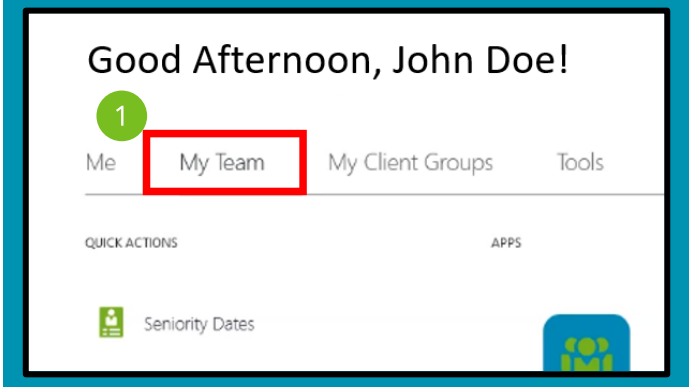
Manager Self-Service: Assign Learning Items

Assign Learning Items

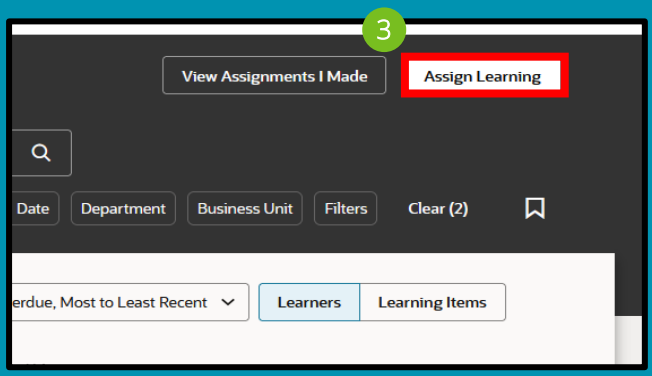
This is an overview of the steps to Assign Learning Items in CV360.

1. Select **My Team** tab from CV360 homepage

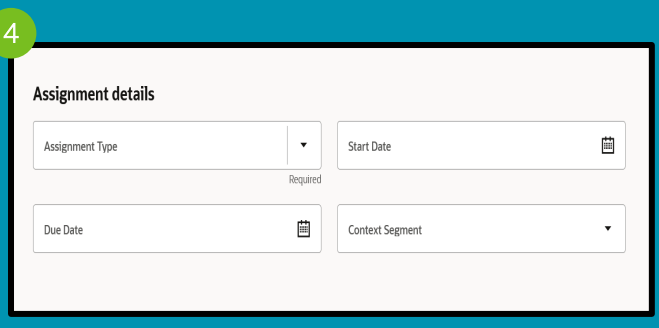


2. Select **Learning and Development** tile

3. Select **Assign Learning**



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



CloudVergent 360

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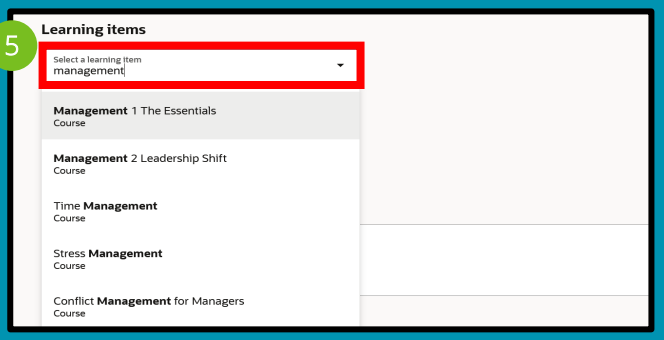
Enter a keyword (“management” is used in this example) in search field and select desired Course and Offering (if available).



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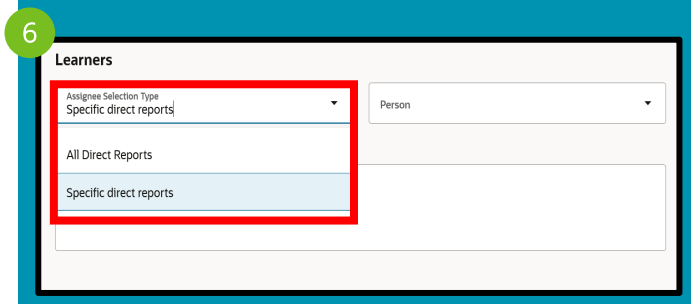
Choose either **All Direct Reports** or **Specific direct reports** then select appropriate **Learners** from the drop-down list.



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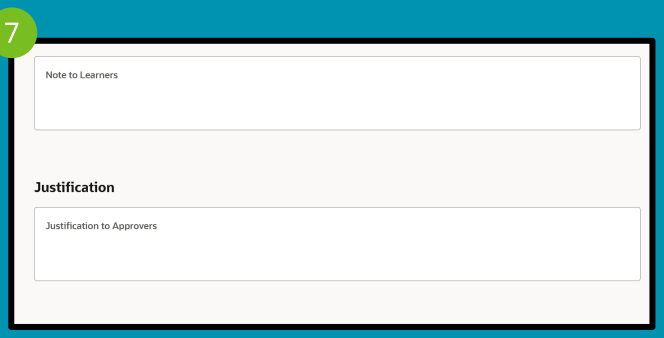
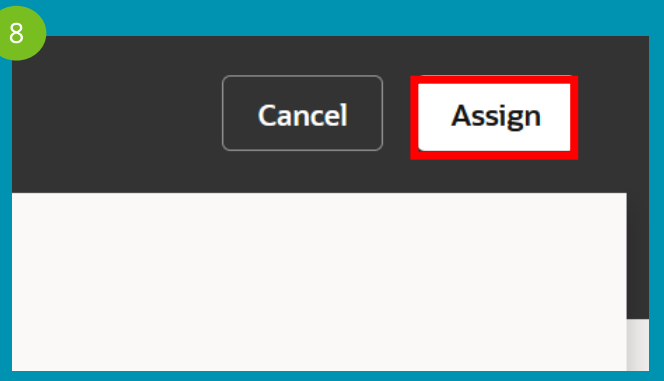
Complete **Note to Learners** and **Justification** fields, as needed.



8

Select **Assign** to finalize Learning assignments.