How to Assign an Item or Curriculum to a single user

You can do this from the User or Item/Curriculum details.

1. **From the User: Find the user you wish to assign items to.**

   1. Select Learning Administration from the menu
   2. Click Users
   3. Search for the user
   4. Click the User ID, which is hyperlinked.
1.1 Under Actions, Click Manage Assignments

1.2 Select what you need to add. In this example, we select Add Item and click Next

Step 1: Select Management Action

- Add Curricula
- Add Items
- Add Job-related Curricula
- Remove Curricula
- Remove Items
- Remove Surveys

1.3 Click Add to select your User and click Next

Step 2: Select Users

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: [Enter User ID]
1.4 Now browse to find the Item you need to add

Select Items for Adding

Enter ‘Item ID’ and ‘Item Type’ or add one or more from list.

* Type: ▼

1.5 Search for your item

If you don’t have the options shown, click the Add/Remove Criteria arrow and select your desired search fields

Search Items

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 and also add or remove search criteria to further refine your search.

Keyword: ▼
Search All Locales: ▼ Yes ▼ No
Item ID:
Starts With ▼
Item Title:
Contains ▼ macaque

Add/Remove Criteria ▼
Search ▼
1.6 Check the item and click add.

Select Items For Managing Assignments

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE UP.83019.ITEM.330 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 3.30 Macaque Exposure Specimen Processing, Handling, Shipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE UP.83019.ITEM.480 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 4.80 Macaque Procurement, Receiving, and Quarantine Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE UP.83019.ITEM.485 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 4.85 Macaque Health Monitoring Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE UP.83019.ITEM.OCCHEALTHNHP (Rev 1 - 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety: Macaque Users Orientation - ULAR</td>
<td>OPT</td>
<td></td>
</tr>
</tbody>
</table>

Select All / Deselect All
2. From the Item: Find the item you need to assign

1. Select Learning
2. Search for your item
3. Select it from the list
2.1 Under the Actions area, click Assign

![Actions](image)

2.2 Add a user with the add one or more from list link.

![Add Users](image)

2.3 Proceed with finding a user

![Search Users](image)

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.

- **Keyword:**
- **User ID:** [Starts With ▼]
- **Last Name:** [Starts With ▼]
- **First Name:** [Starts With ▼]
- **Middle Initial:** [Starts With ▼]
- **PennKey:** [Starts With ▼] sdriley

 Add/Remove Criteria ▶  Search
2.4 When you've found the person, check and click Add

3. Now that you have selected both your User and Item, click Next

4. Confirm the assignment type and assignment date; click Next

Assign. Type can be changed to Optional or Required.
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5. You will now confirm your user and item. Run Job Now.

The Required date is the due date and can be altered here.

### Step 5: Complete User Needs Management

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>74231840</td>
<td>Riley, Stephanie D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Assign Date</th>
<th>Required Date</th>
</tr>
</thead>
</table>

6. Finished!

**Finished**

**Status:**

- Successfully added the items to the specified Users.

OK