

Assigning Training to Employees

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

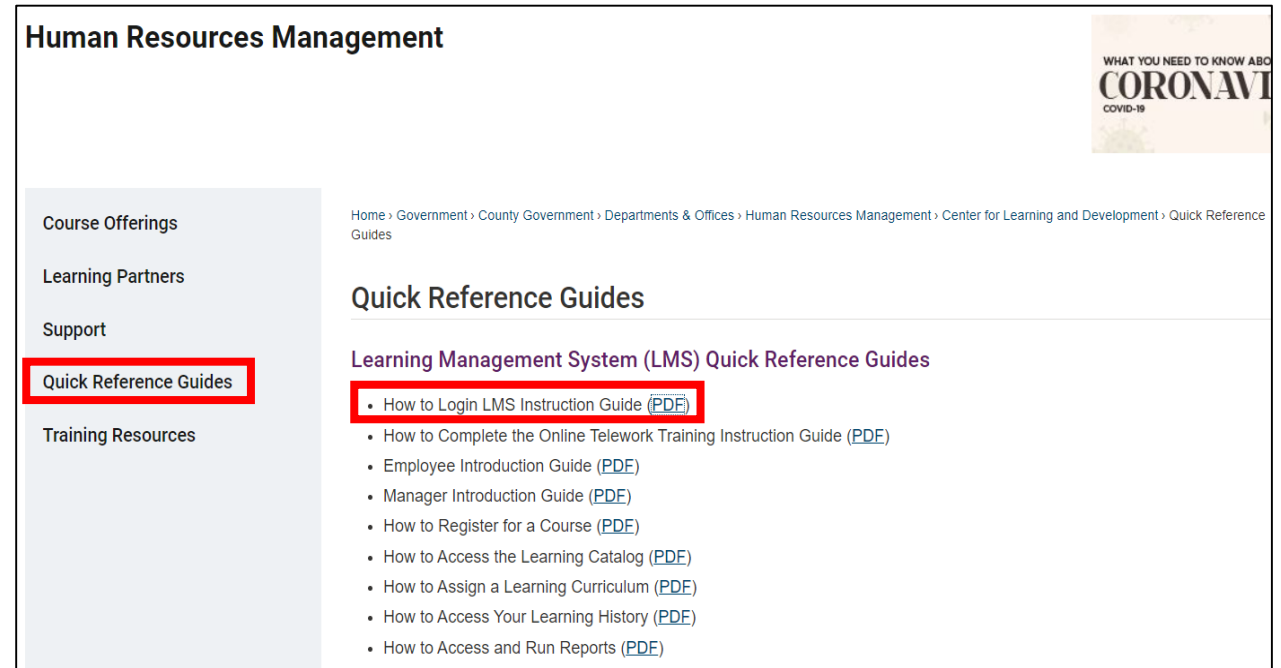
This instruction guide will show you how to:

- Assign training to an employee
- Register an employee for a course

STEP 1 | Login to the LMS

To login the LMS:

1. Navigate to the [CLD website](#)
2. Click on the tab titled **Quick Reference Guides**
3. Click on [How to Login LMS Instruction Guide](#)



