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.
Click the **Item** link.

This displays the course record. Click **Assign** in the **Action** section of the record.
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.
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**.
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.
Review the items listed that you want to assign and if all is in order, click the **Next** button.
Here you can edit the item information. For example, our item originally had an Assignment Type of "Optional" but we need to change it to "Required". The assignment date is fine with today's date, so click the Next button.

This step allows you to check the users to be assigned the item as well as some details about the assignment like the Assign Date and the Required Date at the bottom of the screen. Click the Run Job Now button if all looks in order.
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.
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.
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.

This screen gives you the opportunity to edit the Assign Date. Click the Next button.
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](#)