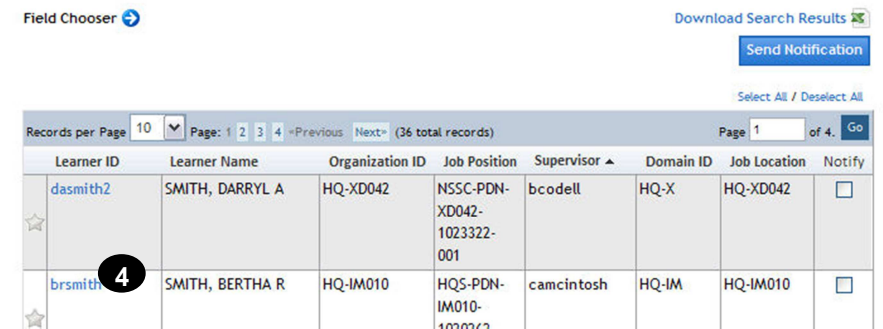

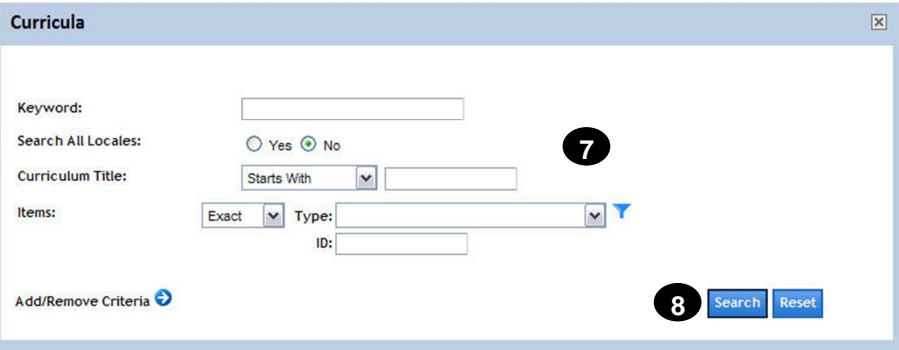
Field Chooser [Download Search Results](#) [Send Notification](#)

Select All / Deselect All

Records per Page 10 Page: 1 2 3 4 «Previous Next» (36 total records) Page 1 of 4 Go

Learner ID	Learner Name	Organization ID	Job Position	Supervisor	Domain ID	Job Location	Notify
dasmith2	SMITH, DARRYL A	HQ-XD042	NSSC-PDN-XD042-1023322-001	bcodell	HQ-X	HQ-XD042	<input type="checkbox"/>
brsmith	SMITH, BERTHA R	HQ-IM010	HQS-PDN-IM010-1000000	camcintosh	HQ-IM	HQ-IM010	<input type="checkbox"/>

<p>5 Select the Learning Plan tab.</p> <p>6 Click Add New Learning Plan ().</p>		
<p>7 Enter criteria to search for the item to assign.</p> <p><i>Note: You may need to select the Add/Remove Criteria function to gain additional search criteria.</i></p> <p>8 Click Search.</p>		
<p>9 Click the Add checkbox next to the item(s) to add.</p> <p>10 Modify the assign date as necessary.</p> <p>11 Click Add to add the item(s) to the Learner's Learning Plan.</p>		
<p>12 Add/edit the required date using the calendar icon.</p> <p><i>Note: all Learning Plan items are sorted by Required Date. Be sure to find the correct item before adding/editing the date.</i></p> <p>13 Select an assignment type from the drop-down</p>		

	menu.	
14	Click Save .	
Task B. Assign Curriculum Directly to Learner Record		
1	Verify the Admin tab is selected.	
2	Navigate to Learners > Learners .	
3	Enter criteria to find the Learner record.	
4	Click Search .	
4	Click the Learner ID link.	
5	Select the Curricula tab from the Related area.	
6	Click Add New Curricula (+).	
7	Enter criteria to search for the curriculum to add.	
8	Click Search .	

9

Click the **Add** checkbox next to the curricula to add.

10

Modify the assign date as necessary.

11

Click **Add**.

Add Curricula To Learner

11

AddReset

Records per Page10(5 total records)Select All / Deselect All

Curriculum ID	Title	Assign Date (MM/DD/YYYY)	Add
APPEL-UAT-TEST	APPEL-UAT-TEST	6/20/2012	<div>10</div> <input type="checkbox"/>
GRC-UAT-CURRICULUM	UAT Curriculum Testing	6/20/2012	<input type="checkbox"/>
GRC-UAT-TEST	GRC UAT Test Curriculum	6/20/2012	<input type="checkbox"/>
NSSC-TEST-TWO	UAT TEST SCRIPT	6/20/2012	<input type="checkbox"/>

