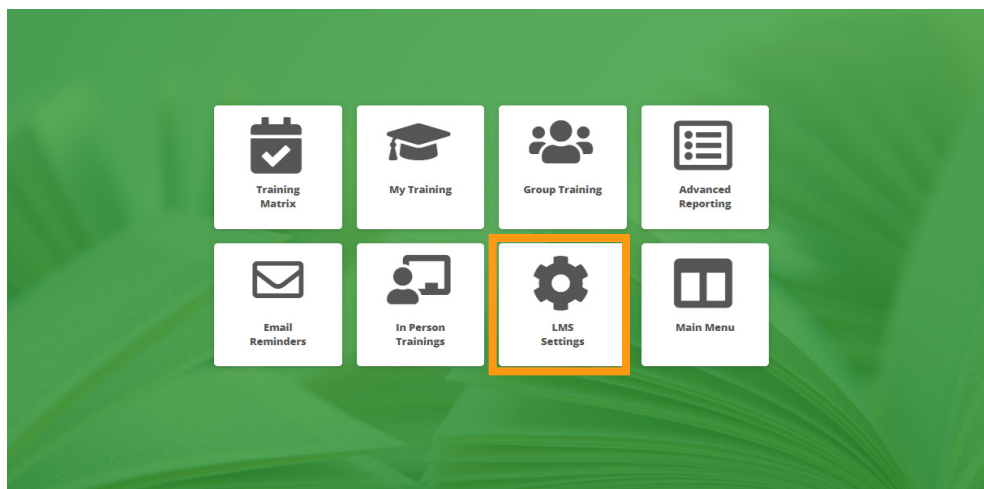
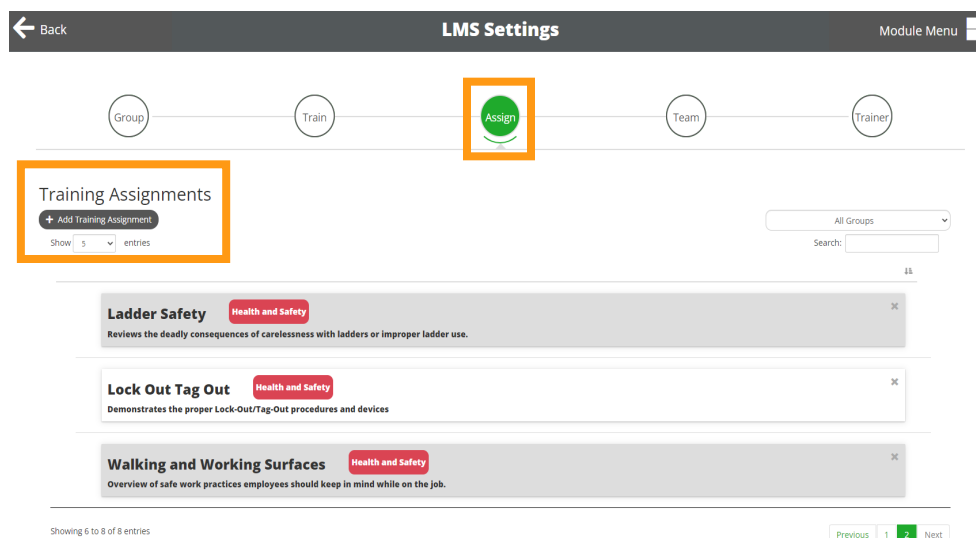


ASSIGNING TRAINING COURSES



To get started, click on the *LMS Settings* tile menu within the *LMS* module.

NOTE: Before assigning trainings, please first create any relevant *Locations*, *Departments*, and *Jobs* in *Settings*.

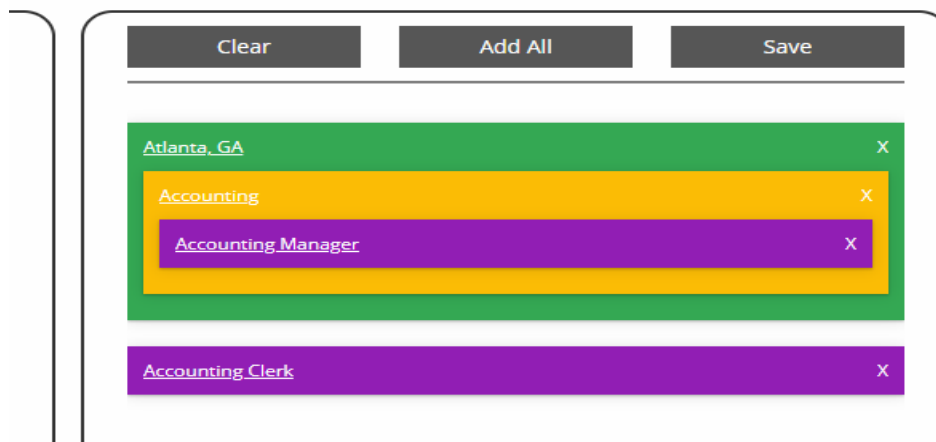


Once inside *LMS Settings*, click on the *Assign* tab. This will take you to the *Training Assignment* menu. Click on the *Add Training Assignment* button to begin building a new assignment.

NOTE: You can also edit existing assignments by clicking one in the table shown.



To create a new assignment, simply drag-and-drop any combination of *Locations*, *Departments*, and/or *Jobs* from the left box into the right box. Then select the course(s) for assignment in the right-hand box. When finished, click the *Save* button to record your assignment.



If you want more specific assignments, you can nest the options inside others. For example, in the image above, the course is now assigned to all Accounting Clerks in the company, and only the Accounting Managers in the Accounting Department that are located at the Atlanta office.

Repeat this process for all the training courses you would like to create assignments for. Once you click save, the trainings will automatically appear in each employee's training library.