Assign To A Scheduled Training

Video Transcript

Assign Learners To A Scheduled Training (Training For Site Administrators)

Welcome to Informetica's VIP training series.

During this session, you will learn how to assign learners to a scheduled training session, or sessions, with the following steps:

- 1. Log in as site manager
- 2. Select Library from the top navigation area
- 3. Select Scheduling Tool. Now you will be able to select a scheduled class you wish to assign to your learners.
- 4. Select edit on the right side beside scheduled class name. You can view the criteria that was selected and input for the scheduled class.
- 5. From the right side of the menu select "add enrolment"
- 6. Select the campus and user groups your learner belongs to
- 7. Click on search and the entire list of learners will display in this area
- 8. Select individuals by clicking on the box beside their name or select all learners by clicking on the box at the very top
- 9. Select the blue register button at the top of the list and a pop-up box will appear that states: are you sure you would like to register these users? Select yes or no
- 10. Once "users registered successfully" appears click OK

Now you can click on the class list to create an attendance sheet and select your file of choice

with HTML or XL.

A list will be created and populated with the names of all those registered for your course.

That concludes this session on how to assign learners to schedule training.

I hope this information has been helpful. Thank you so much for watching.