9

RelatedMoreCurriculaAttach Job Related Curricula

Learning Plan

Learning History

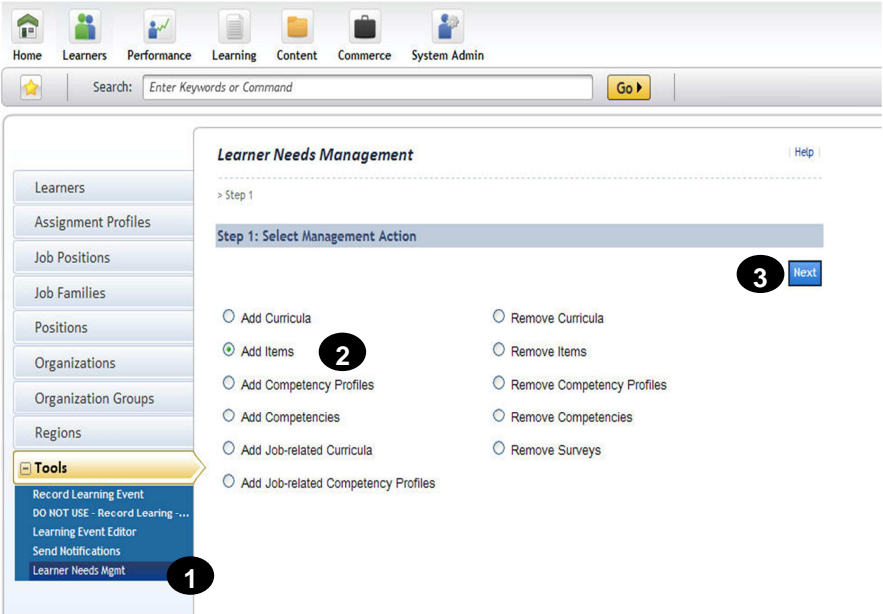
Curricula

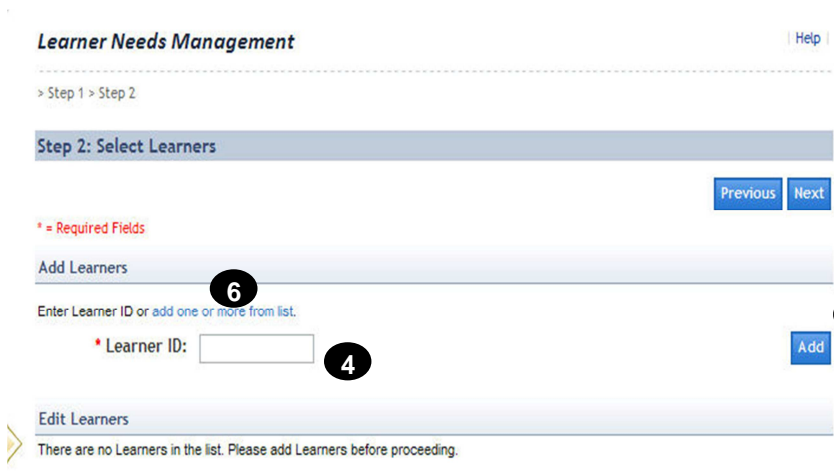
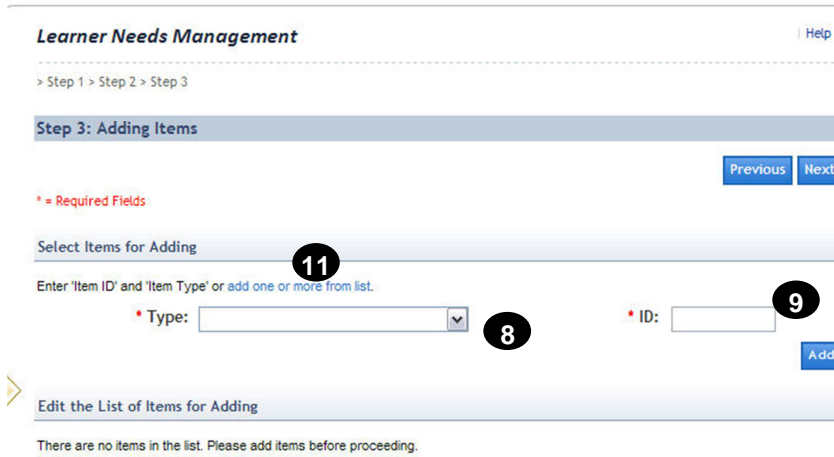
Competency Profiles

