

## 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

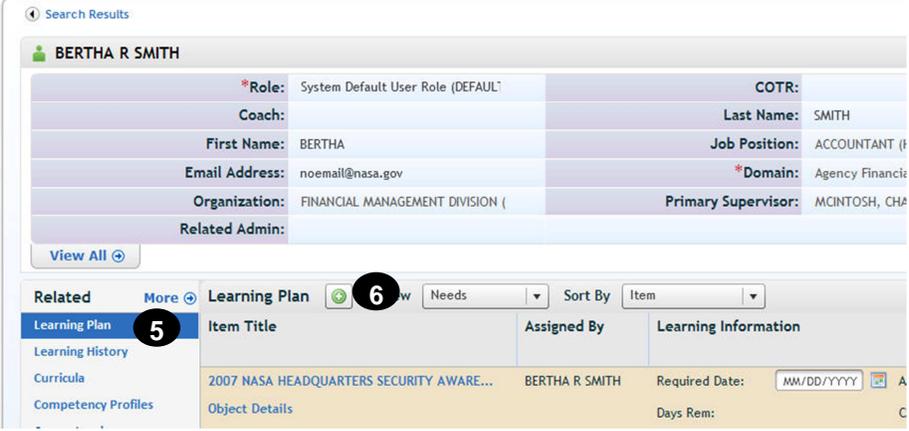
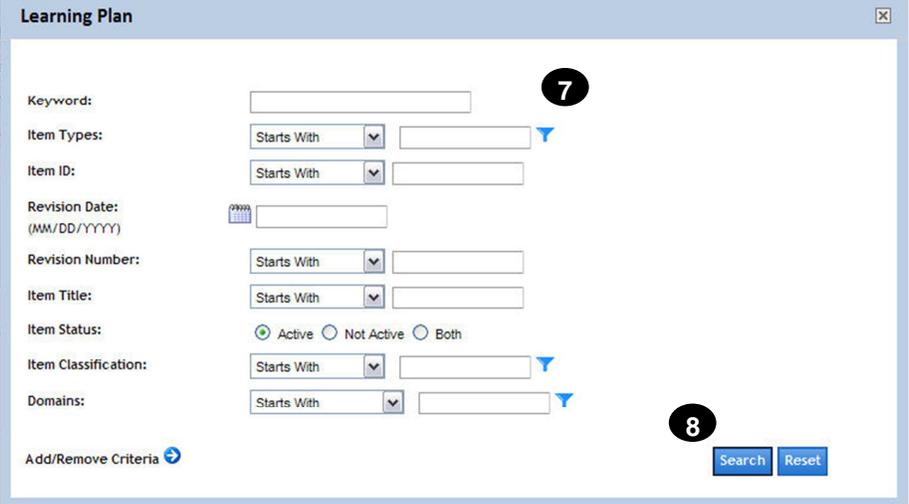
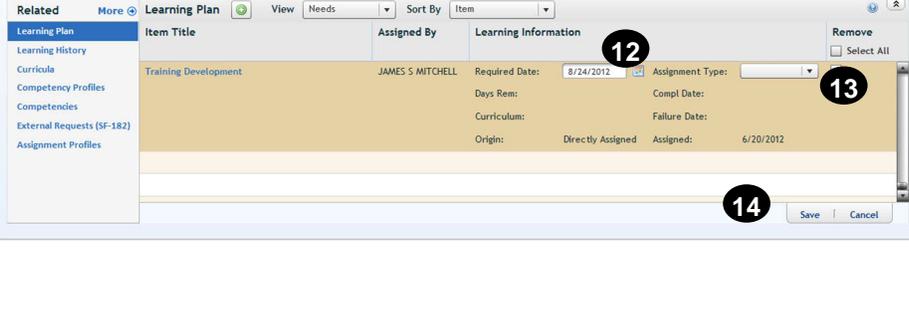
The purpose of this job aid is to guide Administrators through the step-by-step process of assigning items and curricula to Learners.

