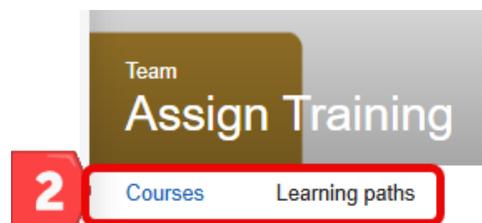
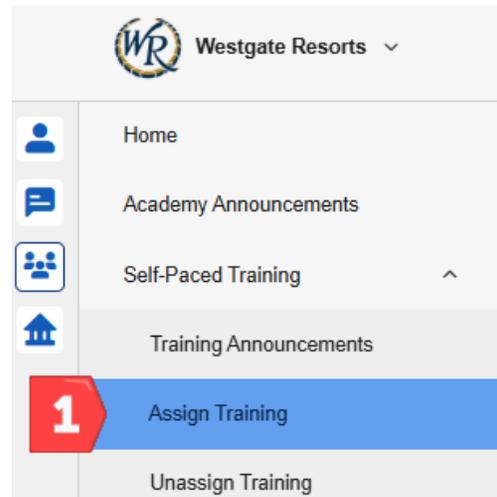




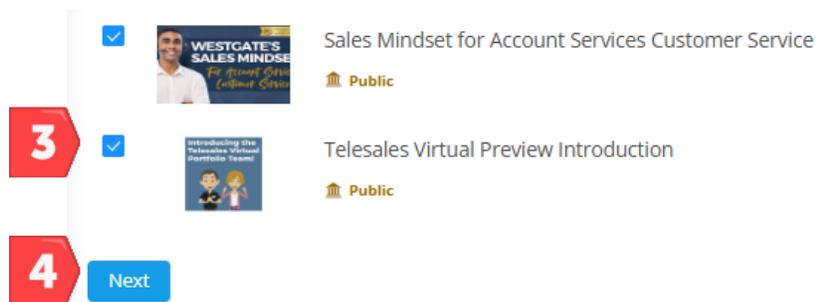
## Assigning Self-Paced Training

To assign self-paced training, such as courses and learning paths, to Team Members, go to the **Team Workspace** and select **Self-Paced Training -> Assign Training**.



Select either **Courses** or **Learning Paths** in the top menu. You will be provided with a list of available courses and learning paths to choose from.

Select which course(s) and/or learning path(s) you want to assign by clicking on the checkbox for each item. Then, click on the **Next** button.



Next, you can choose the Team Member(s) to assign the training to either individually By **Person**, or select them by their job and (Above) Units using **By Criteria**.





When the Team Members are selected, click on the (+) icon to select them. When all Team Members have been selected, scroll down and click on **Assign**.

Step 1 Select Courses  Step 2 Select Users 

**By person** By criteria

Choose Type Choose Above Unit Choose Unit Choose Job 

Choose additional fields

  Alphabetical **A-Z**

Filter List	Selected users
  Cathleen  	  Steven 
  Cathleen 	

**Due Date:** The course has to be completed in  days.

Assign Prerequisites

Message:

 **Assign**

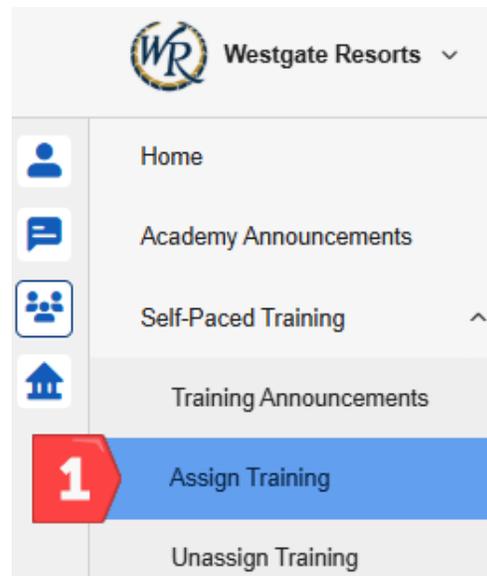




## Alternate Method

An alternative way to assign courses and learning paths is to assign it from the course or learning path directly. Follow the steps below to assign the training from the catalog item.

