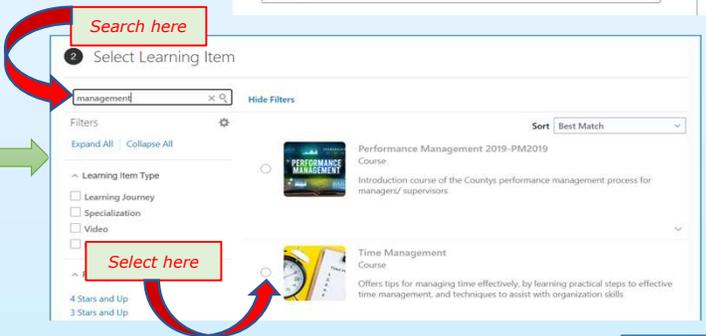
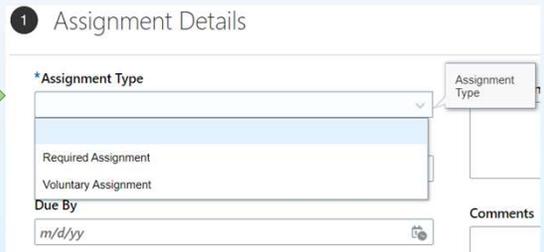
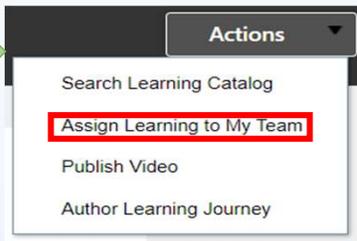
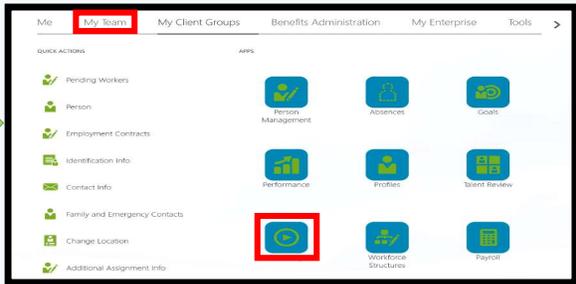


How to Assign a Direct Report to a Course

1. Navigate to My Team → Learning
2. From the Actions dropdown, select "Assign Learning to My Team"
3. Select either "Required Assignment" or "Voluntary Assignment" from the Assignment Type dropdown; select Continue
4. Search for and select the Learning Item you would like to assign; select Continue
5. Check the boxes next to the Learners you would like to assign; select Continue
6. Verify your list of learners; select the "Submit" button
7. From the confirmation page, select Done



For additional information or assistance contact hrtraining@dekalbcountyga.gov