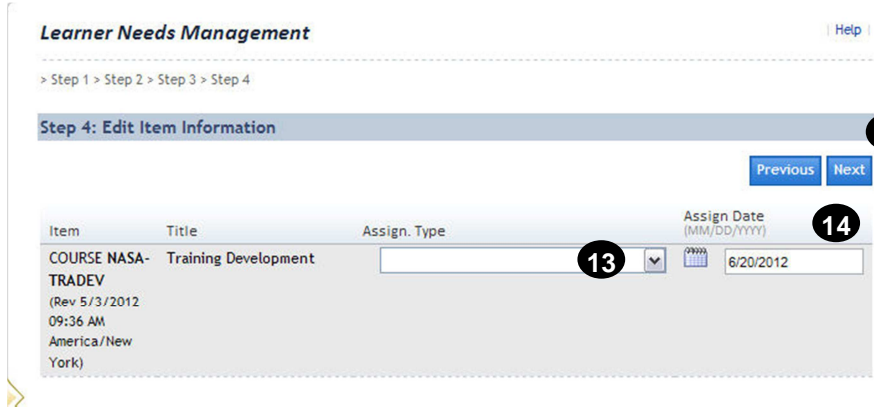
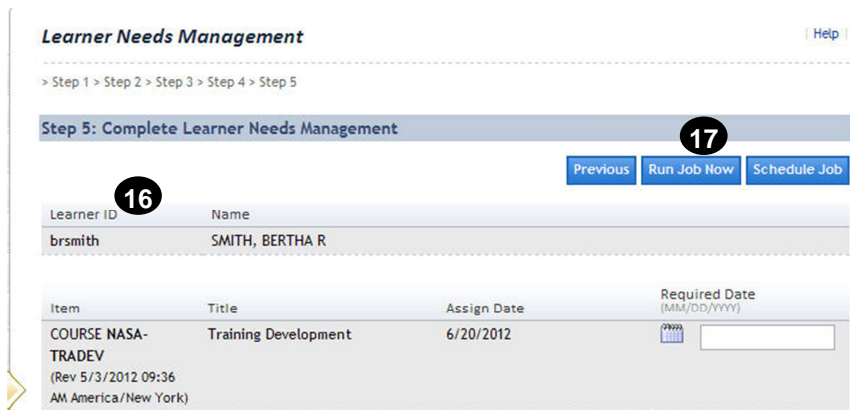
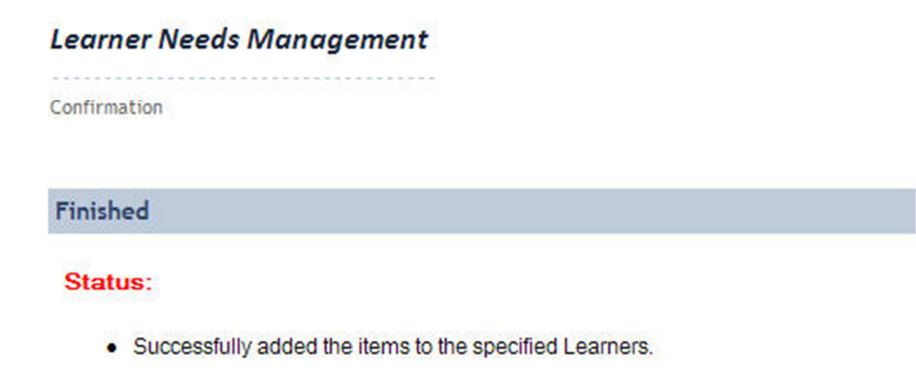
Competencies

Title	Status	Expiration	Next Action	Assign Date	Add L...	Details	Remove
AGENCY MANDATORY TRAVEL CARD COURSE	Complete	11/8/2012	11/8/2012	6/3/2009	SYSTEM...	Details	<input type="checkbox"/> Select All
APPEL-UAT-TEST	Complete	N/A	N/A	6/20/2012	jsmitc...	Details	<input type="checkbox"/>
FY 2011 ANNUAL INFORMATION SECURITY TRAINING	Complete	N/A	N/A	3/11/2011	System ...	Details	<input type="checkbox"/>

Task C. Assign Items to Learners Using Learner Needs Management Tool

<p>1 Navigate to Learners > Tools > Learner Needs Mgmt.</p> <p>2 Click the Add Items radio button.</p> <p>3 Click Next.</p>	 <p>Learner Needs Management</p> <p>> Step 1</p> <p>Step 1: Select Management Action 3 Next</p> <ul style="list-style-type: none"> <input type="radio"/> Add Curricula <input checked="" type="radio"/> Add Items 2 <input type="radio"/> Add Competency Profiles <input type="radio"/> Add Competencies <input type="radio"/> Add Job-related Curricula <input type="radio"/> Add Job-related Competency Profiles <input type="radio"/> Remove Curricula <input type="radio"/> Remove Items <input type="radio"/> Remove Competency Profiles <input type="radio"/> Remove Competencies <input type="radio"/> Remove Surveys <p>Tools 1</p> <ul style="list-style-type: none"> Record Learning Event DO NOT USE - Record Learning ... Learning Event Editor Send Notifications Learner Needs Mgmt
---	---

