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Administrator Topic

Create Learning Assignment - Schedule

On the Scheduling page, configure settings for when the learning assignment should initially process and assign the training to users and when the training should be due. 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 - Training Start Date	Grants ability to configure a Training Start Date when creating a Standard Learning Assignment. The Training Start Date is the date that users will be able to start the training. 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 - 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
Proxy Enrollment/Assignment Schedule Time - Manage	Grants ability to configure a Processing Start Time when creating a Proxy Enrollment/Assignment for Training and/or for Certifications. The Processing Start Time is the time of day that the Proxy Enrollment/Assignment will start to process users. This is an administrator permission.	Learning - Administration

Standard Learning Assignment Schedule

Standard learning assignments provide administrators with three different scheduling sections. For standard assignments, you can set a processing start date, training start date, and training due date.

Create Assignment