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.

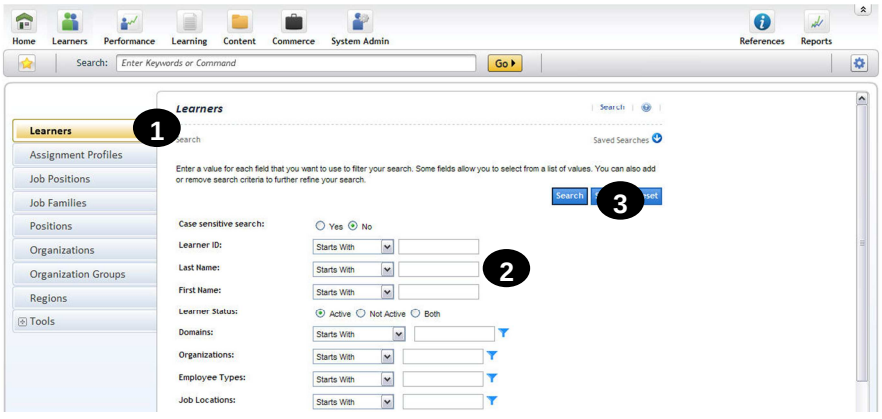
Tasks

A. Assign Items Directly to Learner Record
B. Assign Curriculum Directly to Learner Record
C. Assign Items to Learners Using Learner Needs Management Tool
D. Assign Curricula to Learners Using Learner Needs Management Tool

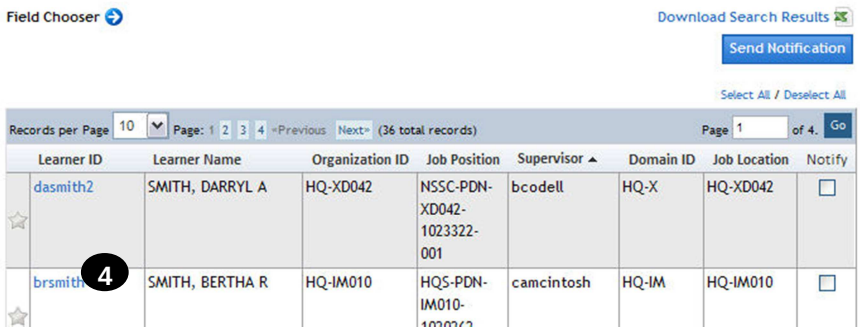
Task A. Assign Items Directly to Learner Record

