

How to Assign an Item or Curriculum – Group

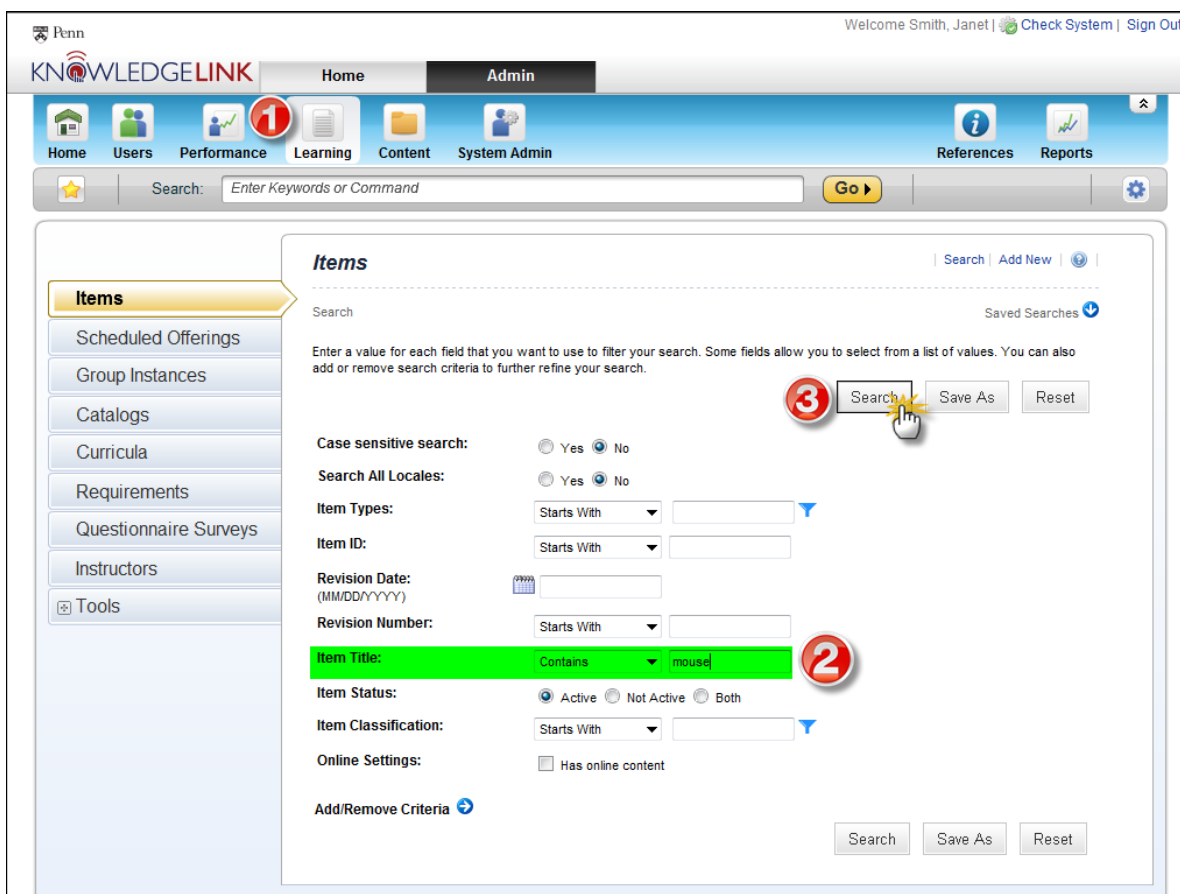
The purpose of this 'How To' is to guide administrators through the step-by-step process of assigning items or curricula for groups since the process is different than that for individuals.

- A. Assign Items to a Group
- B. Assign Curriculum to a Group

A. Assign Items to a Group

PENN EXAMPLE: You've been asked to assign as required a mouse handling introduction to all ULAR temporary employees.

1. Click on **Learning** and the **Items** screen is the default.
2. Enter criteria to find the course/item you need. Here we just used the word "mouse" in the title of the item.
3. Click **Search**.



How to Assign an Item or Curriculum – Group

Click the **Item** link.

Item	Title
COURSE UP.83019.ITEM.INTROM (Rev '1' - 8/7/2012 12:00 AM America/New York)	Introduction to Mouse Handling - IACUC-ULAR
COURSE UP.83019.ITEM.SSHOTM (Rev '1' - 8/7/2012 12:00 AM America/New York)	Species-Specific Hands-on Training – Mouse - ULAR
COURSE UP.83019.ITEM.SSHOTME (Rev '1' - 8/7/2012 12:00 AM America/New York)	Species-Specific Hands-on Training – Mouse-Exemption-ULAR
COURSE UP.83019.ITEM.SSHOTMR (Rev '1' - 8/7/2012 12:00 AM America/New York)	Species-Specific Hands-on Training-Mouse and Rat-ULAR
COURSE UP.83019.ITEM.SSHOTMRSTIDT (Rev '1' - 8/7/2012 12:00 AM America/New York)	Species-Specific Hands-on Training-Mouse and Rat-ULAR

This displays the course record.
Click **Assign** in the **Action** section of the record.

