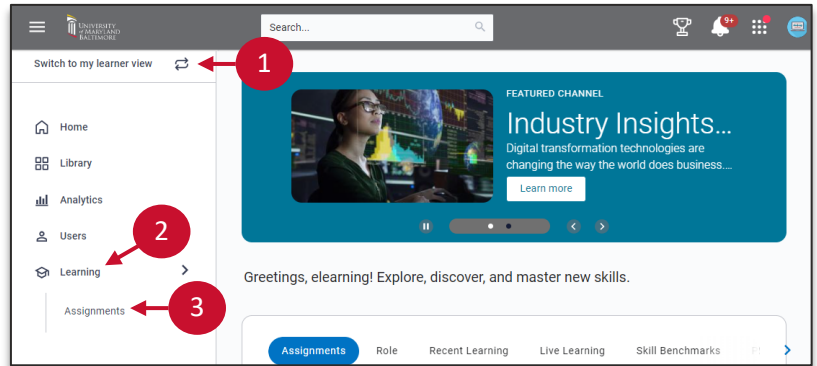


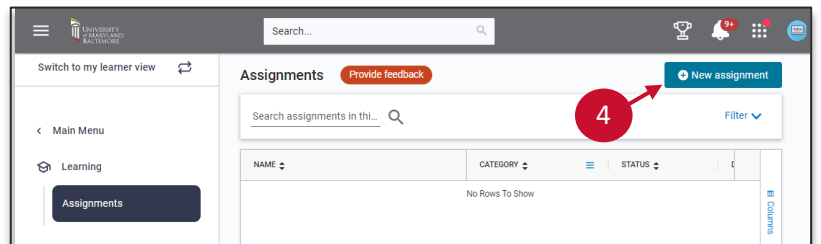
# Manager's Guide: Assigning Training

## Create an Assignment

1. In Percipio, select **Switch to my manager view** if needed to see manager functions.
2. In the **Navigation Menu**, select **Learning** to reveal learning options.
3. Select **Assignments**.



4. On the **Assignments** page, select **New Assignment**.



On the **Create Assignment** page, enter the following:

5. **Title** (Assignment name)
6. **Business Objective** (target of the assignment)
7. **Category** (choose the best fit)
8. **Assigned by** (yourself or type the name of your department)
9. **Assignment Description** (why is this training being assigned?)

A screenshot of the 'Create Assignment' form. The form has a progress bar at the top with five steps: 1. Describe your assignment (active), 2. Add content, 3. Add users and audiences, 4. Manage emails, and 5. Review and launch. The form fields are: Title (5), Business objective (6), Category (8), Assigned by (7), and Description (9). The Description field is highlighted with a red box. The form is currently in 'Draft' status.

# Manager's Guide: Assigning Training

Scroll down to **Duration:**

10. Select the desired duration options.
11. Select the **Next: Add content** button.

**Duration**

Specify a fixed due date for your assignment or a set number of days for completion. If choosing Number of days, the due date will be calculated based on the day the learner is added to the assignment.

Specific date  Number of days

Start date \* 07/11/2023 Days to complete \* 30 Time Zone: GMT

**10**

**11** Next: Add content

Learners added before the start date will have until 08-10-2023 at 11:59pm to complete the assignment.  
Learners added after the start date will have 30 days from the day they're added to the assignment.

## Add Content

On the **Add Content** page:

12. Select **Content Items** checkboxes to reflect assignment preferences.
13. Select the **Add content** button to search for courses to assign.

**Create Assignment** Status: Draft

1 Describe your assignment 2 **Add content** 3 Add users and audiences 4 Manage emails 5 Review and launch

**Add content**

Select how you want learners to interact with the content you add to the assignment.

Content items must be completed in the display order specified **12**

Require learners to complete all courses from the beginning **12**

**13** Add content

← Back to Describe your assignment Cancel Save as draft Next: Add users and audiences

In the **Search for Content** pop-up:

14. Search for content with keywords. Select the **plus symbol** to add content.
15. Select the **Add content** button.

**Search for your content and Percipio content**

You can find all Published Custom content and Percipio content

communication

Filter by Course Skillssoft Clear all

Source +

Type +

Content Source +

591 results for "communication"

**14**

**15** Add content

Enhancing Communication through Listening

Listening is one of the most important ways to ensure effective communication, yet it gets the least focus in a workplace. Listening plays a vital role in any collaborative environment because being a...

