

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.

Admin Dashboard > Assignments and Learning Plans

Create Assignment

Select courses or plan Training schedule Notifications Personnel [Go to Assignment list](#)

What kind of assignment do you want to create?

Quick assignment
 Use a Learning Plan

Name *

Courses to assign

Selected (1) [Search Courses](#)

Enter course name	Enter course types	Enter tag name
WCIA Training		

[Add All Filtered](#) [Remove All Filtered](#) [Remove All](#)

Course *	Topics	Tags	Content type	Credit hours
911 Dispatcher and Communication Officer Training-Liability Prevention	WCIA Training		Standard Course	01:42
911 Manager and Supervisor Team-Liability Prevention	WCIA Training		Standard Course	01:41
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.

Create Assignment

Select courses or plan [Training schedule](#) Notifications Personnel [Go to Assignment list](#)

Time Zone

Start Date

Su	Mo	Tu	We	Th	Fr	Sa
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	

Due Date

Su	Mo	Tu	We	Th	Fr	Sa
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

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

- 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

Create Assignment [Go to Assignment list](#)

Select courses or plan [Training schedule](#) **Notifications** [Personnel](#)

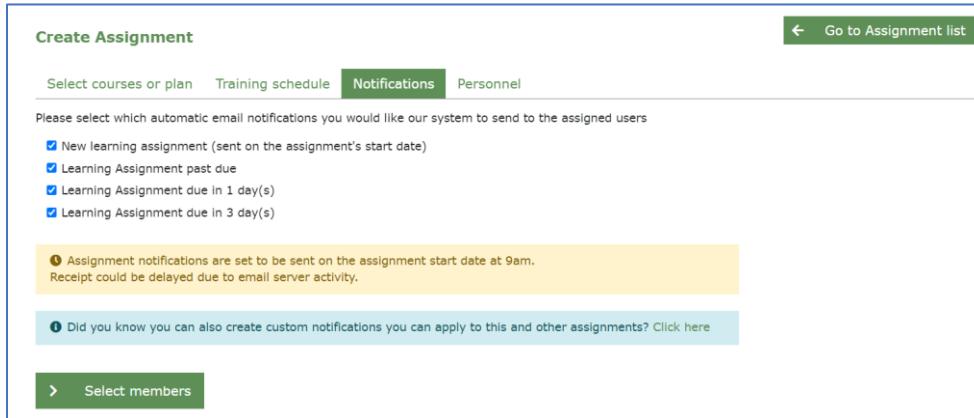
Please select which automatic email notifications you would like our system to send to the assigned users

New learning assignment (sent on the assignment's start date)
 Learning Assignment past due
 Learning Assignment due in 1 day(s)
 Learning Assignment due in 3 day(s)

Assignment notifications are set to be sent on the assignment start date at 9am. Receipt could be delayed due to email server activity.

Did you know you can also create custom notifications you can apply to this and other assignments? Click here

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

Create Assignment [Go to Assignment list](#)

Select courses or plan [Training schedule](#) [Notifications](#) **Personnel**

Selected (3) [Search Members](#)

Enter name or personal id Enter group name Enter position name Enter unit name

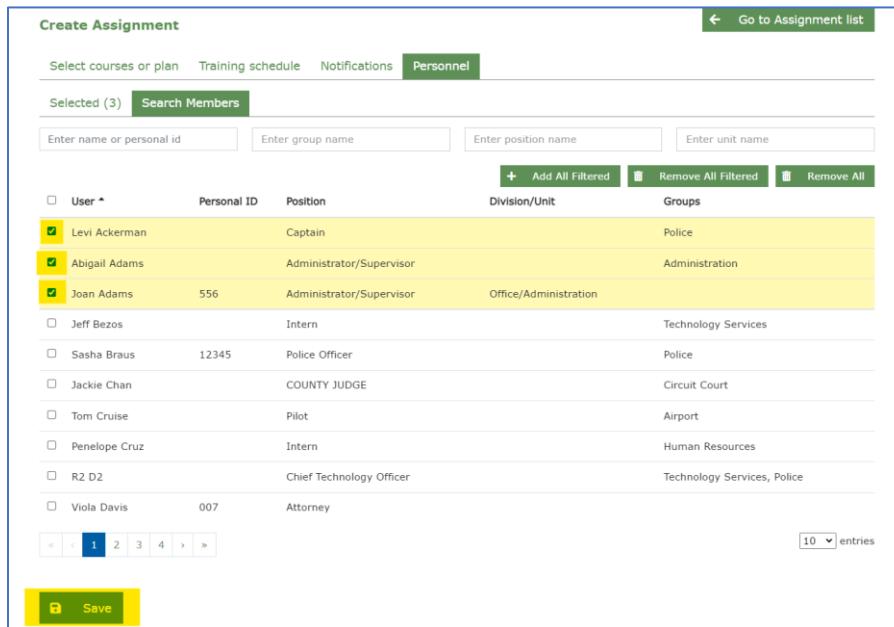
User **Personal ID** **Position** **Division/Unit** **Groups**

<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	

Add All Filtered **Remove All Filtered** **Remove All**

10 entries

Save



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.