Welcome Smith, Janet | [Check System](#) | [Sign Out](#)

KNOWLEDGE LINK Home Admin

Home Users Performance Learning Content System Admin References Reports

Search: Enter Keywords or Command [Go](#)

Search Results

Introduction to Mouse Handling - IACUC-ULAR

COURSE UP.83019...

Description:

This optional course is recommended for those that have never handled or worked with mice. This course will cover basic handling and restraint technique and fundamental research methods. The Intro to Mouse course is offered as training practice for beginners in preparation for the Species Specific Hands-on Training Mouse course. This course DOES NOT

Classification: Instructor-Led ***Domain:** (UNIV)

Assign. Type: Optional (OPT) **Contact's Email:** ular-tr@pobox.upenn.edu

[View All](#)

Related [More](#) **Segments** [+](#)

Segments	Description	Duration	Delay Start	Location Type	Actions	Delete
Online Content						<input type="checkbox"/> Select All

Actions [View All](#)

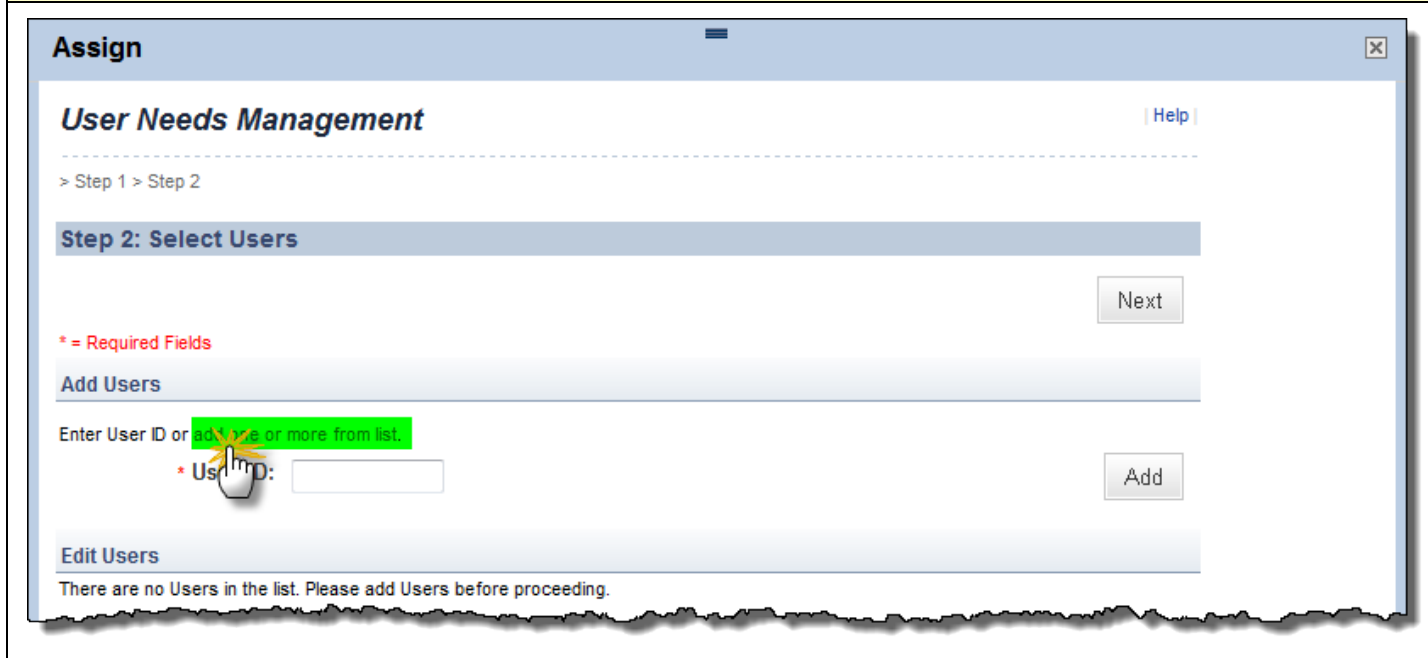
- Assign**
- Schedule
- Bookmark
- Send Notification
- Copy
- Revise
- Delete

How to Assign an Item or Curriculum – Group

This opens the **Assign / User Needs Management** tool but at Step 2!

Step 2: Select Users

Click the “add one or more from list” link since you will be adding multiples.



Assign [Close]

User Needs Management [Help]

> Step 1 > Step 2

Step 2: Select Users

Next

* = Required Fields

Add Users

Enter User ID or [add one or more from list](#).