22m 36s Skillssoft Everyone Jan 2023

From Channel: [Communication Essentials](#)

From Collection: [Skillssoft Advance 2.0](#)

16. Use the **Arrows** to organize items as desired.
17. Select **Next: Add users and audiences**.

**Manage content items (2)**

Search content in this list

**16**

Enhancing Communication through Listening COURSE | 22m 36s

Expanding Your Communication Skill Set COURSE | 23m 43s

← Back to Describe your assignment Cancel Save as draft **17** Next: Add users and audiences

# Manager's Guide: Assigning Training

## Add Users

On the **Add Users** page:

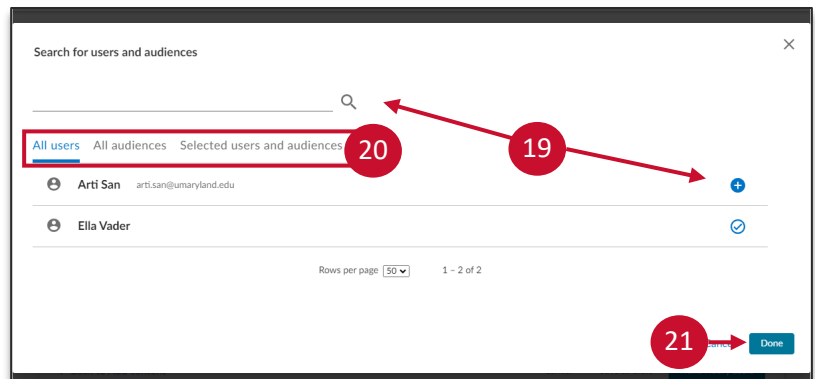
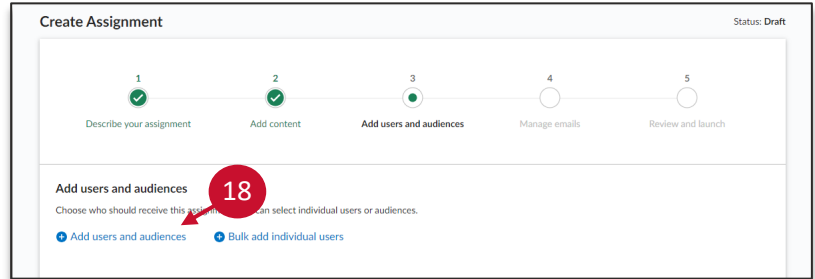
18. Select the **Add users and audiences** button.

**Note:** Select the **Bulk** option to add users via spreadsheet.

19. Use the **Search bar** to find users. Select **plus** to add them to the assignment.

20. Use **Users** and **Audiences** tabs to filter results. Use the **Selected** tab to confirm selections.

21. Select the **Done** button.



## Notify Users

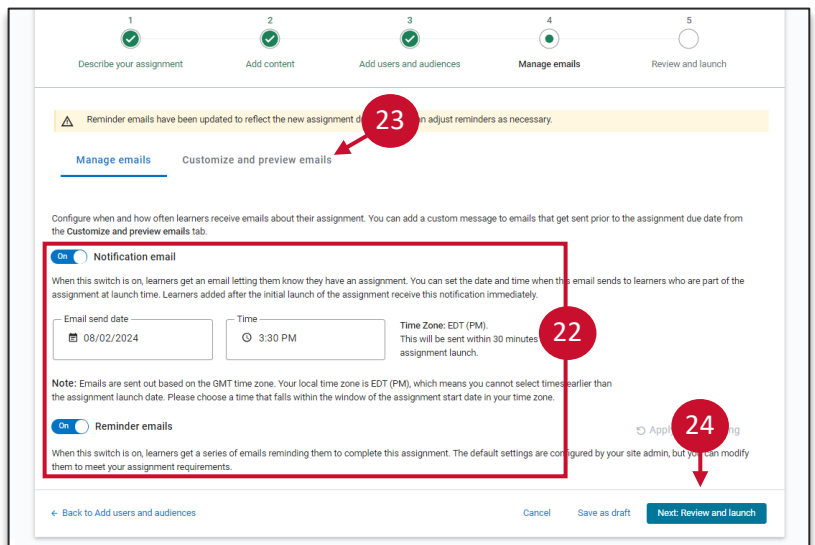
On the **Manage Emails** page, review default settings.

