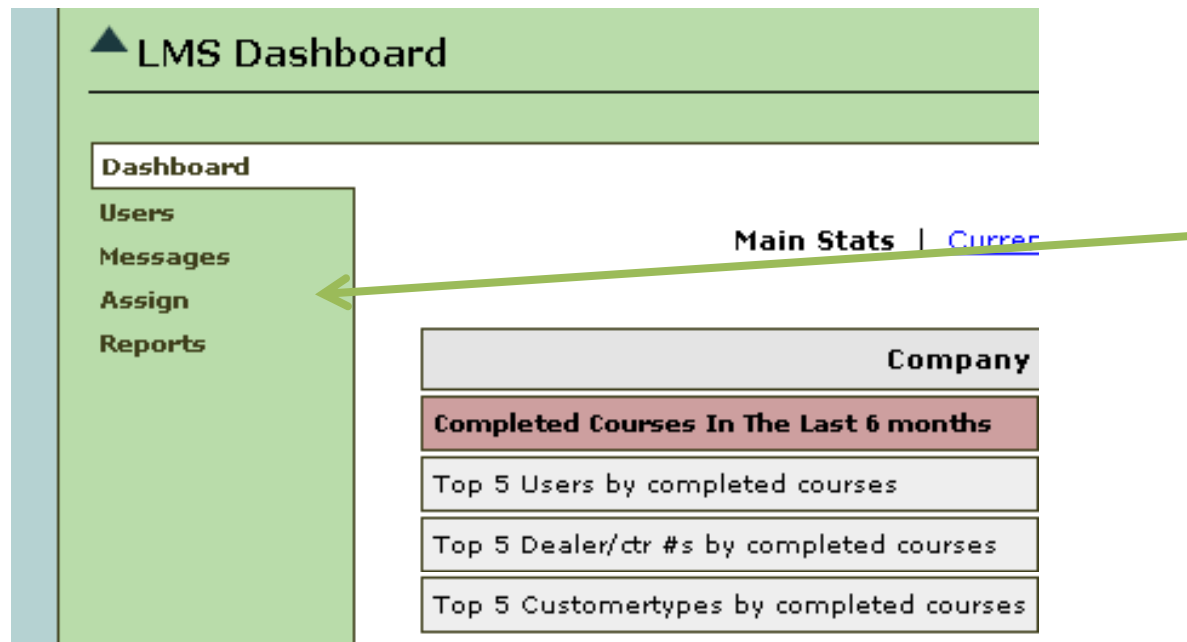


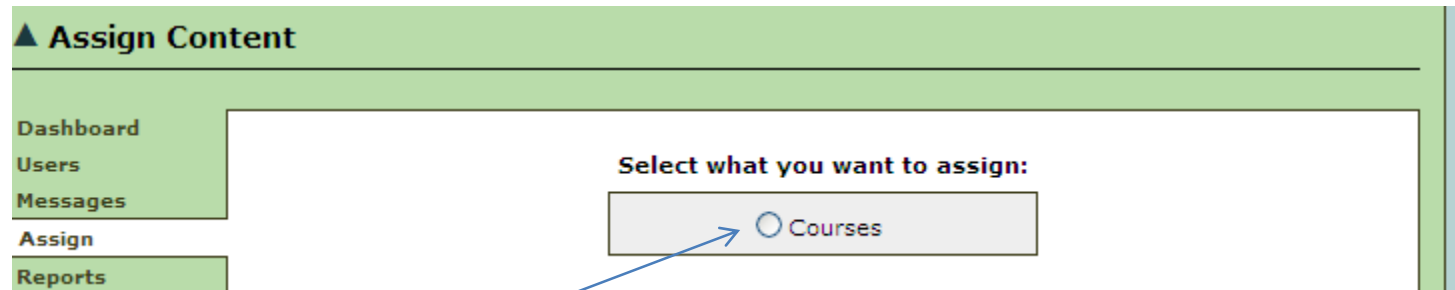
# Assign Courses Functionality in the Learning Management System



# MGR level IDs can assign courses



- Select "Site Administration" after signing into the LMS
- Select "ASSIGN" on the left side of the page



Choose "Courses" to assign individual courses.

- Highlight the course you would like to assign
- Select "Submit"
- Highlight the user (name of employee)
- Select the "double arrow" and the name will move to the right side, and a green pop-up box will let you know that the course is assigned to them.
- The user will see this course when they sign into the system, listed under "Assigned Courses".