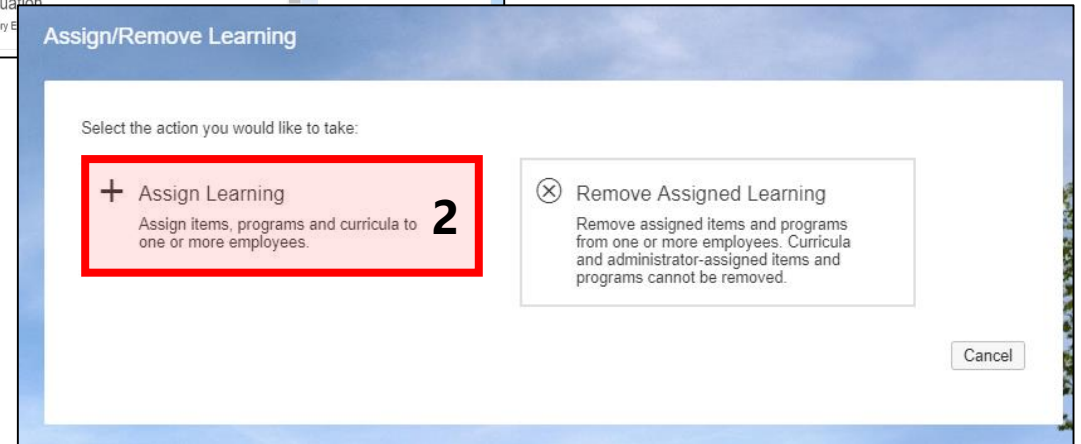
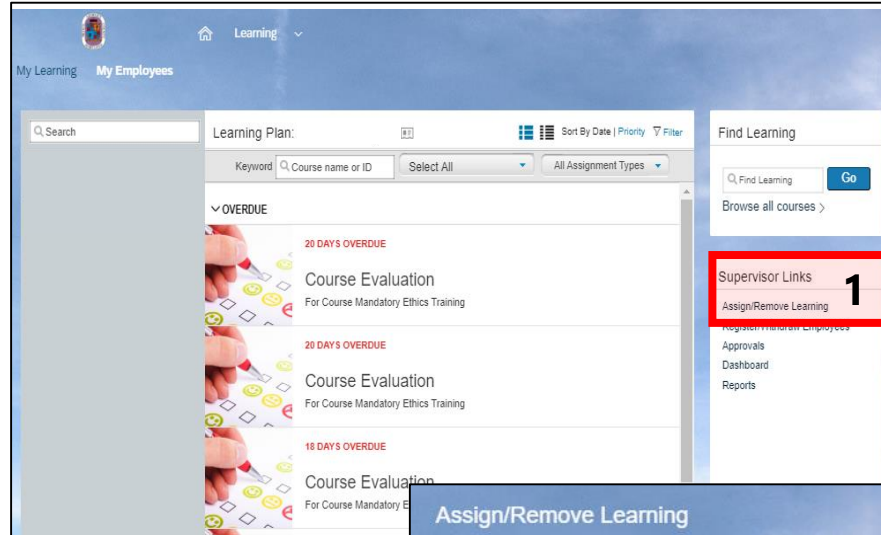
The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, a navigation menu lists: 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several guides, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other guides include 'How to Complete the Online Telework Training Instruction Guide (PDF)', 'Employee Introduction Guide (PDF)', 'Manager Introduction Guide (PDF)', 'How to Register for a Course (PDF)', 'How to Access the Learning Catalog (PDF)', 'How to Assign a Learning Curriculum (PDF)', 'How to Access Your Learning History (PDF)', and 'How to Access and Run Reports (PDF)'.

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Assign Learning

To assign learning to one of your employees:

