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.

1. **Search for the item or curriculum you want to assign.**

In this example I'm selecting Curriculum.

2. **Select Assign from the Actions menu**
3. Click add one or more from list to select users.

4. You may have a comma-separated list of IDs to assign this curriculum. Copy those IDs with commas.

Use our directions: http://knowledgelink.upenn.edu/admin/guides/KB/howtocreateacomma-separatedlistfromexcel.html

5. Change the drop down next to User ID to "Any" and paste in the box.
6. Check the Select all to Add them all.

NOTE: If you are searching for more than 25, we recommend you change your Records per Page and click Select All. The option "Select all the Users of the search results" breaks down once the numbers go above 500 or so.

7. Click Next

Manage Assignments

Step 2: Select Users

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: [Enter User ID]

Add
8. Visually confirm the curriculum or item you are assigning and click Next

Step 3: Adding Curricula

* = 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

<table>
<thead>
<tr>
<th>Curriculum ID</th>
<th>Title</th>
<th>Assign Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.83019.CURR.CURRMOSU</td>
<td>Mouse Training Curriculum -ULAR</td>
<td>6/5/2020</td>
<td></td>
</tr>
</tbody>
</table>

Select All / Deselect All

9. Click next

Step 4: Edit Assign Dates

<table>
<thead>
<tr>
<th>Curriculum ID</th>
<th>Title</th>
<th>Assign Date (MM/DD/YYYY)</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.83019.CURR.CURRMOSU</td>
<td>Mouse Training Curriculum -ULAR</td>
<td>[Date Field]</td>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>
10. Click Run Job Now.

Make sure you have communicated the assignment to these users. They will receive an automated email tomorrow, but that email will not include WHY they were assigned.

11. Click OK