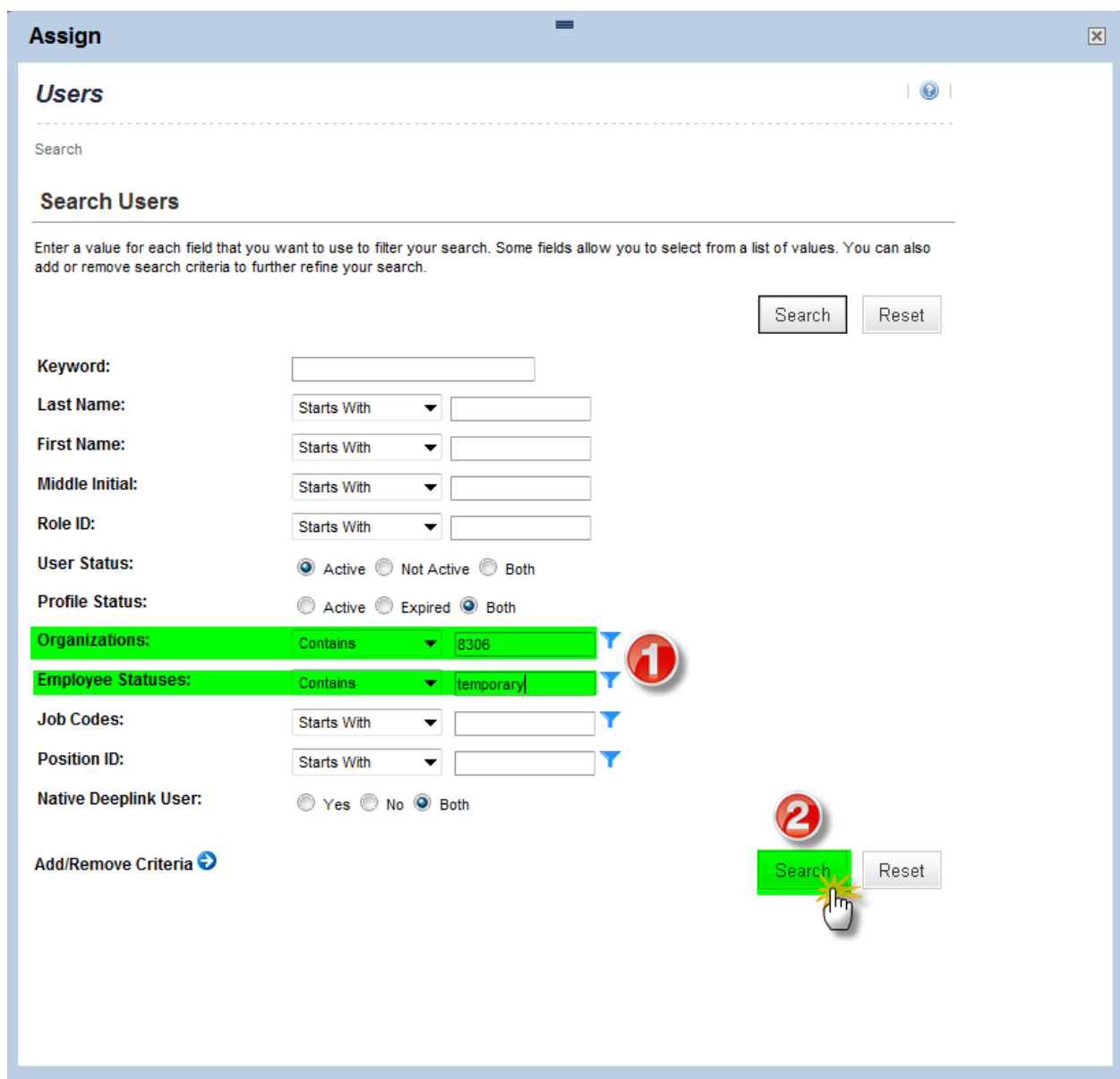
* User ID:

Add

Edit Users

There are no Users in the list. Please add Users before proceeding.

1. For **Organizations**, in the text box, enter “8306” for ULAR and for **Employee Statuses**, enter “temporary”. Both will use the delimiter “contains”.
2. Click **Search**.



