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.
How to Assign an Item or Curriculum to a single user

1.1 Under Actions, Click Assign Learning

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

1.3 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.
1.4 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, also add or remove search criteria to further refine your search.

- **Keyword:**
- **Search All Locales:**
- **Item ID:**
- **Item Title:**
  - Starts With ▼
  - Contains ▼

Add/Remove Criteria ➔

Search

1.5 Check the item and click add

**Select Items For Needs Management**

<table>
<thead>
<tr>
<th>Item ID</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.487 (Rev 1 - 11/30/2017 03:28 PM Eastern Time)</td>
<td>ULAR SOP 4.87 Macaque Alopecia Scoring Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE.UP.83019.ITEM.OCHEALTHNHP (Rev ‘1’ - 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety for Macaque Users - ULAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.6 Click Add to select your User and click Next

<table>
<thead>
<tr>
<th>Step 2: Select Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>* = Required Fields</td>
</tr>
</tbody>
</table>

**Add Users**

Enter User ID or add one or more from list.

- User ID: [Input Field]

[Add Button]
2. From the Item: Find the item you need to assign

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

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

2.3 Proceed with finding a user
How to Assign an Item or Curriculum to a single user

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

Step 3: Adding Items

* = Required Fields

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

Assign. Type can be changed to Optional or Required.

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Assign Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE UP.83019.ITEM.OCCHALTHNHP (Rev 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety for Macaque Users - ULAR</td>
<td>Optional (OPT)</td>
<td>3/27/2018</td>
</tr>
</tbody>
</table>
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 Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Assign Date</th>
<th>Required Date</th>
</tr>
</thead>
</table>

6. Finished!

**Status:**

- Successfully added the items to the specified Users.

OK