



## Assigning a Course to a Team Member

You have two different options for assigning courses to Team Members:

- 1. Assign courses to specific Team Members individually
- 2. Assign courses to a group of Team Members

The easiest way to assign a course to Team Members is to navigate to the desired course and click the blue Assign button.

Home Me Training	Resources Groups Tools Reporting	en 🖾 🌻 😃
	Course Handling Difficult Guest Service Scenarios	
About      Steps     Comparison     Comparison	Info	vs you to help guests guest service scenarios.
Lectures:	Ecture 1 Handling Difficult Guest Service Scenarios	* Suggested Order

The Course Panel will open, and you will be given the option to assign the course either to specific Team Members (Individual Assignment) or to a group of Team Members based on their job and location (Advanced Assignment).

Course Panel		Your Course is visible to:				
	Quick Tools	Temployees Customers Schoox Community				
Î	Edit Course	Please Note: Only selected users can see the course.				
	Content	Individual assignment Advanced assignment				
<b>L</b> 8	In-Class Training					
8/	Live Sessions	Choose Type * Choose Above Unit * Choose Job *				
20	Students	C Type to search ok Alphabetical A-Z				
	Send Announcements	Filter List Selected users				
	Status of Invitations	No data				
Invite to Enroll						
Course Dashboard		Due Date: The course has to be completed in e.g. 10 days.				
	Assignment	Message:				
	Unassignment					
	Limit Access					
83	On the job training	a				







## Assign a Course Directly to a Team Member

You can find individuals more easily using the search field and drop-down filter menus. Filters include business units and jobs.

Groups Tools Reporting		en 🗹 🌹 Ů
	¢	) (GMT-04:00 DST) Eastern Time, New York Time
Your Course is visible to:		
Employees Guests		Click to turn your course into private mode
Please Note: Only selected users can see the course.		
Individual assignment Advanced assignment	Group assignment	
Choose Type   Choose Above Unit	Choose Unit	▲ Choose Job 🔻 🕽
	1	۹
Choose additional fields	Choose Unit	<u>^</u>
	- Corporate Road Program	
Search by name, username, email, external id ok	FAKE UNIT	
	Nesting area	
Back to courses list	WG Americano Bch Resort - Pro Ops Maint Eng	op
Handling Difficult Guest Service Sc	WG Blue Tree Resort - Front Office	
	WG Blue Tree Resort - Housekeeping	
	WG Blue Tree Resort - Mortgag	e 🔻

To assign an individual to this course, click the Plus symbol next to their name in the left-hand column. Their name will then appear in the right-hand Selected column.

To remove an individual from the list, click the Minus symbol.



After selecting the desired individuals, you can give them a due date by typing in either the number of days in which they must complete the course or a specific date by which the course needs to be completed. Please note that in both cases, the due date is being defined based on the logged-in user's (assignor's) preferred time zone.

Once you add value to the due date field, you will be able to see an extra checkbox titled "Unassign users once the due date is missed". Once selected, each user who is included in this assignment should be automatically unassigned from the course once the due date passes.

If you select the "Unassign users once the due date is missed", another checkbox will appear, which if selected will auto-unassign the users as soon as they reach their due date, regardless of their completion or certificate's expiration.







✓ Unassign users once due date is missed ✓ Force unassignment regardless of completion or certificate's expiration

If you wish, you can add an attachment by selecting if you want the prerequisites (if any) to be assigned as well and click on the **Assign** button.

Due Date: The course has to be completed in 💙 e.g. 10 days.					
Include Prerequisites					
Message :					
Upload Attachment					
Assign					

Each of these individuals will then receive a notification in the LMS as well as an email that they have been assigned a course.

## Assign a Course to a Group of Team Members

You can also assign a course to one or more groups of people based on their job and location. Moreover, you can create an assignment rule to assign future hires automatically. Last but not least, you also have the option to schedule the assignment to be made as a one-off, on a specific future date.



Then, select both the desired Above Units and Units in their respective columns, filtering using the drop-down menus, if needed. By clicking on the view selected option, only the items that you have already selected will be filtered.







You can also filter the users based on custom fields by clicking the "Choose Additional Fields" dropdown. There you will also find the Hired Date fields as options for filtering.

The number of individuals affected will appear below.

1 items selected				¥
Select Above Units	view selected (8)	Select Units	view selected	1 (4
Filter by Type	*	Filter by Above Unit		Ŧ
Search for Above Unit		Search for Units		
₩ AII		🗐 All		*
Commercial Department	3	Accounting		
Customer Office Department	1	Business Development		
Customer Success Department	0	Customer Solutions	4	
Greece Country	34	Customer Success	6	
Learning & Brand Success Department	1	DevOps		
Schoox Company	1	Direct Sales	4	
Technology Department	0	Executive Team	7	
OS Country	1	Integrations		
		Learning & Development		
		Marketing		
		🔲 Mobile Development		
				*
Add more Job/Unit Criteria				
Employees that match criteria			5	7
Employees already assigned				5
Employees to assign (Click here to download now the list of the assignees)			5	
<ul> <li>Employees to assign (Click nere to download)</li> </ul>	now the list of the as	all and a second	5	4

You have the option of using an extra filter for Team Members who have a specific language set as a preferred content language.

Preferred Content Language:	All	~	