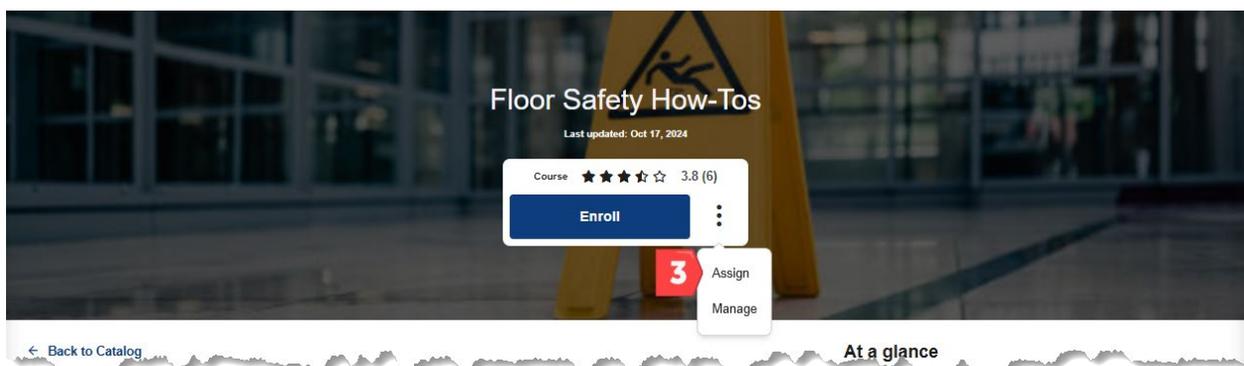
1. Click on **Catalog** from your Learner account.



2. Search for the training you would like to assign using the options in the top menu. You can view items in the following categories. Select the item you would like to assign.



3. At the top of the training, click on the ellipses and select **Assign**.



4. Select the Team Members you would like to assign the training to using steps 5-7 above.

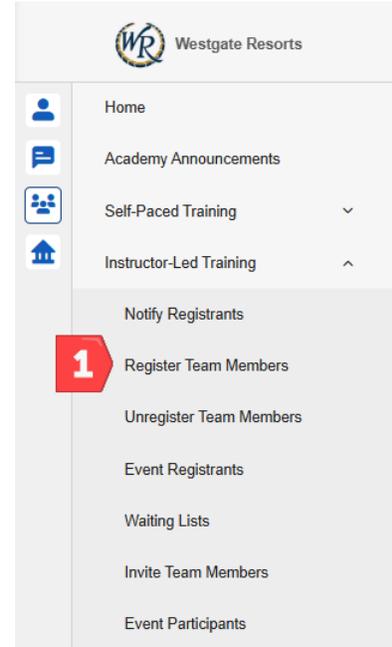




## Assigning In-Person Training (Events)

Follow the steps below to enroll Team Members in events. If a Team Member is registered for a course that contains an event, they must also be registered for the course or learning path as well, in addition to the event.

1. When in the Team Workspace, select **Instructor-Led Training** and then select **Register Team Members**.
2. In the main view, select either **In-Class Events** or **Virtual Events**, find your event, click on it, and select the offering you want to register users for.



3. Now you can start registering users. This can be either done by **Individual Registration**, **Advanced Registration**, or you can use Mass Registration through an Excel sheet.