22. Adjust settings if desired.

- Notifications on/off**
- Send date and time**
- Reminder emails on/off**

23. To modify emails, select **Customize and preview emails** tab (optional).

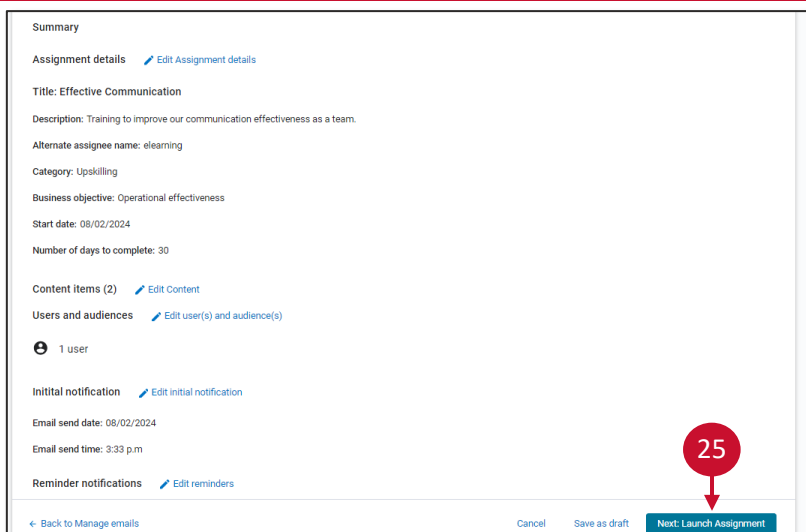
24. When finished, select **Next: Review and Launch**.



## Launch an Assignment

Review the assignment details on the **Summary** page:

- When finished, select the **Launch Assignment** button.



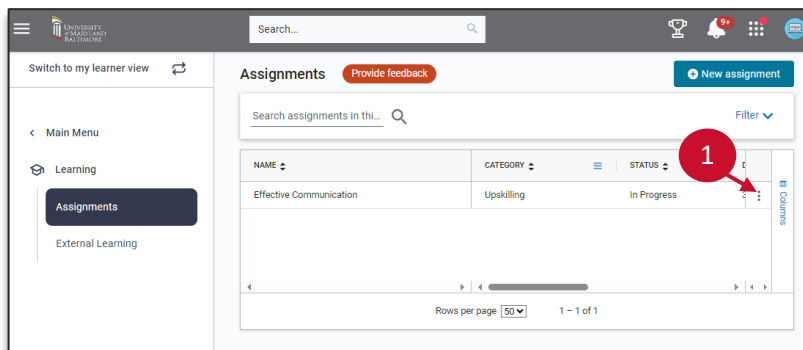
The screenshot shows the 'Summary' page for an assignment. The title is 'Effective Communication'. The description is 'Training to improve our communication effectiveness as a team'. The category is 'Upskilling'. The business objective is 'Operational effectiveness'. The start date is '08/02/2024' and the number of days to complete is '30'. There are 2 content items, 1 user, and 1 initial notification. The email send date is '08/02/2024' and the send time is '3:33 p.m.'. There are reminder notifications. At the bottom right, there is a blue button labeled 'Next: Launch Assignment' with a red circle containing the number '25' and an arrow pointing to it.

## Edit an Assignment

On the **Assignments** page, the new assignment displays in the table.

- Select the **3 vertical dots** to view options including copy, edit, assignment summary, archive, and manage reminders.

**Note:** only assignments in **Draft** status can be deleted. In **Progress** assignments must be archived.



The screenshot shows the 'Assignments' page. The table has the following data:

NAME	CATEGORY	STATUS
Effective Communication	Upskilling	In Progress

A red circle with the number '1' and an arrow points to the three vertical dots in the rightmost column of the table row.

## Compliance Assignments

Compliance-specific assignments are managed by the system administrator in collaboration with the issuing department. Compliance assignment support can be requested using the [request form](#).