

Assigning Items to a Learner's Plan

Log into Aglearn Administrator

Click on User Management then click on Tools then click on User Needs Management

Click on "Add Items" or what you deem necessary then click on Next button

Put in User ID number or click on "add one or more from list" when you click on "add one or more from list" a new menu will pop up for you to search for user by last name, first name, hit search button.

When the person's name pops up then click on (check) the add box then click on "add" button above click on Next. Note: you may add as many names as needed before hitting next button. Names will be listed on left side of screen.

Adding Items (course name): Click on "add one or more from list". When search menu pops up then go to "item Title" and hit drop down box to pull up "Contains" then type in course title such as "Hazard Communication" then hit search or you can search for Item ID by typing in Item ID (SAH0435) and then hit the Search button.

Edit the info if needed. This is where you can assign the Item as "recommended or required or leave blank. You can change the assign date here or leave as is (current day). Click/check the add box for the course that you are assigning then click on add button above and then click on Next.

The next screen provides a summary of complete User's Management – you will see the User's name and Aglearn ID along with the Item that you are assigning. Note: this is where you will put in the required date for completion. You have the option to schedule job (click on schedule job when you have assigned multiple items to multiple learners and the job will take some time to complete-after hours) or **run job now** (click on this button for smaller jobs).

After you have **run job now** then it will inform you that the items were successfully added to specified users.

You will now find the assigned Item listed in the User's Learning Plan.