Tasks are done by a learner while being observed. An observer can use Knowledge Link to mark complete/incomplete for each task. When enough tasks on the checklist are complete (based on the Checklist Item's settings), the observer can mark the learner as Complete and leave comments. Reporting on this Item should look for CHECKLIST-COMPLETE as the status.

1. **Assign the Checklist to your user(s).**
2. Once it’s assigned, Assign Task Observers

1. Click Manage User Learning
2. Select Assign Task Observers
3. Use the wizard.
3. The wizard autocompletes based on what you type. If you have trouble locating the checklist or user, click the magnifying glass to search for them.

1. Add an Item

![Business Acumen](image)

Putting It Into Practice: **Business Acumen** (Penn IT Academy)

4. When you have a person found, you have to then select them

2. Add Observers
5. The User will not appear if they do not have the checklist on their learning plan.

3. Add Users

Enter User ID or Name

Selected Users (1)  Select All

Review
6. Double check your work and click Send Observation Request