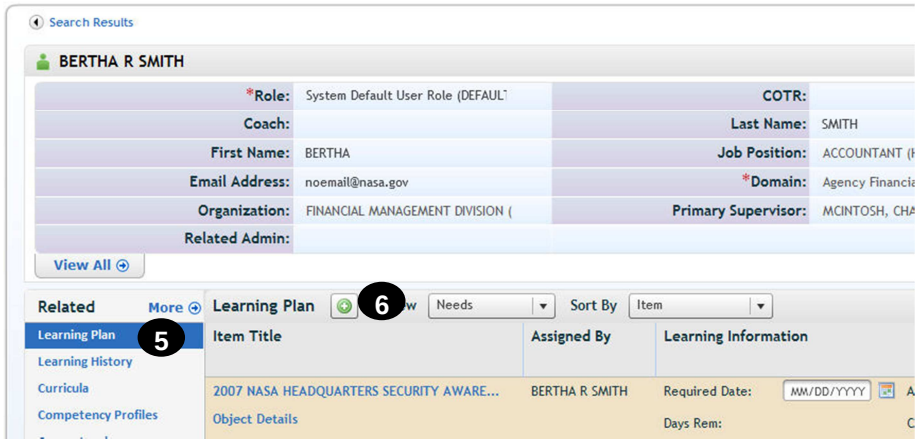
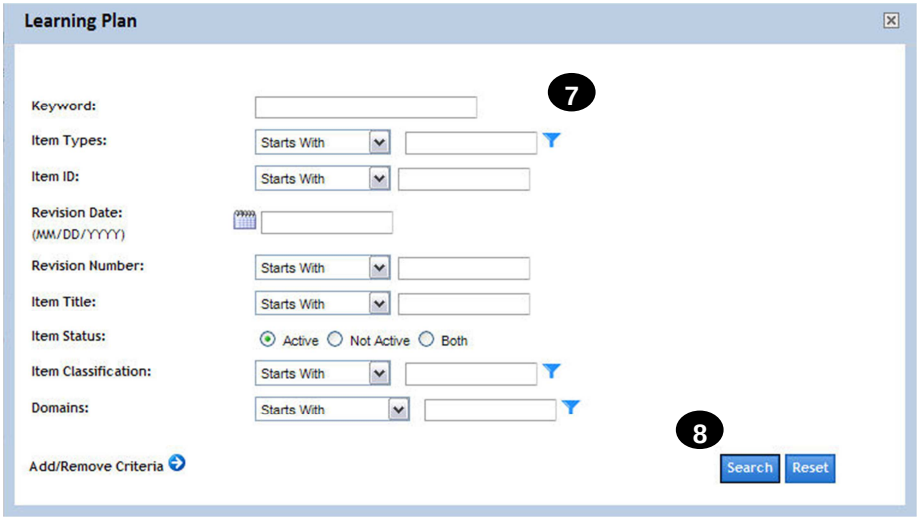
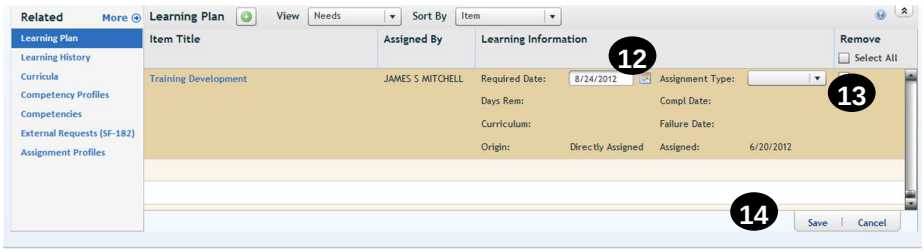
Verify the **Admin** tab is selected.

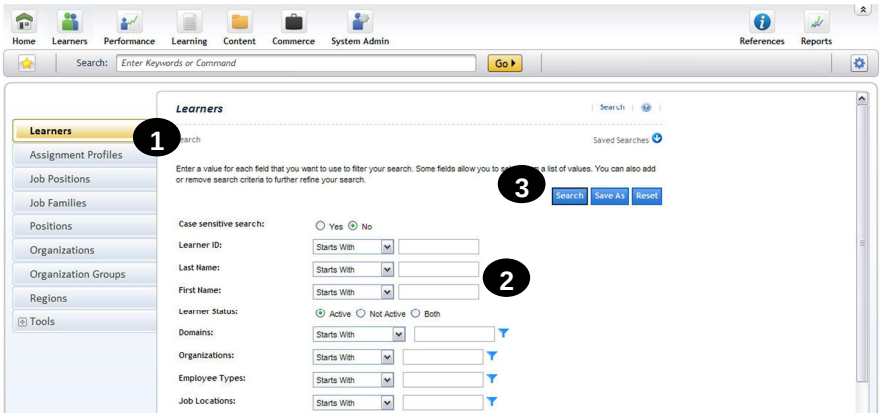
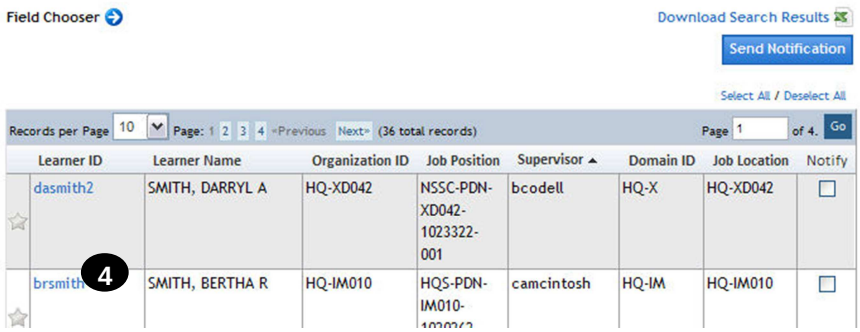
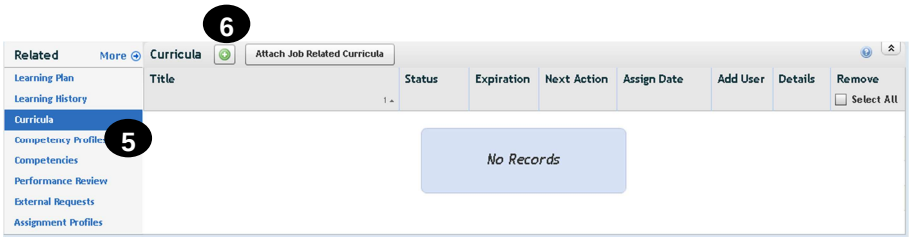
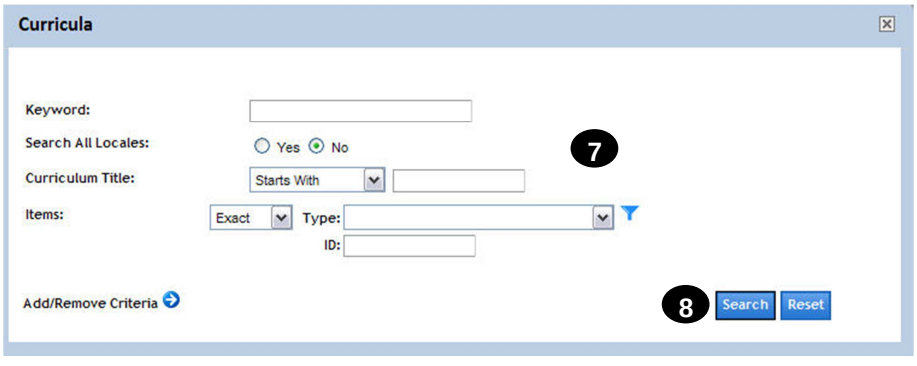
1. Navigate to **Learners > Learners**.
2. Enter criteria to find the Learner record.
3. Click **Search**.