Assign

Users

Search

Search Users

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Reset

Keyword:

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status: Active Not Active Both

Profile Status: Active Expired Both

Organizations: Contains **1**

Employee Statuses: Contains **1**

Job Codes: Starts With

Position ID: Starts With

Native Deeplink User: Yes No Both

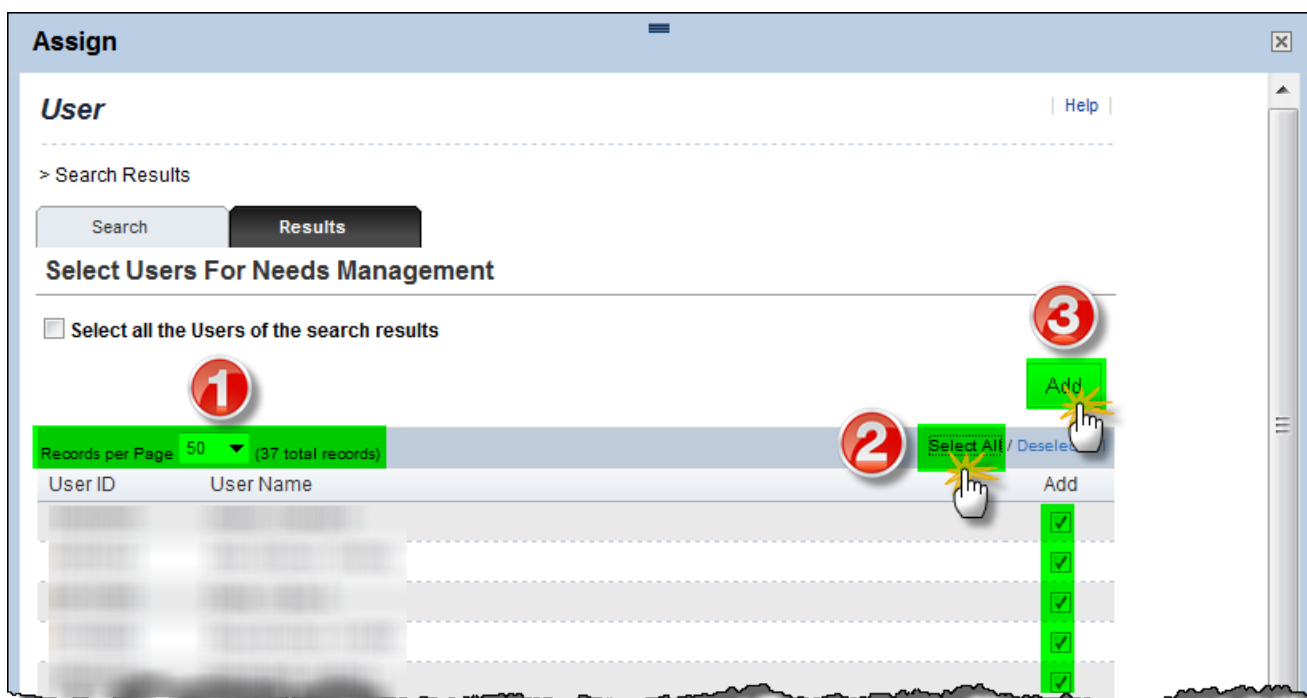
Add/Remove Criteria

Search Reset **2**

How to Assign an Item or Curriculum – Group

Your search returned 37 total records (1). In order to see them all on one page, set the **Records per Page** to "50". Click the **Select All** link (2) and then the **Add** button.(3)

TIP: The Select All link will only select those users on the visible screen so make sure you set the Records per Page in excess of the number of records returned.



The screenshot shows a web interface titled "Assign" with a "User" header and a "Help" link. Below the header, there are "Search" and "Results" tabs. The main heading is "Select Users For Needs Management". A checkbox labeled "Select all the Users of the search results" is present. A green bar indicates "Records per Page: 50 (37 total records)". A table with columns "User ID" and "User Name" is shown, with a vertical column of green checkmarks on the right. Three red circles with numbers 1, 2, and 3 are overlaid on the interface: 1 points to the "Records per Page" dropdown, 2 points to the "Select All / Deselect" button, and 3 points to the "Add" button.

How to Assign an Item or Curriculum – Group

Review the items listed that you want to assign and if all is in order, click the **Next** button.

Assign

User Needs Management [Help](#)

> Step 1 > Step 2 > Step 3

Step 3: Adding Items

[Previous](#) [Next](#)

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or [add one or more from list](#).

* Type: * ID:

[Add](#)

Edit the List of Items for Adding

[Apply Changes](#)

[Select All / Deselect All](#)

Item	Title	Assign. Type	Assign Date	Remove
COURSE UP.83019.ITEM.INTROM (Rev '1' - 8/7/2012 12:00 AM America/New York)	Introduction to Mouse Handling - IACUC-ULAR	OPT	9/5/2012	<input type="checkbox"/>

[Select All / Deselect All](#)

[Apply Changes](#)