### 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

<p>Verify the Admin tab is selected.</p> <p><b>1</b> Navigate to Learners &gt; Learners.</p> <p><b>2</b> Enter criteria to find the Learner record.</p> <p><b>3</b> Click Search.</p>																									
<p><b>4</b> Click the Learner ID link.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Learner ID</th> <th>Learner Name</th> <th>Organization ID</th> <th>Job Position</th> <th>Supervisor</th> <th>Domain ID</th> <th>Job Location</th> <th>Notify</th> </tr> </thead> <tbody> <tr> <td>dasmith2</td> <td>SMITH, DARRYL A</td> <td>HQ-XD042</td> <td>NSSC-PDN-XD042-1023322-001</td> <td>bcodell</td> <td>HQ-X</td> <td>HQ-XD042</td> <td><input type="checkbox"/></td> </tr> <tr> <td>brsmith</td> <td>SMITH, BERTHA R</td> <td>HQ-IM010</td> <td>HQS-PDN-IM010-1000000</td> <td>camcintosh</td> <td>HQ-IM</td> <td>HQ-IM010</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	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"/>
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<p><b>5</b> Select the Learning Plan tab.</p> <p><b>6</b> Click Add New Learning Plan (  ).</p>	
<p><b>7</b> 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><b>8</b> Click Search.</p>	
<p><b>9</b> Click the Add checkbox next to the item(s) to add.</p> <p><b>10</b> Modify the assign date as necessary.</p> <p><b>11</b> Click Add to add the item(s) to the Learner's Learning Plan.</p>	
<p><b>12</b> 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><b>13</b> Select an assignment type from the drop-down</p>	

14 Click Save.

## Task B. Assign Curriculum Directly to Learner Record

1 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.

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
<a href="#">dasmith2</a>	SMITH, DARRYL A	HQ-XD042	NSSC-PDN-XD042-1023322-001	bcodell	HQ-X	HQ-XD042	<input type="checkbox"/>
<a href="#">brsmith</a>	SMITH, BERTHA R	HQ-IM010	HQS-PDN-IM010-1000000	camcintosh	HQ-IM	HQ-IM010	<input type="checkbox"/>

5 Select the Curricula tab from the Related area.  
 6 Click Add New Curricula ().

Related More Curricula Attach Job Related Curricula

Title	Status	Expiration	Next Action	Assign Date	Add User	Details	Remove
No Records							

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.

**Curricula** X

Keyword:

Search All Locales:  Yes  No

Curriculum Title:  Starts With

Items:  Exact  Type:

ID:

[Add/Remove Criteria](#) [Search](#) [Reset](#)

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

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

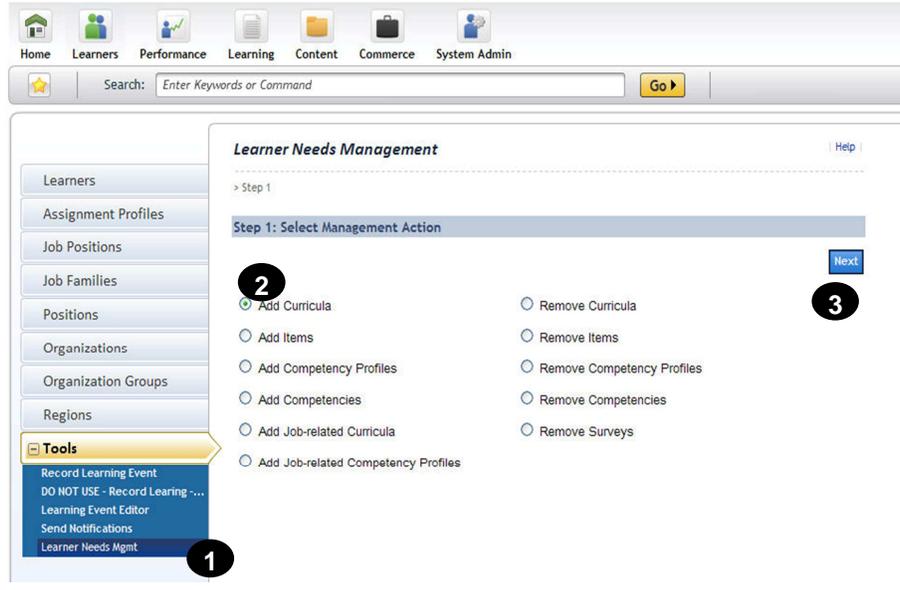
<p><b>1</b> Navigate to <b>Learners &gt; Tools &gt; Learner Needs Mgmt.</b></p> <p><b>2</b> Click the <b>Add Items</b> radio button.</p> <p><b>3</b> Click <b>Next</b>.</p>	
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<p><b>Step 2: Select Learners of the Learner Needs Management wizard displays.</b></p> <p><b>4</b> To add a Learner, enter the exact Learner ID in the Learner ID textbox.</p> <p><b>5</b> Click <b>Add</b>.</p> <p><b>or</b></p> <p><b>6</b> Click the <b>add one or more from list</b> link to search for and select Learners.</p> <p><b>7</b> Click <b>Next</b>.</p>	
<p><b>Step 3: Adding Items of the Learner Needs Management wizard displays.</b></p> <p>To add items:</p> <p><b>8</b> Select the item type from the drop-down menu.</p> <p><b>9</b> Enter the exact item ID.</p> <p><b>10</b> Click <b>Add</b>.</p> <p><b>or</b></p> <p><b>11</b> Click the <b>add one or more from list</b> link to search for and select items.</p> <p><b>12</b> Click <b>Next</b>.</p>	