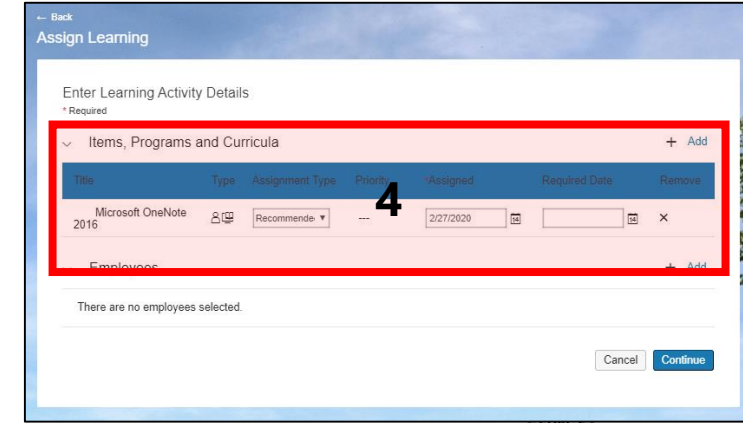
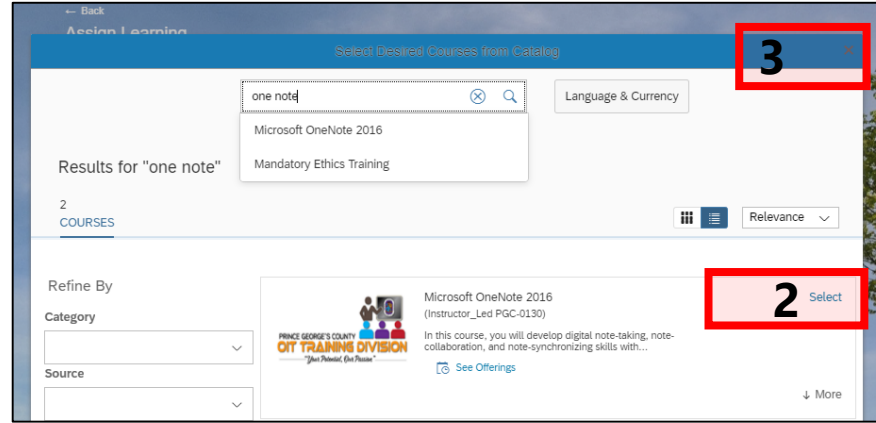
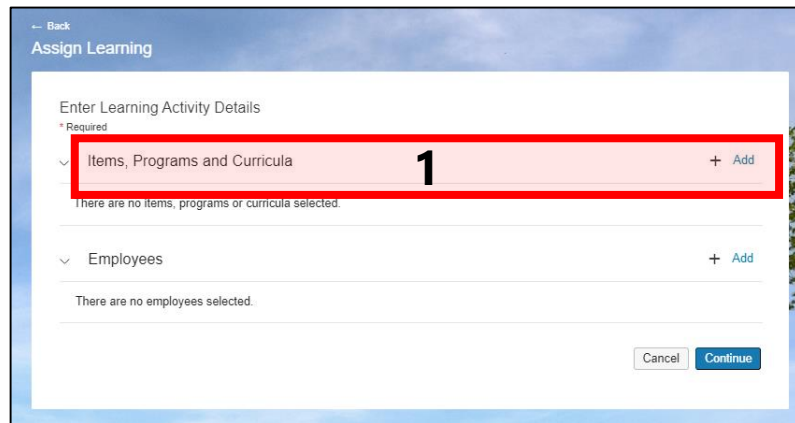
1. Click **“Assign/Remove Learning”** in the Supervisor links menu on the “My Employees” home page
2. Choose **“Assign Learning”**



STEP 3 | Assign Learning

After selecting “Assign/Remove” learning from the “Supervisor Links” menu:

1. Choose the learning you want to assign by clicking the “+ **Add**” button at the top right of the window next to “Items, Programs and Curricula”
2. Search for the course and click “**Select**” for the learning you want to assign (You can select as many courses as you need)
3. After selecting all courses you want to assign **close the window** by clicking the “X” at the top right of the window
4. The courses you selected will appear in the assign learning window



STEP 4 | Assign Learning

After selecting the learning you want to assign:

1. Select the employee you want to assign the training to by clicking the “+ **Add**” button next to “Employees”
2. Choose the employee from your list of assigned employees by clicking the box next to the employee’s name and click “**Add**” to close the window
3. Click “**Continue**” and “**Assign Learning**” to finalize the assignment

Assign Learning

Enter Learning Activity Details
* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
Microsoft OneNote 2016		Recommend	---	2/27/2020		x

Employees + Add

There are no employees selected.

Cancel Continue

Select Employees

Employees	Region	Job Code	Supervisor	Organization
<input type="checkbox"/> Pilgrim, Alexandra		Human Resources Anal...	Otiji-Spizler, Adaora	Office of Human Resou...
<input checked="" type="checkbox"/> Solaru, Omolara		Human Resources Anal...	Otiji-Spizler, Adaora	Office of Human Resou...

Employees selected: 1

Cancel Add

Assign Learning

Enter Learning Activity Details
* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
Microsoft OneNote 2016		Recommend	---	2/27/2020		x

Employees + Add

John Smith
Omolara Solaru

Remove
x

Cancel Continue

Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

CLD@co.pg.md.us