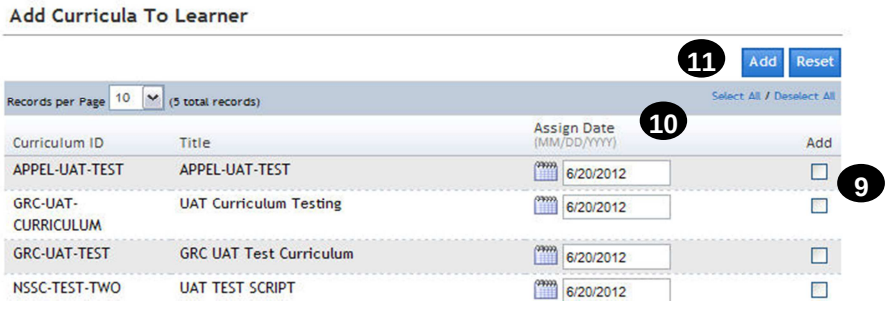


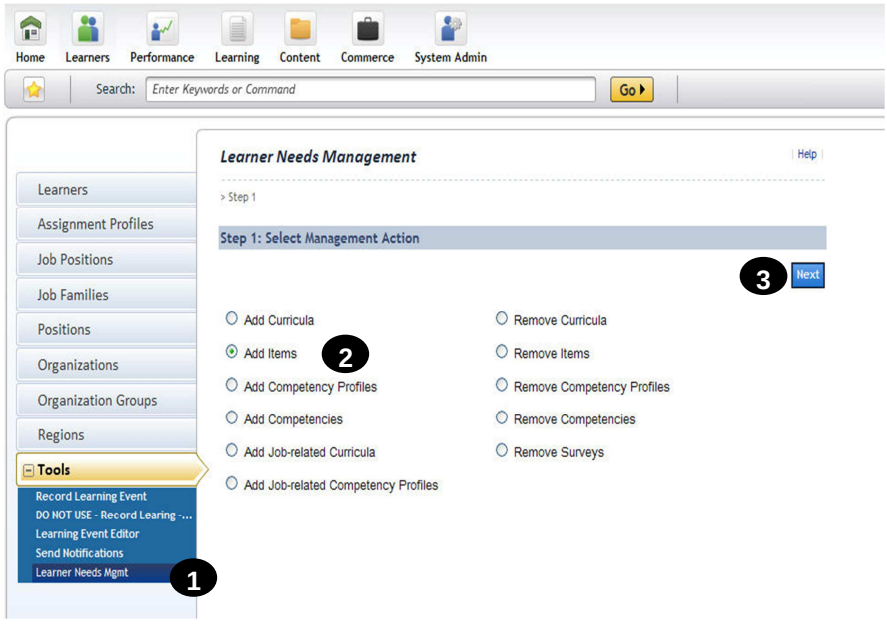
4. Click the Learner ID link.

