This handout will show you how to use the Manage Assignments tool.

It is crucial to know whether the assignment is an item or curriculum. If you remove the item but leave a curriculum, for example, the curriculum requirement will remain on the user’s Learning Plan. Similarly, if you add assign an item when you mean to assign a curriculum, you will not get the retraining requirements you need and will not be able to run a Curriculum Status report. If you are unsure, please contact us at kl_help@lists.upenn.edu.

1. To Add or Remove requirements, please navigate to Manage Assignments.

   1. Select Learning Administration from the drop-down
   2. Click Manage User Learning
   3. Select Manage Assignments

![Manage Assignments Diagram]
2. Select the action you want to perform and click Next.

In this example, we are adding a Curriculum.

![Manage Assignments](Image)

3. You can now select users by User IDs. Click add one or more from list.

![Add Users](Image)

4. You can search for users here by User IDs (Penn IDs) or PennKeys.

If you don't see User IDs or Pennkeys as options, click Add/Remove Criteria to select how you'd like to search.
5. We have an excel sheet of Penn IDs. To search for all people at once, select Any from the User ID drop down list:

6. Now paste the Penn IDs into the field separated by commas and click Search.

See the [How to Create a Comma Separated List from an Excel Column](#) for help in creating this list.
7. Click either the Select all the Users box or use the drop-down to select all as shown

When adding to more than 100 people we recommend you follow the screenshot below:

8. Click Next

9. Now use the add one or more from list link to search and select your curriculum.
10. In this example I'm looking for a HIPAA curriculum, but I'm not sure which one. So I'm searching.

If you don't have the search options you want, please select Add/Remove Criteria to discover more search options and add them to the page. If you have the ID paste it in the Curriculum ID box and search on that.

![Search Curricula](image)

11. Check Add by the Curriculum you're assigning and click the Add button.
12. Click Next

13. Click Next if the assignment date is ok. (Today’s date is the default).

14. To assign your curriculum click Run Job Now.