

ADMIN > ASSIGNMENTS AND LEARNING PLANS > CREATE ASSIGNMENTS

Quick Assignments are used to distribute training tasks that are intended for short-term or one-time completion. They are most often applied when all assigned users need to complete the same set of courses within a specific timeframe.

1. Name the Quick Assignment

- Use a consistent format, e.g., “Compliance Training – Q2 Review – June 2025.”

2. Select the Courses

- Quick Assignments can include one or more courses.

The screenshot shows the 'Create Assignment' form in the Admin Dashboard. The 'Courses to assign' section is active, displaying a list of courses. The 'Name' field is filled with 'Harassment Training - March 2022'. The 'Selected (1)' section shows a table of courses with columns for Course, Topics, Tags, Content type, and Credit hours. The course 'Promoting a Workplace Free of Harassment, Discrimination, and Retaliation- Employees' is selected.

Course *	Topics	Tags	Content type	Credit hours
<input type="checkbox"/> 911 Dispatcher and Communication Officer Training-Liability Prevention	WCIA Training		Standard Course	01:42
<input type="checkbox"/> 911 Manager and Supervisor Team-Liability Prevention	WCIA Training		Standard Course	01:41
<input checked="" type="checkbox"/> Promoting a Workplace Free of Harassment, Discrimination, and Retaliation- Employees	WCIA Training		Standard Course	01:00

3. Define the Training Schedule

- Select the Start Date and the Due Date for the Assignment.
- Notifications will be sent out according to these dates. Next, click on select notifications.

The screenshot shows the 'Create Assignment' form in the Admin Dashboard, specifically the 'Training schedule' section. The 'Time Zone' is set to 'US/Central'. The 'Start Date' and 'Due Date' are both set to March 15, 2022. The 'Accept completions before start date since' and 'Accept late completions until' options are unchecked. The 'Select notifications' button is visible at the bottom.

Time Zone: US/Central

Start Date: March 15, 2022

Due Date: March 15, 2022

☐ Accept completions before start date since

☐ Accept late completions until

Completions of the assigned content after due date will not count towards this assignment. Checking this box extends the acceptance period.

[Select notifications](#)

4. Select Notifications

- Notifications are sent directly to users via email, according to those set by the admin.
- Default Notifications:
- By default, notifications are sent at 9:00. Department admins may choose to turn the default time off. Notifications will then be sent at midnight.
- New Learning Assignment — Sent on the assignment start date.
- Learning Assignment Past Due — Sent when an assignment is overdue.
- Click Select Members

The screenshot shows the 'Create Assignment' form with the 'Notifications' tab selected. The form has a header with 'Create Assignment' and a 'Go to Assignment list' button. Below the header are tabs for 'Select courses or plan', 'Training schedule', 'Notifications', and 'Personnel'. The 'Notifications' tab is active, showing a section titled 'Please select which automatic email notifications you would like our system to send to the assigned users'. There are four checkboxes, all of which are checked: 'New learning assignment (sent on the assignment's start date)', 'Learning Assignment past due', 'Learning Assignment due in 1 day(s)', and 'Learning Assignment due in 3 day(s)'. Below the checkboxes is a yellow information box stating: 'Assignment notifications are set to be sent on the assignment start date at 9am. Receipt could be delayed due to email server activity.' Below that is a blue tip box: 'Did you know you can also create custom notifications you can apply to this and other assignments? Click here'. At the bottom of the form is a green button labeled 'Select members'.

5. Add Members to the Quick Assignment

- To add individual members to the assignment, use one of the following methods:
- Search for individuals using the Search Bar
- Search by Group (if previously created and assigned)
- Search by Position (if positions have been added to user profiles)
- Click Save to finalize the assignment

The screenshot shows the 'Create Assignment' form with the 'Personnel' tab selected. The form has a header with 'Create Assignment' and a 'Go to Assignment list' button. Below the header are tabs for 'Select courses or plan', 'Training schedule', 'Notifications', and 'Personnel'. The 'Personnel' tab is active, showing a section titled 'Selected (3)' with a 'Search Members' button. Below this are four input fields: 'Enter name or personal id', 'Enter group name', 'Enter position name', and 'Enter unit name'. Below the input fields are three buttons: '+ Add All Filtered', 'Remove All Filtered', and 'Remove All'. Below the buttons is a table with columns: 'User', 'Personal ID', 'Position', 'Division/Unit', and 'Groups'. The table contains 10 rows of data. The first three rows are highlighted in yellow, indicating they are selected. The first row is 'Levi Ackerman' (Captain, Police). The second row is 'Abigail Adams' (Administrator/Supervisor, Administration). The third row is 'Joan Adams' (556, Administrator/Supervisor, Office/Administration). The remaining seven rows are not selected. At the bottom of the table is a pagination bar with a '1' button and a '10 entries' dropdown. At the bottom of the form is a green button labeled 'Save'.

User	Personal ID	Position	Division/Unit	Groups
<input checked="" type="checkbox"/> Levi Ackerman		Captain		Police
<input checked="" type="checkbox"/> Abigail Adams		Administrator/Supervisor		Administration
<input checked="" type="checkbox"/> Joan Adams	556	Administrator/Supervisor	Office/Administration	
<input type="checkbox"/> Jeff Bezos		Intern		Technology Services
<input type="checkbox"/> Sasha Braus	12345	Police Officer		Police
<input type="checkbox"/> Jackie Chan		COUNTY JUDGE		Circuit Court
<input type="checkbox"/> Tom Cruise		Pilot		Airport
<input type="checkbox"/> Penelope Cruz		Intern		Human Resources
<input type="checkbox"/> R2 D2		Chief Technology Officer		Technology Services, Police
<input type="checkbox"/> Viola Davis	007	Attorney		

ASSIGNMENT FAQs

I left a user off the assignment. Do I create a new assignment for them?

Instead of creating a new assignment, we recommend adding the missing user(s) to the original assignment via MODIFYING EXISTING ASSIGNMENTS. You will also have the ability to modify other parts of the assignment such as adding additional training courses, extend the assignment due date, and resending notifications.

Can I have more than one assignment going on at the same time?

Absolutely! You can have multiple assignments going on at once. There is not a limit as to how many assignments you can have at one time.