How to Assign an Item or Curriculum – Group

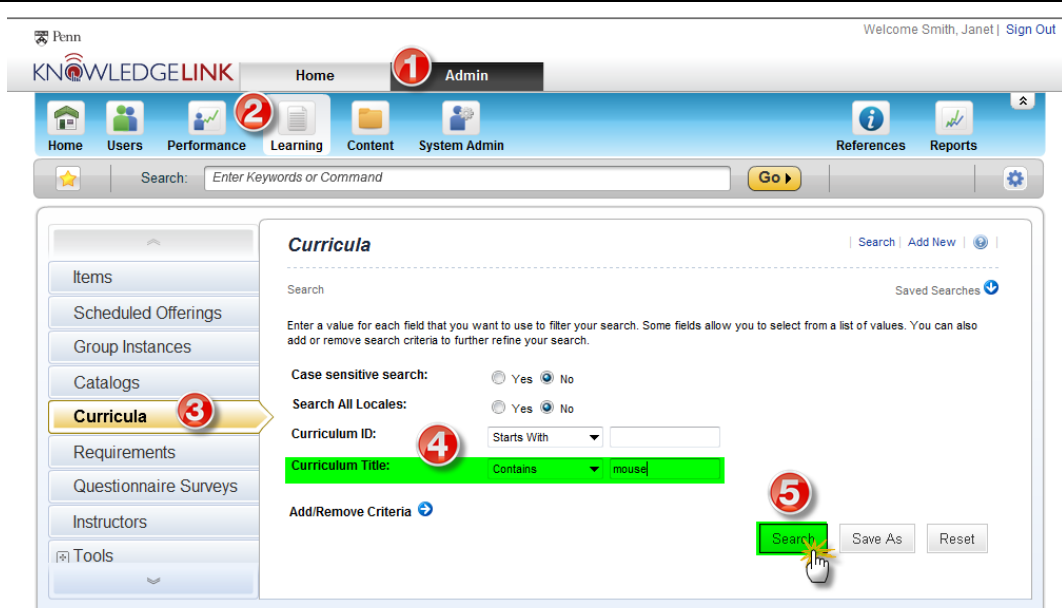
You will see a confirmation screen telling you that you have successfully assigned the item to the specified users.



B. Assign Curriculum to a Group

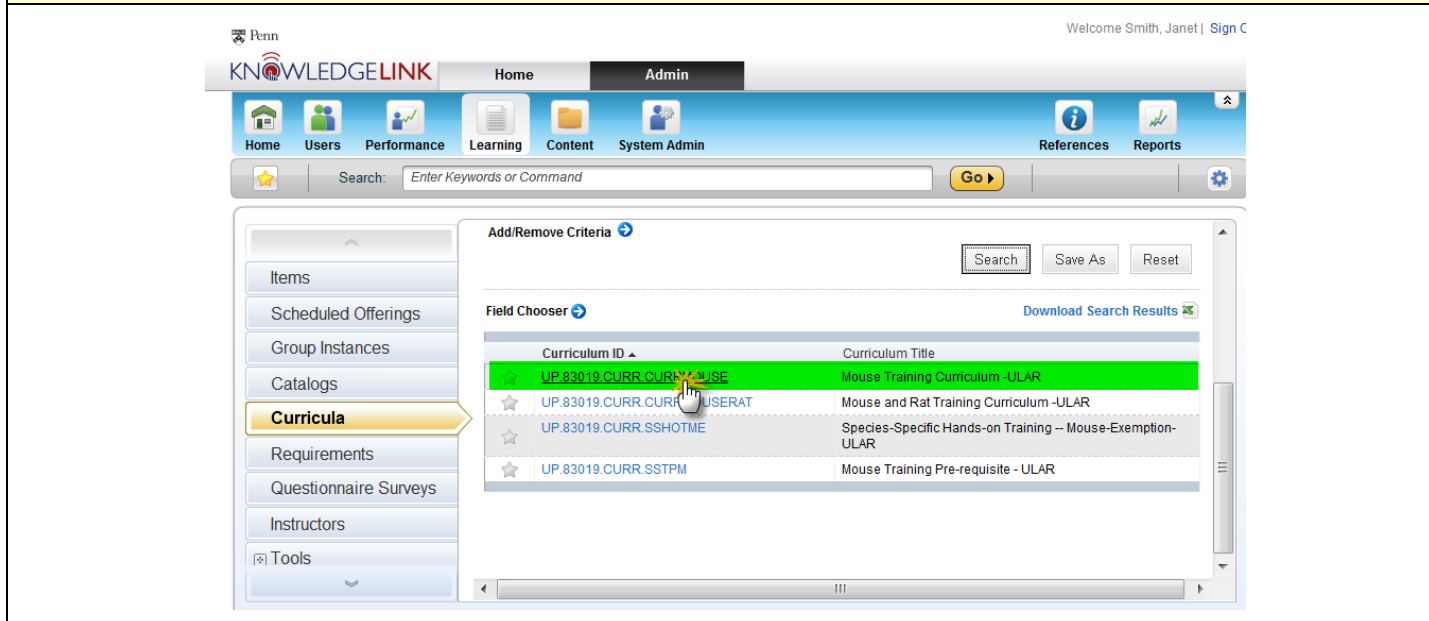
PENN EXAMPLE: You need to assign the mouse curriculum to ULAR temporary staff as required.