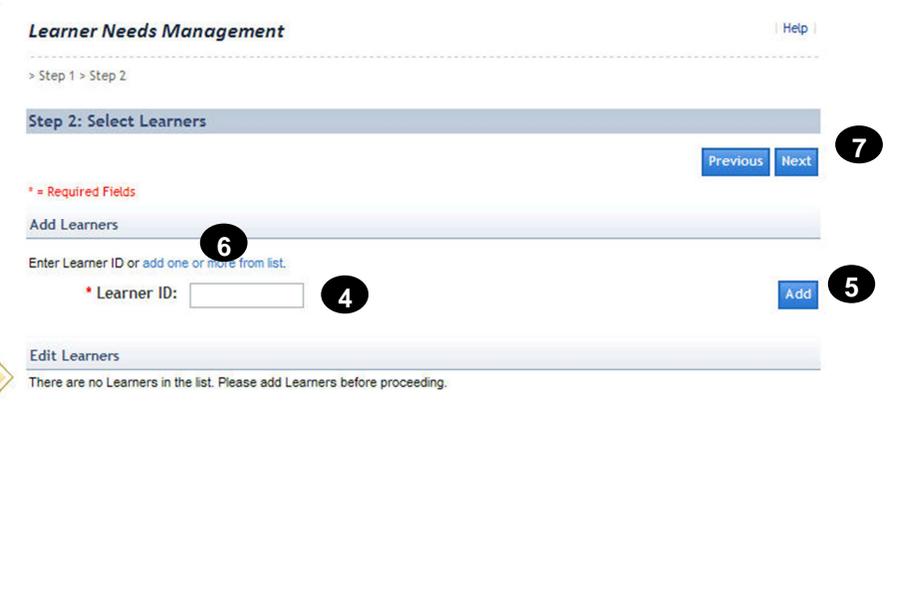
<p><b>Step 4: Edit Item Information</b> of the Learner Needs Management wizard displays.</p> <p><b>13</b> Select the assignment type from the drop-down menu.</p> <p><b>14</b> Today's date defaults as the assign date. You can also manually enter another date (not in the future).</p> <p><b>15</b> Click <b>Next</b>.</p>	
<p><b>Step 5: Complete Learner Needs Management</b> of the Learner Needs Management wizard displays.</p> <p><b>16</b> 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><b>17</b> Click <b>Run Job Now</b> or <b>Schedule Job</b> to complete the Learner Needs Management wizard.</p>	
<p>If you click <b>Run Job Now</b>, a Status page displays. The assignment was completed successfully.</p>	

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

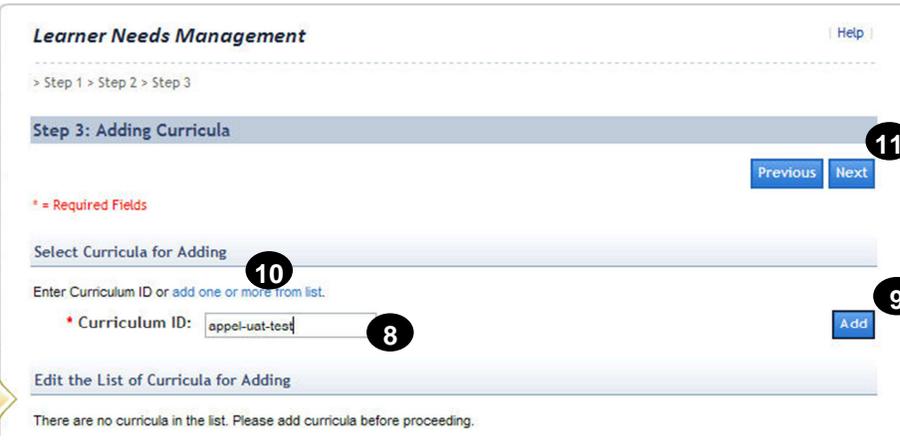
- 1 Navigate to **Learners > Tools > Learner Needs Mgmt.**
- 2 Click the **Add Curricula** radio button.
- 3 Click **Next**.

