The purpose of this ‘How To’ is to guide administrators through the step-by-step process of assigning items or curricula, removing pre-existing assignments, and modifying assignments for single users.

A. Assign Items Directly to an Individual User Record
B. Assign Curriculum Directly to an Individual User Record
C. Remove an Assignment
D. Modify an Assignment

A. Assign Items Directly to User Record

**PENN EXAMPLE:** You need to assign as required two mouse courses to Ben Franklin.

1. Verify the Admin tab is selected.
2. Click on Users.
3. Enter criteria to find the user record. Here we just used the user’s Penn ID number (User ID).
4. Click Search.
Click the User ID link.

1. Select Learning Plan from the Related section of the user’s record.
2. Click the green plus sign to add to the learning plan, i.e., Assign another course.

Enter criteria to search for the item to assign—'mouse' in this example.
1. Click Search.
1. Click the **Add** checkbox(s) to select the item(s) to add. Modify the **Assign Date** as necessary.

2. Click the **Add** button to add the item(s) to the user’s **Learning Plan**.

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1. Add/edit the required date using the calendar icon and select an **Assignment Type** from the drop-down menu. (You can also enter the date manually by typing it.)

2. Click **Save**.
B. Assign Curriculum Directly to User Record

PENN EXAMPLE: You need to assign a guinea pig curriculum to Ben Franklin. The assignment technique is the same for curricula as for items.

1. Verify the **Admin** tab is selected.
2. Navigate to **Users > Users**.
3. Enter the **User ID** to find the person's record.
4. Click **Search**.
Click the **User ID** link.

1. Select the **Curricula** tab from the **Related** area.
2. Click the add new curricula button.

1. Enter **Keywords** to search for the curriculum to add, in this case "guinea pig".
2. Click **Search**.
1. Click the Add checkbox next to the curricula to add. Modify the assign date as necessary.
2. Click Add.

From the Curricula tab, view the assignments to verify the curriculum was added.
C. Remove an Assignment

Removing an item assignment and a curriculum assignment are so similar that we will show only the item one here as a detailed example and just a screen shot of the curriculum removal.

1. Verify the Admin tab is selected.
2. Navigate to Users > Users.
3. Enter criteria to find the user record.
4. Click Search.
Click the User ID link.

1. Select the Learning Plan.
2. Find the assignment that you need to remove and click the checkbox on the right under Remove.
3. Click Save and the assignment is removed.
This screen shot shows the similar action to remove a curriculum assignment for a single user.

1. Select Curricula
2. Click on the checkbox to the right of the curriculum that you need to remove
3. Click Save and the assigned curriculum is removed.

D. Modify an Assignment

Follow the instructions in Part C above. Find the assignment that you need to modify and make changes to assignment type and/or dates.
Click Save and the assignment is modified.

Additional Assign/Remove Resources

- How to Assign an Item or Curriculum – Group
- How to Batch Add/Remove Required Item & Curriculum Assignments With the User Needs Mgmt Tool