1. Verify the **Admin** tab is selected.
- 2, 3. Navigate to **Learning > Curricula**.
4. Enter criteria to find the curriculum record, "mouse" in the **Curriculum Title** with the delimiter "contains" for this example.
5. Click **Search**.

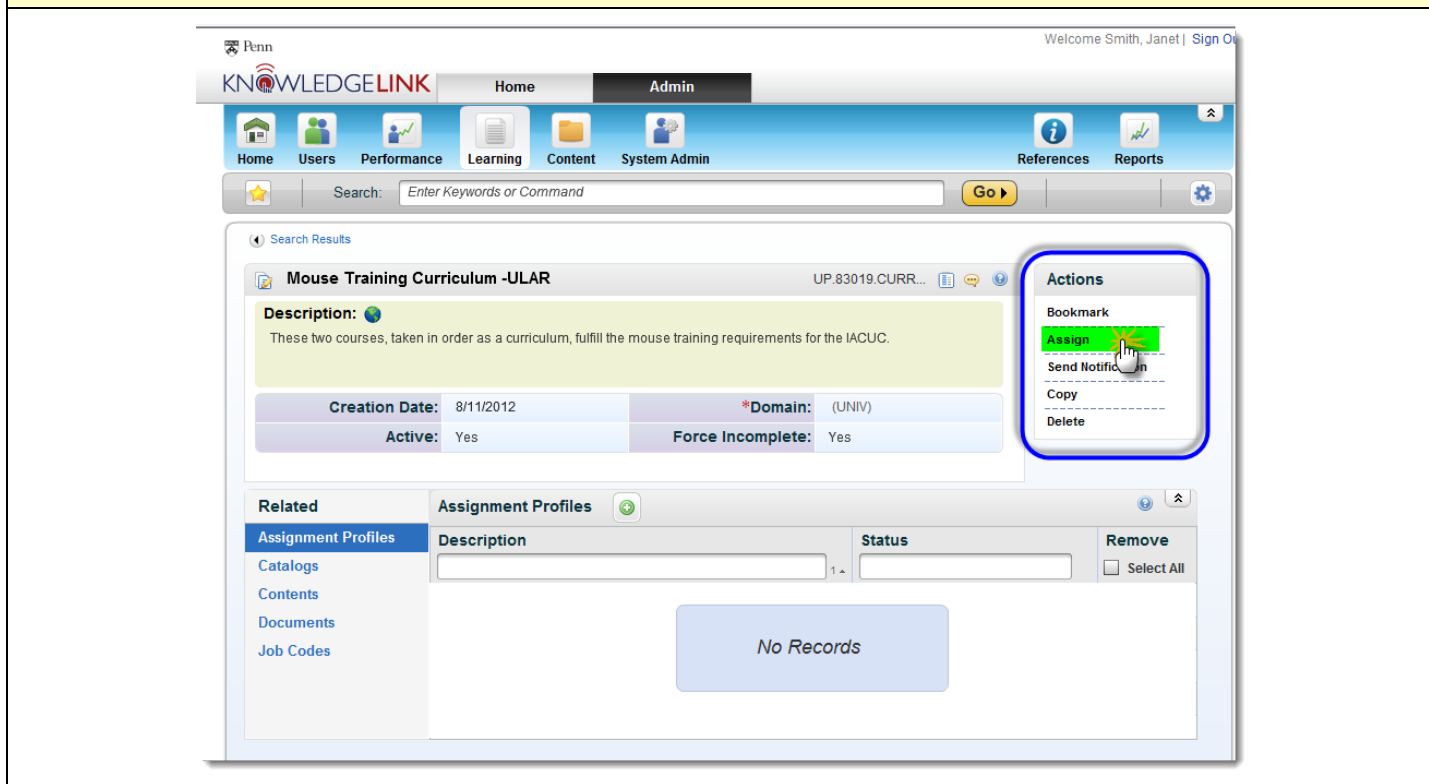


How to Assign an Item or Curriculum – Group

Click the **Curriculum ID** link of the curriculum that you need to assign.