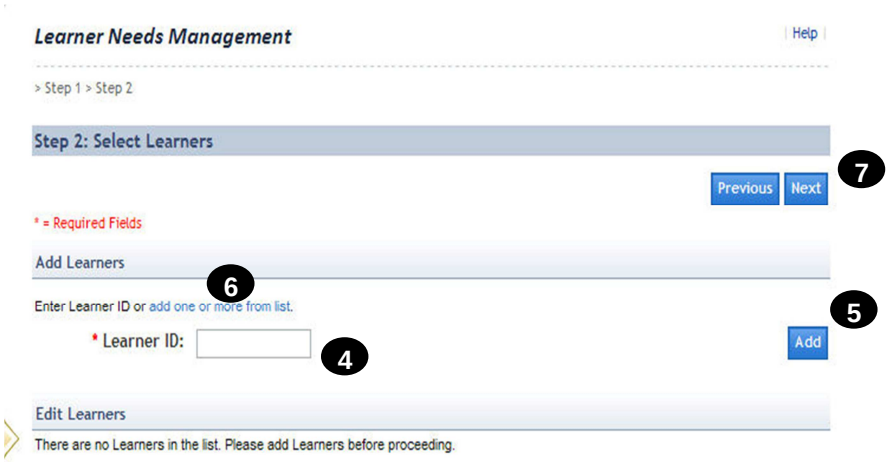
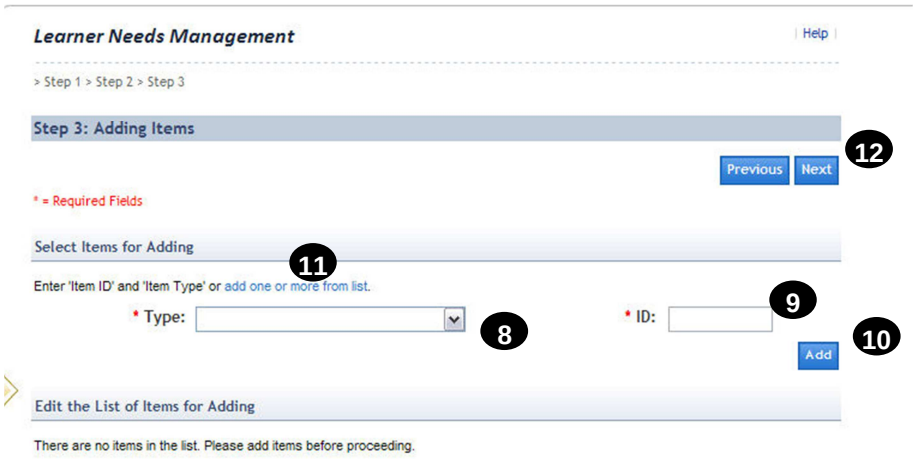


5 Select the **Learning Plan** tab. **6** Click **Add New Learning Plan** ( ).	
7 Enter criteria to search for the item to assign. ***Note**: You may need to select the Add/Remove Criteria function to gain additional search criteria.* **8** Click **Search**.	
9 Click the **Add** checkbox next to the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

	menu.	
14	Click **Save**.	
Task B.	**Assign Curriculum Directly to Learner Record**	
	Verify the **Admin** tab is selected.	
1	Navigate to **Learners > Learners**.	
2	Enter criteria to find the Learner record.	
3	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. ***Note**: You may need to select the Add/Remove Criteria function to gain additional search criteria.*	
8	Click **Search**.	

9 10 11	Click the **Add** checkbox next to the curricula to add. Modify the assign date as necessary. Click **Add**.	
	From the Curricula tab, view the assignments to verify the curriculum was added.	

