Administrator Topic

Create Learning Assignment - Users

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On the Users step, select the criteria that will define who will be included in the assignment and be assigned the training. The Users step also provides options for forcing reassignment for users who already have the training on their transcript, if needed. Once the criteria are defined, you can review the list of users that meet the criteria. Administrators accessing this page are not able to view or manage options for which they do not have appropriate permission.

To begin creating a new learning assignment, go to **Admin > Tools > Learning** and click the **Assignment Tool** link. From the Manage Learning Assignments page, click the **Create Assignment** button.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Assignment Tool - Standard and Dynamic - Recurrence	Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. Also grants ability to enable/disable Recurrence when creating a Dynamic Learning Assignment. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	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. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OUthen they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	Learning - Administration
Assignment Tool - Standard	Grants ability to create Standard (one-time) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OUthen they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	Learning - Administration
Assignment Tool - Submit Draft	Grants ability to create and submit a learning assignment that exceeds the High User Count threshold even if the Restrict Submission toggle is enabled in Assignment Tool Preferences. Administrators with this permission can also resume and submit a draft learning assignment that was created by another administrator that exceeded the High User Count threshold. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. Administrators can only submit learning assignments that were created by administrators who are within the constraints on this permission.	Learning - Administration
Assignment Tool - Upload CSV File	Grants ability to upload a .csv file as the User Criteria when creating a 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
Self Registration Groups - View	Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission.	Core Administration