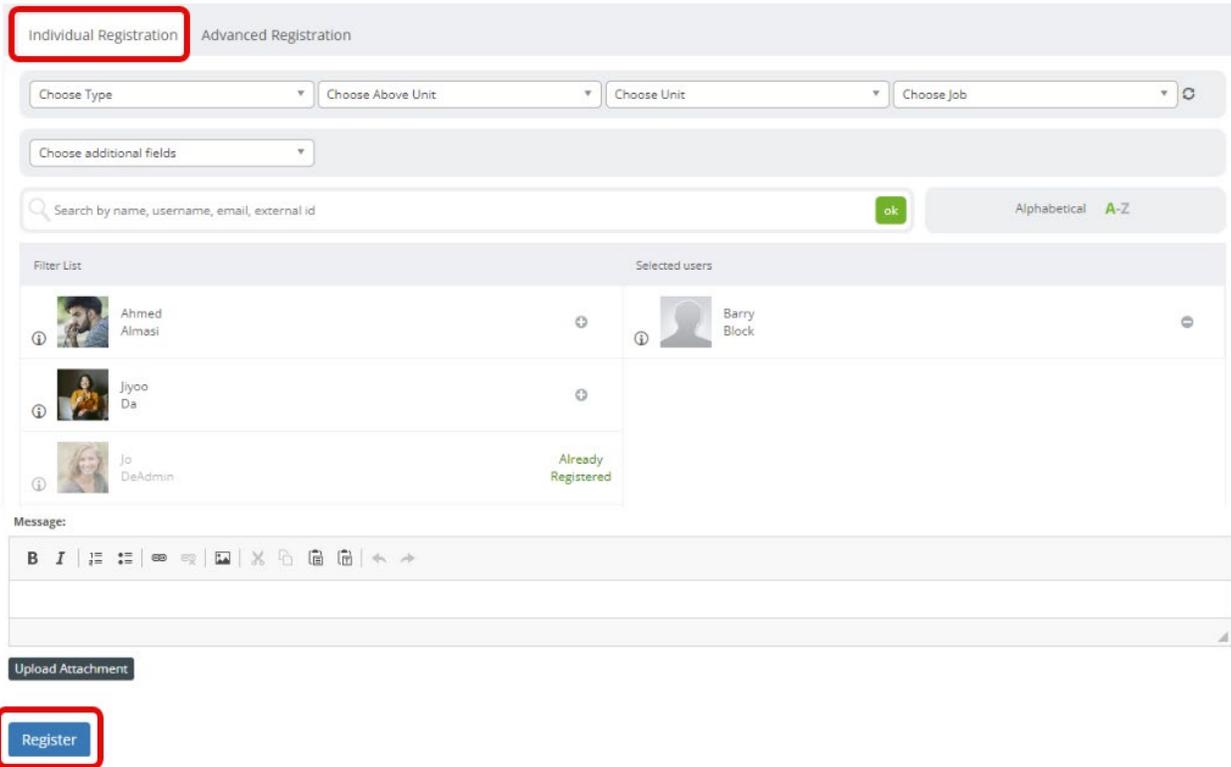




## Individual Registration

To register individuals to an event, select **Individual Registration**. Users that are not yet registered will have a plus next to their name. Click the plus to add them. You can click the minus in the list of selected users to deselect them. Scroll down, write out a message if you'd like, and click **Register**.

**\*\*\*Note:** *If you are registering users to a Course-Connected event, only users enrolled in this course will show up. Team Members must be enrolled into the course first.\*\*\**



The screenshot shows the 'Individual Registration' interface. At the top, there are two tabs: 'Individual Registration' (highlighted with a red box) and 'Advanced Registration'. Below the tabs are several dropdown menus: 'Choose Type', 'Choose Above Unit', 'Choose Unit', and 'Choose Job'. There is also a 'Choose additional fields' dropdown. A search bar is present with the text 'Search by name, username, email, external id' and an 'ok' button. Below the search bar is a table with two columns: 'Filter List' and 'Selected users'. The 'Filter List' column contains three rows of user information: 'Ahmed Almasi' with a plus sign, 'Jiyoo Da' with a plus sign, and 'Jo DeAdmin' with the text 'Already Registered'. The 'Selected users' column contains one row: 'Barry Block' with a minus sign. Below the table is a 'Message:' field with a rich text editor toolbar. At the bottom left, there is an 'Upload Attachment' button and a 'Register' button (highlighted with a red box).