<p>Step 2: Select Learners of the Learner Needs Management wizard displays.</p> <p>4 To add a Learner, enter the exact Learner ID in the Learner ID textbox.</p> <p>5 Click Add.</p> <p>or</p> <p>6 Click the add one or more from list link to search for and select Learners.</p> <p>7 Click Next.</p>	
<p>Step 3: Adding Items of the Learner Needs Management wizard displays.</p> <p>To add items:</p> <p>8 Select the item type from the drop-down menu.</p> <p>9 Enter the exact item ID.</p> <p>10 Click Add.</p> <p>or</p> <p>11 Click the add one or more from list link to search for and select items.</p> <p>12 Click Next.</p>	

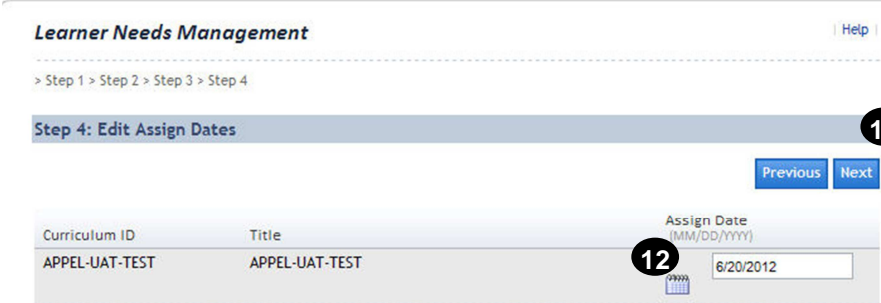
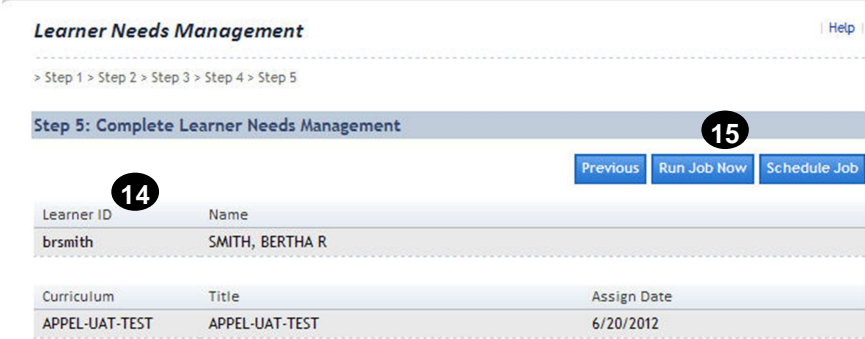
<p>Step 4: Edit Item Information of the Learner Needs Management wizard displays.</p> <p>13 Select the assignment type from the drop-down menu.</p> <p>14 Today's date defaults as the assign date. You can also manually enter another date (not in the future).</p> <p>15 Click Next.</p>	
<p>Step 5: Complete Learner Needs Management of the Learner Needs Management wizard displays.</p> <p>16 Review the list of affected Learners. Verify the item to be assigned. Adjust the required date if necessary.</p> <p><i>Note: The required date is calculated based on the item settings.</i></p> <p>17 Click Run Job Now or Schedule Job to complete the Learner Needs Management wizard.</p>	
<p>If you click Run Job Now, a Status page displays. The assignment was completed successfully.</p>	

Task D. Assign Curricula to Learners Using the Learner Needs Management Tool

- 1 Navigate to **Learners > Tools > Learner Needs Mgmt.**
- 2 Click the **Add Curricula** radio button.
- 3 Click **Next**.

- 4 *Step 2: Select Learners of the Learner Needs Management wizard displays.*
- 4 Enter the exact Learner ID in the Learner ID textbox.
- 5 Click **Add**.
- or
- 6 Click the **add one or more from list** link to search for and select Learners.
- 7 Click **Next**.

- 8 *Step 3: Adding Curricula of the Learner Needs Management wizard displays.*
- 8 To add a curriculum, enter the exact curriculum ID.
- 9 Click **Add**.
- or
- 10 Click the **add one or**

<p>11</p>	<p>more from list link to search for and select curricula.</p> <p>Click Next.</p>	
<p>12</p> <p>13</p>	<p><i>Step 4: Edit Assign Dates</i> of the Learner Needs Management wizard displays.</p> <p>Today's date defaults as the assign date, or enter another date (not in the future).</p> <p>Click Next.</p>	
<p>14</p> <p>15</p>	<p><i>Step 5: Complete Learner Needs Management</i> of the Learner Needs Management wizard displays.</p> <p>Review the list of affected Learners. Verify the curricula to be assigned.</p> <p>Click Run Job Now or Schedule Job to complete the Learner Needs Management wizard.</p>	
	<p>If you click Run Job Now, a Status page displays. The assignment was completed successfully.</p>	