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**
   a. Use a consistent format, e.g., "Compliance Training – Q2 Review – June 2025."

2. **Select the Courses**
   a. Quick Assignments can include one or more courses.

3. **Define the Training Schedule**
   a. Select the Start Date and the Due Date for the Assignment.
   b. Notifications will be sent out according to these dates. Next, click on select notifications.

4. **Select Notifications**
    a. Notifications are sent directly to users via email, according to those set by the admin.
    b. Default Notifications:
    c. 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.
    d. New Learning Assignment — Sent on the assignment start date.
    e. Learning Assignment Past Due — Sent when an assignment is overdue.
    f. Click Select Members
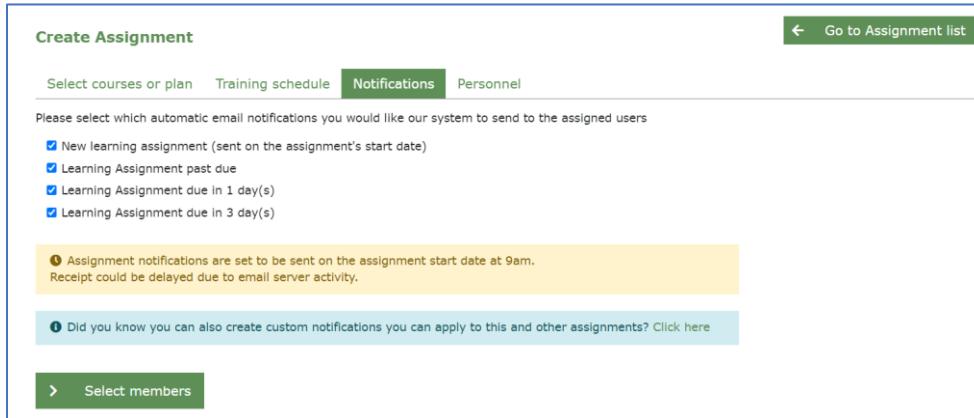
5. **Add Members to the Quick Assignment**
    a. To add individual members to the assignment, use one of the following methods:
    b. Search for individuals using the Search Bar
    c. Search by Group (if previously created and assigned)
    d. Search by Position (if positions have been added to user profiles)
    e. Click Save to finalize the assignment

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.