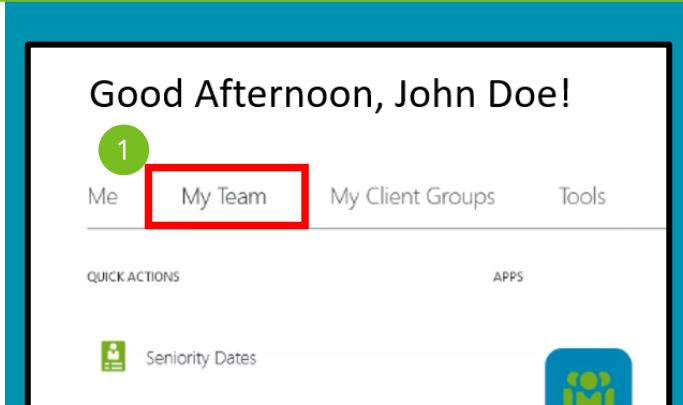


Assign Learning Items

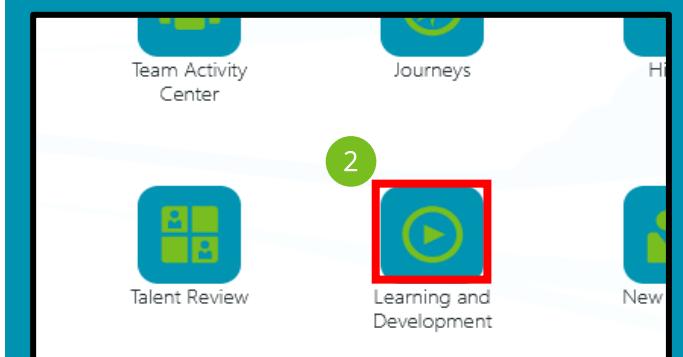
This is an overview of the steps to Assign Learning Items in CV360.



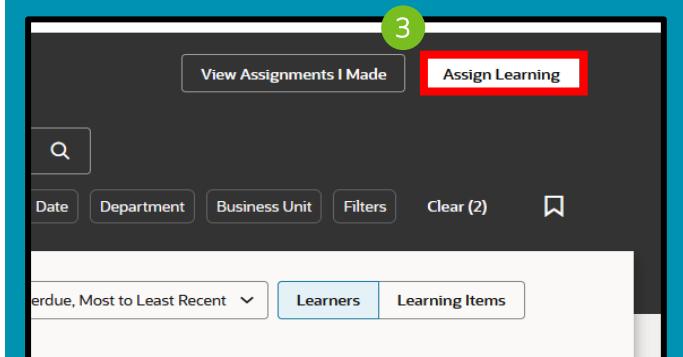
1 Select My Team tab from CV360 homepage



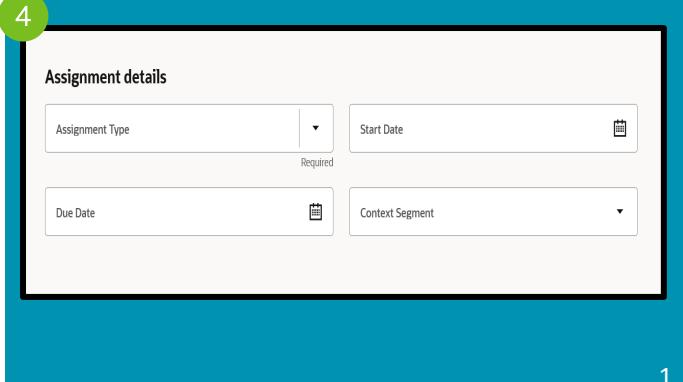
2 Select Learning and Development tile



3 Select Assign Learning



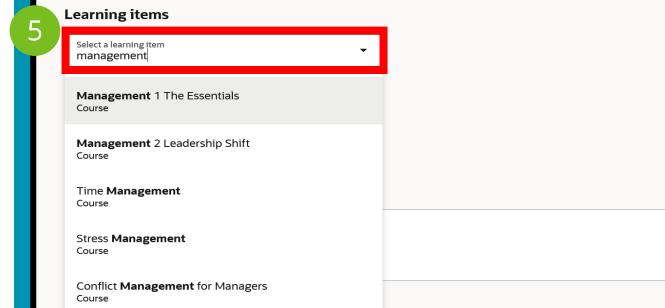
4 Select "Required" for Assignment Type and enter other relevant information



Assign Learning Items

This is an overview of the steps to Assign Learning Items in CV360

Enter a keyword ("management" is used in this example) in search field and select desired Course and Offering (if available).



5 Learning items

Select a learning item management

Management 1 The Essentials Course

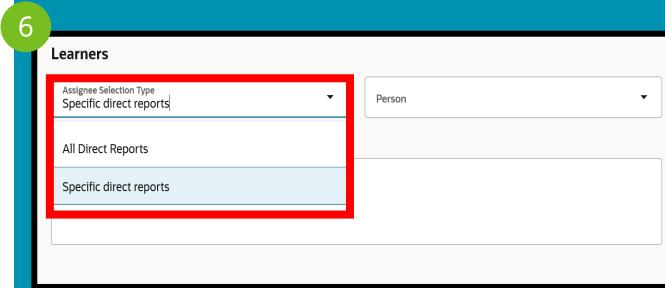
Management 2 Leadership Shift Course

Time Management Course

Stress Management Course

Conflict Management for Managers Course

Choose either All Direct Reports or Specific direct reports then select appropriate Learners from the drop-down list.



6 Learners

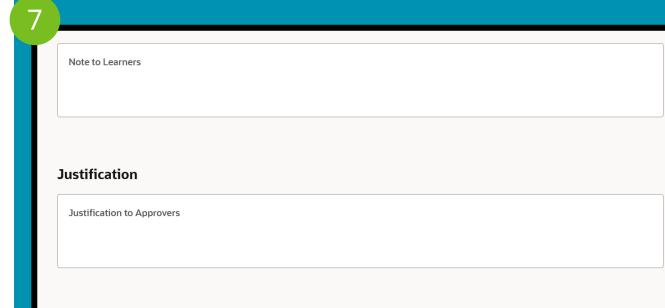
Assignee Selection Type Specific direct reports

Person

All Direct Reports

Specific direct reports

Complete Note to Learners and Justification fields, as needed.

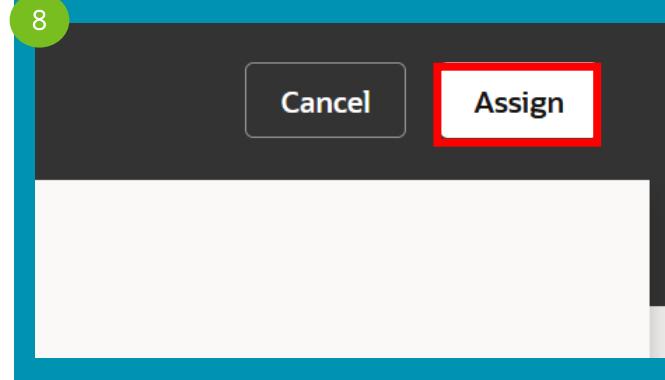


7 Note to Learners

Justification

Justification to Approvers

8 Select Assign to finalize Learning assignments.



8

Cancel

Assign