Task C.	**Assign Items to Learners Using Learner Needs Management Tool**	
1 2 3	Navigate to **Learners > Tools > Learner Needs Mgmt.** Click the **Add Items** radio button. Click **Next.**	

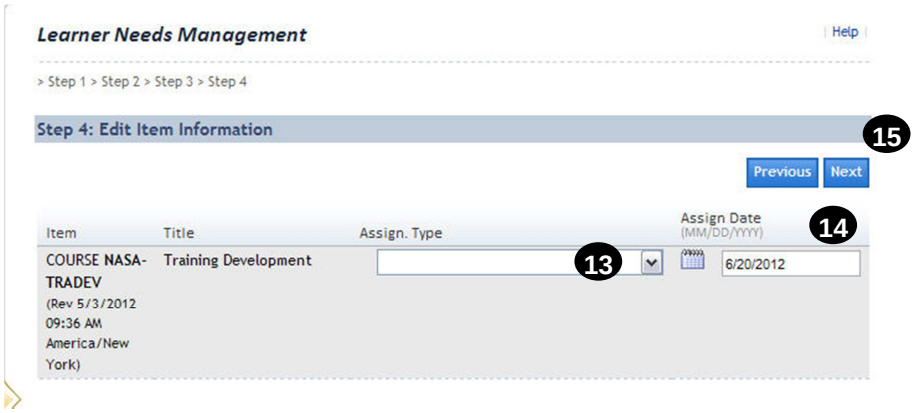
	Step 2: Select Learners of the Learner Needs Management wizard displays.	
4	To add a Learner, enter the exact Learner ID in the Learner ID textbox.	
5	Click **Add**.	
	or	
6	Click the **add one or more from list** link to search for and select Learners.	
7	Click **Next**.	
	Step 3: Adding Items of the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

Step 4: Edit Item Information of the Learner Needs Management wizard displays.

13 Select the assignment type from the drop-down menu.

14 Today's date defaults as the assign date. You can also manually enter another date (not in the future).

15 Click **Next**.

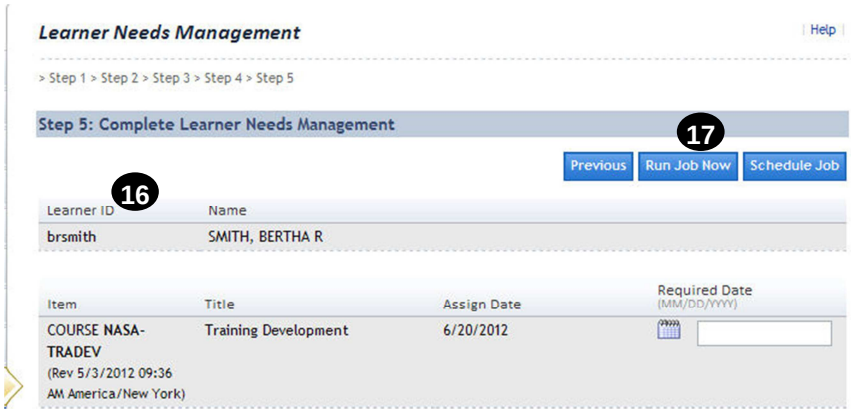


Step 5: Complete Learner Needs Management of the Learner Needs Management wizard displays.

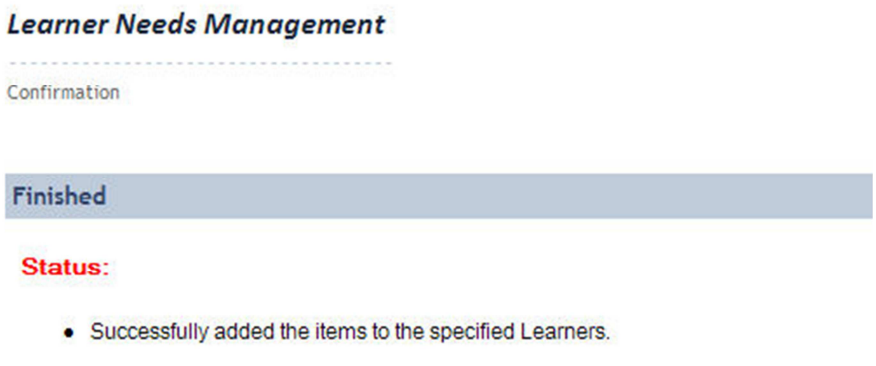
16 Review the list of affected Learners. Verify the item to be assigned. Adjust the required date if necessary.