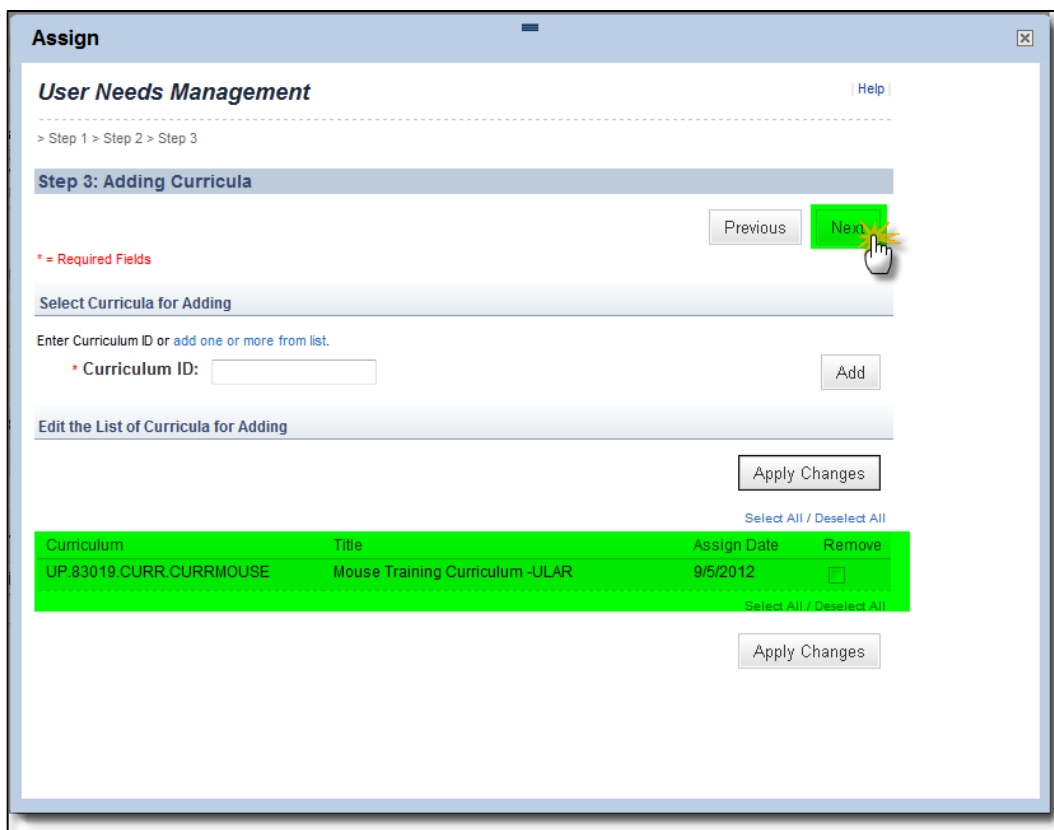


The **Mouse Training Curriculum** record displays. Click **Assign** in the **Actions** section of the screen.



How to Assign an Item or Curriculum – Group

Search for users with the same search criteria as you used for Items, **Organization of 8306** and **Employee Statuses of "temporary"**. The resulting screen is below. You can see the correct curriculum is listed, so click the **Next** button.



Assign

User Needs Management | Help

> Step 1 > Step 2 > Step 3

Step 3: Adding Curricula

Previous Next

* = Required Fields

Select Curricula for Adding

Enter Curriculum ID or add one or more from list.

* Curriculum ID: Add

Edit the List of Curricula for Adding

Apply Changes

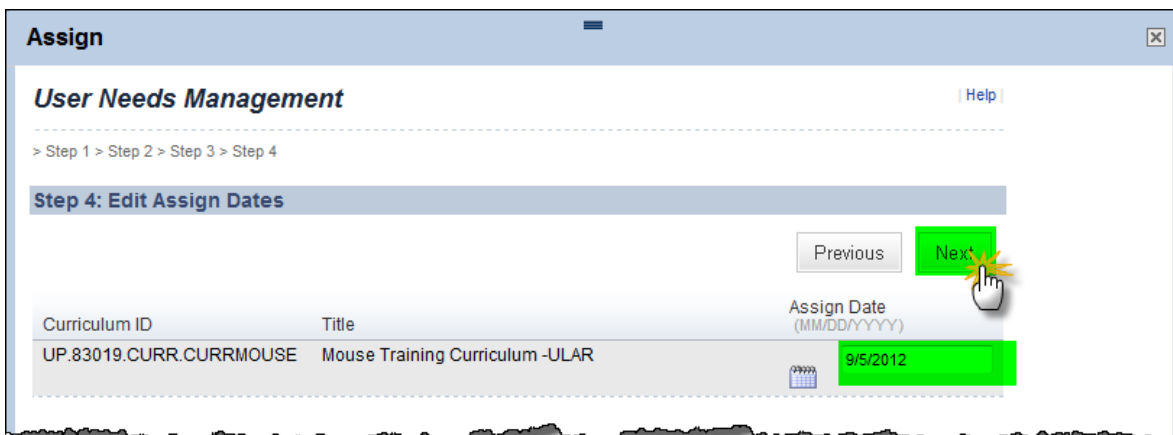
Select All / Deselect All

Curriculum	Title	Assign Date	Remove
UP.83019.CURR.CURRMOUSE	Mouse Training Curriculum -ULAR	9/5/2012	<input type="checkbox"/>

Select All / Deselect All

Apply Changes

This screen gives you the opportunity to edit the **Assign Date**. Click the **Next** button.



