

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.