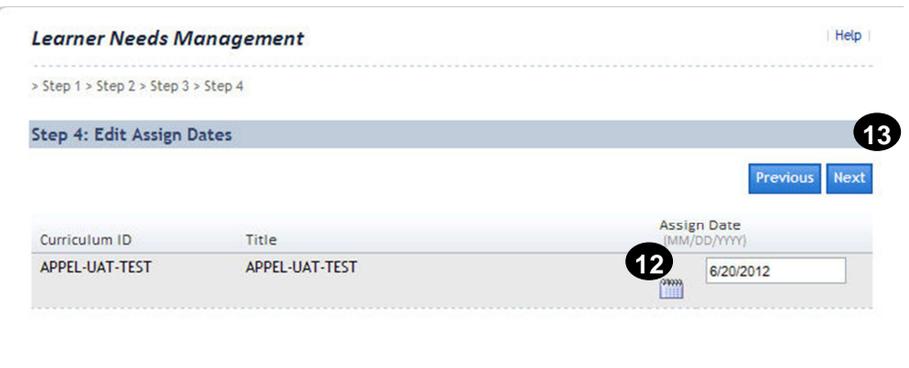
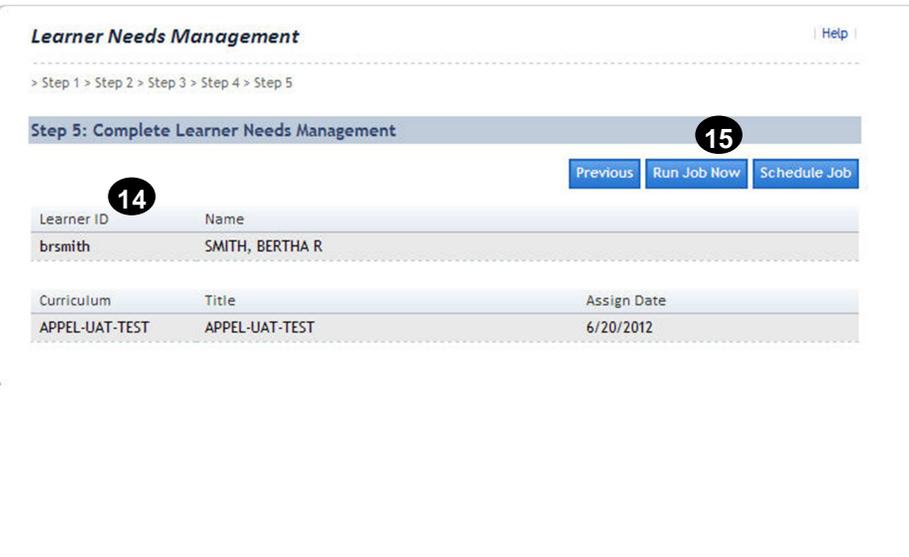


- Step 2: *Select Learners* of the Learner Needs Management wizard displays.
- 4 Enter the exact Learner ID in the Learner ID textbox.
- 5 Click **Add**.
- or
- 6 Click the **add one or more from list** link to search for and select Learners.
- 7 Click **Next**.



- 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**



<p><b>11</b></p>	<p>more from list link to search for and select curricula. Click <b>Next</b>.</p>	
<p><b>12</b> <b>13</b></p>	<p><i>Step 4: Edit Assign Dates</i> of the Learner Needs Management wizard displays. Today's date defaults as the assign date, or enter another date (not in the future). Click <b>Next</b>.</p>	 <p><b>12</b> <b>13</b></p>
<p><b>14</b> <b>15</b></p>	<p><i>Step 5: Complete Learner Needs Management</i> of the Learner Needs Management wizard displays. Review the list of affected Learners. Verify the curricula to be assigned. Click <b>Run Job Now</b> or <b>Schedule Job</b> to complete the Learner Needs Management wizard.</p>	 <p><b>14</b> <b>15</b></p>
	<p>If you click <b>Run Job Now</b>, a Status page displays. The assignment was completed successfully.</p>	 <p><b>Finished</b></p> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>Successfully added the curricula to the specified Learners.</li> </ul>