Assign

User Needs Management | Help

> Step 1 > Step 2 > Step 3 > Step 4

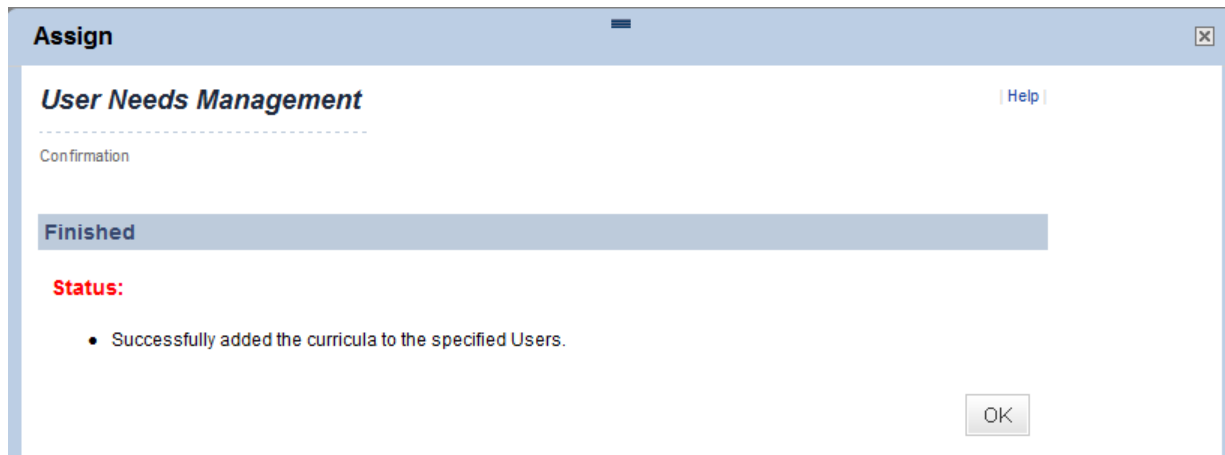
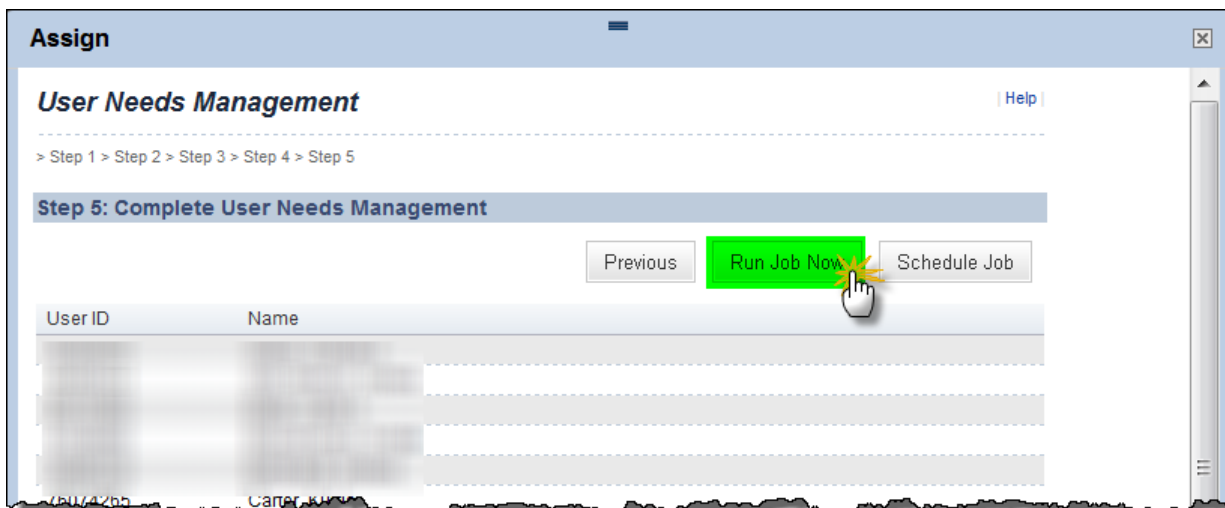
Step 4: Edit Assign Dates

Previous Next

Curriculum ID	Title	Assign Date (MM/DD/YYYY)
UP.83019.CURR.CURRMOUSE	Mouse Training Curriculum -ULAR	9/5/2012

How to Assign an Item or Curriculum – Group

This step allows you to check the users to be assigned the curriculum. Click the **Run Job Now** button to complete the assignment. The confirmation screen follows.



Additional Resources to Assign/Remove

- [How to Assign an Item or Curriculum, Remove an Assignment or Modify One - Single User](#)
- [How to Batch Add/Remove Required Item & Curriculum Assignments With the User Needs Mgmt Tool](#)