Note: *The required date is calculated based on the item settings.*

17 Click **Run Job Now** or **Schedule Job** to complete the Learner Needs Management wizard.

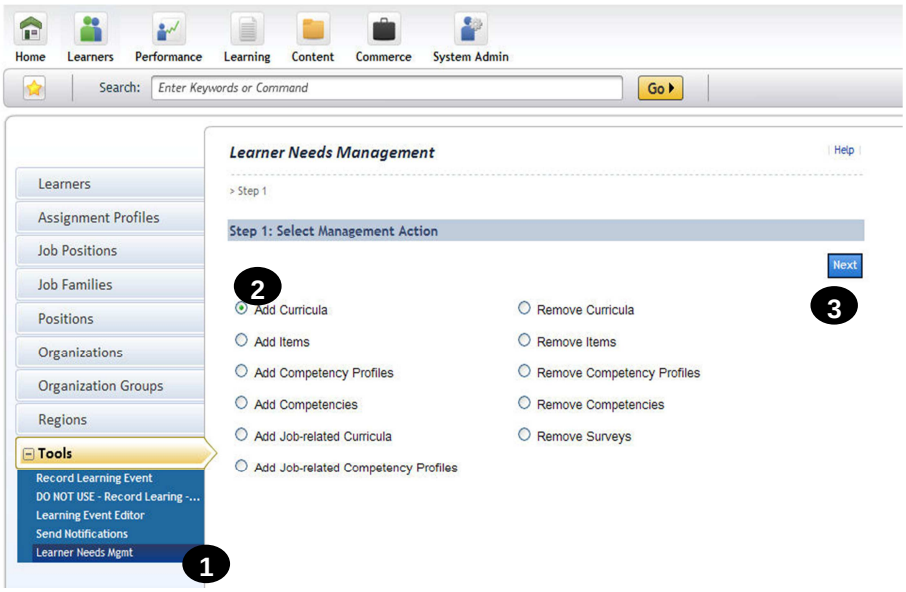


If you click **Run Job Now**, a Status page displays. The assignment was completed successfully.



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.**

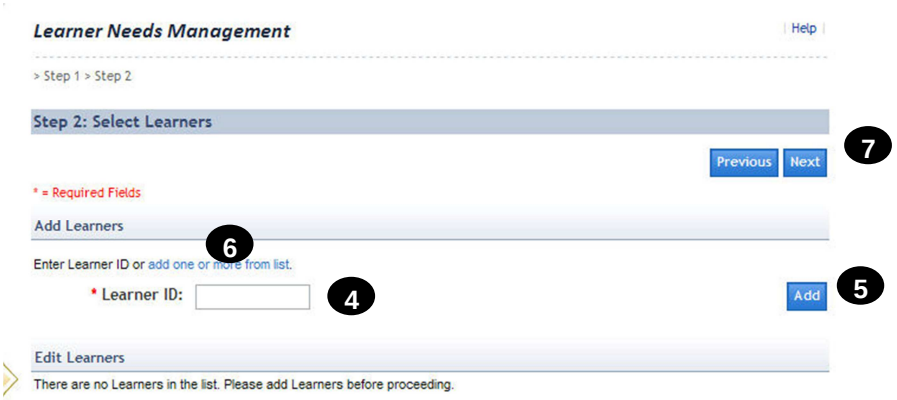


Step 2: Select Learners of the Learner Needs Management wizard displays.

