Search

Filter

Assignment Summary Page

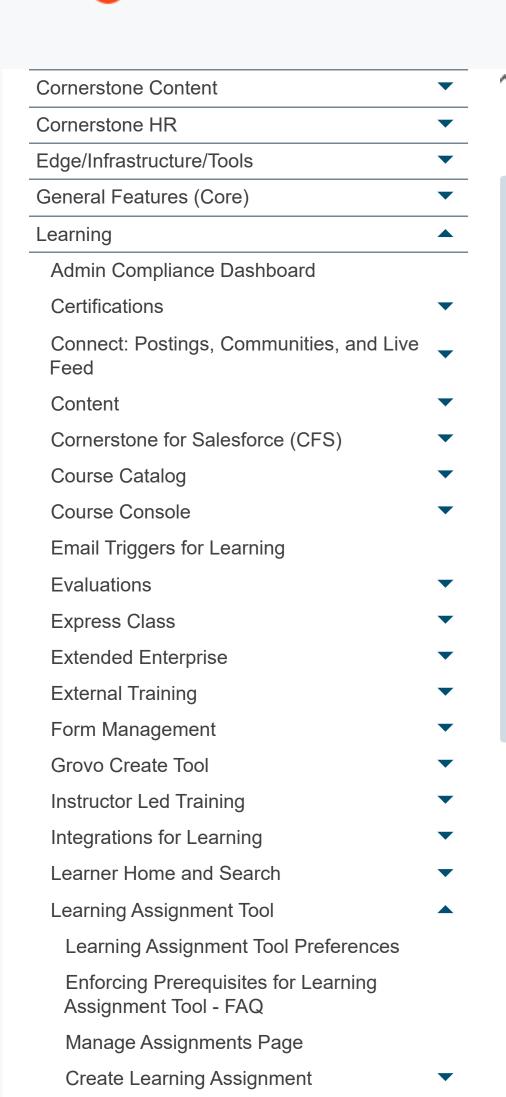
Learning > Learning Assignment Tool > Assignment Summary Page

The Assignment Summary page provides administrators a central location for tracking and managing learning assignments. This page presents a high level view of the assignment, including the assignment configurations, how many users were assigned training, and a Transcript History section which includes:

- An audit view of how and when training was delivered to users (via a new assignment, an old assignment, direct assignment from a manager, or via direct request from the user)
- A detailed view of the training status and completion date
- · A flyout for viewing the history of any different occurrences of training for each user

To access the Assignment Summary page for a learning assignment, go to Admin > Tools > Learning Assignment Tool and click on the title of the learning assignment for which you want to view the Assignment Summary page.

| → Permissions | | |
|---|---|---------------------------|
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |
| Assignment Tool - Dynamic Removal | Grants ability to enable/disable Dynamic Removal from within the Learning Assignment create workflow and/or the Assignment Summary page. When Dynamic Removal is enabled, users that no longer meet the User Criteria are removed from the Learning Assignment. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |
| Assignment Tool - Edit Assignment Due Date | This permission grants the administrator the ability to edit the due date of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following: OUS User's OUS | Learning - Administration |
| Assignment Tool - Edit Assignment Title and Description | This permission grants the administrator the ability to edit the title of both standard and dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following: OUS User's OUS | Learning - Administration |
| Assignment Tool - Edit Email Settings | Grants the administrator the ability to edit email settings of dynamic learning assignments. This permission can be constrained by User's OU, Standard, and custom OUs. This is an administrator permission. | Learning - Administration |
| Assignment Tool - Edit Required Training TAG and reason | Grants the administrator the ability to edit the Required Training reason and TAG of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by OU and User's OU. | Learning - Administration |
| Assignment Tool - Force Removal | Grants ability to force the removal of training assigned by a standard or dynamic learning assignment on the Assignment Summary page. This is an administrator permission. This permission can be constrained by OU and Users, and the user can be limited to only being able to use this functionality for assignments they created. | Learning - Administration |
| Assignment Tool - Standard and Dynamic - | Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. | Learning - Administration |



Learning Assignment Use Cases

Assignment Summary Page