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.**

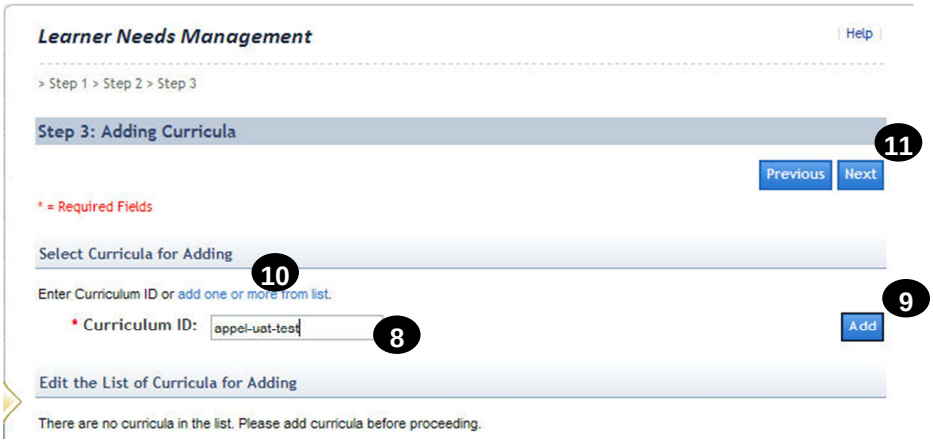


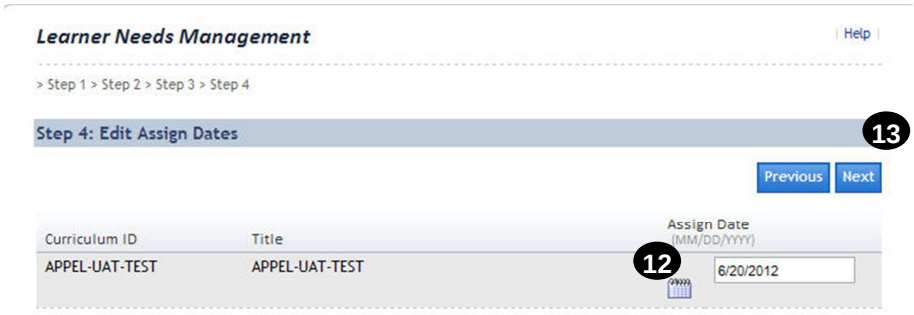
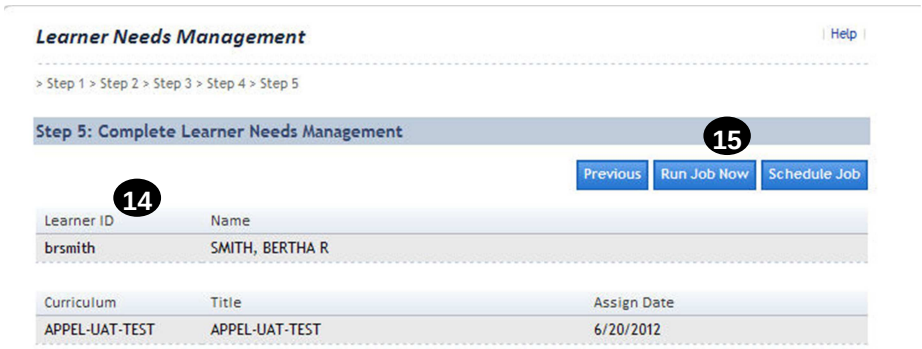
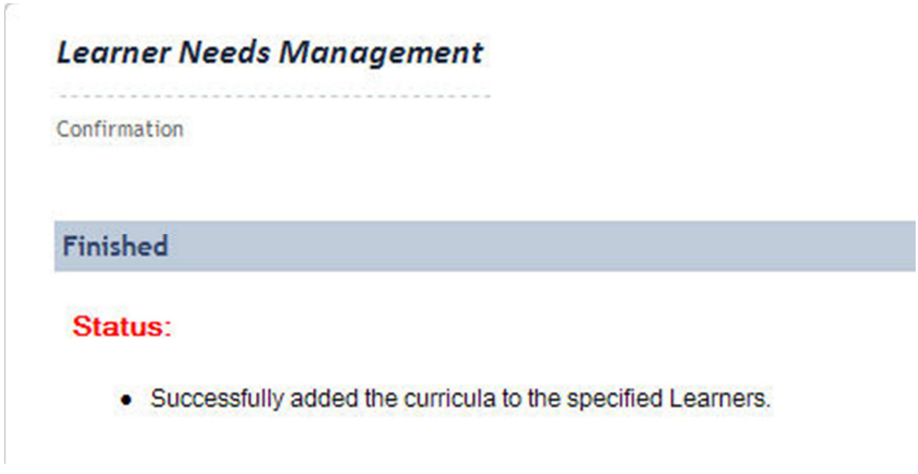
Step 3: Adding Curricula of the Learner Needs Management wizard displays.

8. To add a curriculum, enter the exact curriculum ID.
9. Click **Add.**

or

10. Click the **add one or**



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