# Assign Learning to Your Team

This process walks you through how to complete required trainings in Oracle.

Audience: Managers

Walkthroughs:
- 1.0 Navigation Path
- 2.0 Assign Learning to Your Team

Process Step & Description	Action
1.0 Navigation Path	**Getting Started** ➢ **Navigation Path** My Team > Quick Actions > Show More > Assign Learning to My Team From the home screen: • Click on "My Team" to see Manager Self-Service applications • Click on "Show More" under "Quick Actions". • Under "Learning" click on "Assign Learning to My Team"
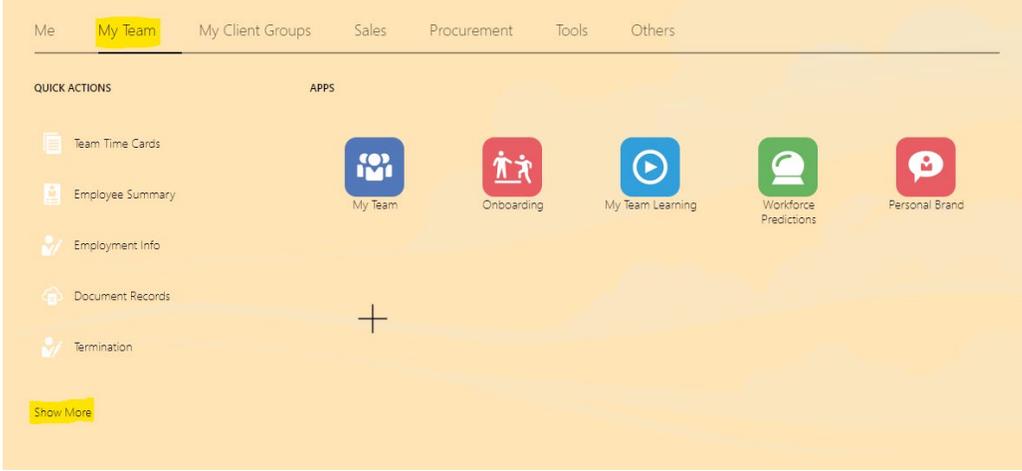
Learning

Assign Learning to My Team   Author Learning Journey   Create Learning Community   Diagnostics

Publish Video   Request Noncatalog Learning for My Team   Search Learning Catalog

|	
2.0 Assign Learning to Your Team	## Assign Learning to Your Team • Choose the appropriate assignment type from the drop-down menu. "Required Assignments" need to be completed in a certain timeframe and a due date will need to be assigned. "Voluntary Assignments" do not have due dates. *Assignment Type Required Assignment Voluntary Assignment Due By • Next assign a start date and due date if applicable. The "Start on or After" date is not a required field. This is used if you want your team to start the assignment on a future date. If you leave this field blank, your team will have access to the assignment right away. Start on or After dd-mmm-yyyy *Due By dd-mmm-yyyy • The "Justification" and "Comments" fields are optional. You may enter the reasoning for assigning the course under the "Justification" and any other information under "Comments" if you choose. ① Assignment Details *Assignment Type Required Assignment Start on or After dd-mmm-yyyy *Due By 01-May-2022 Justification This course is required on an annual basis. Comments Please complete this course by the due date. Continue • Select "Continue".

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- Next you will select the learning item. Enter a keyword in the search box to search for the course you would like to assign.
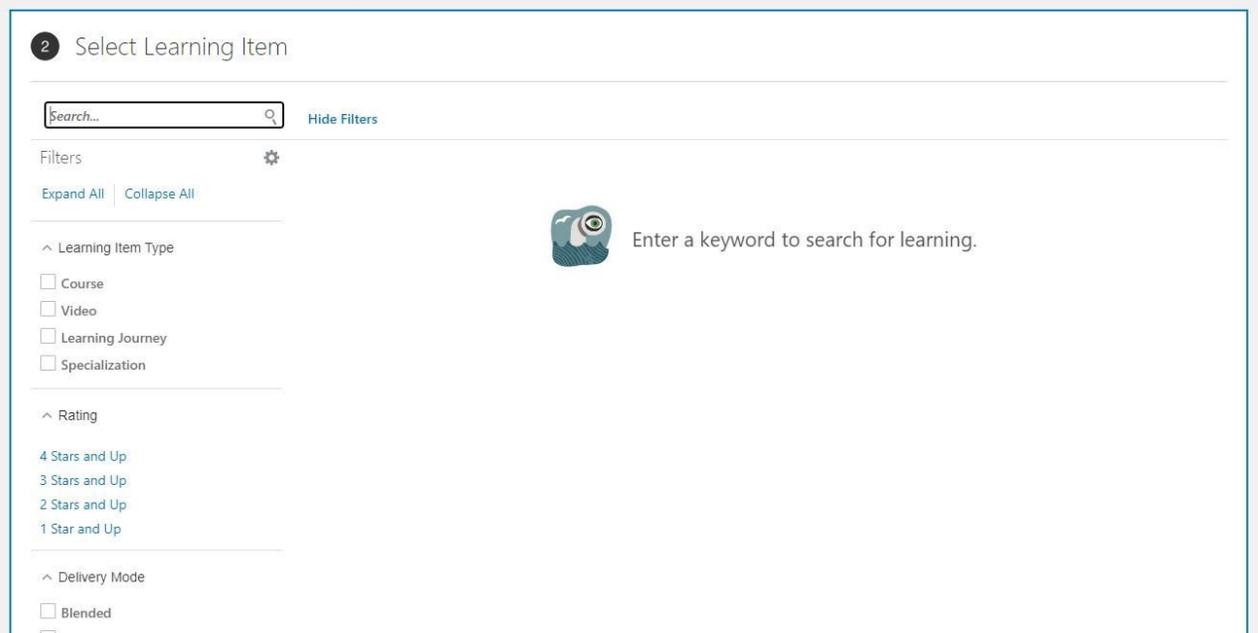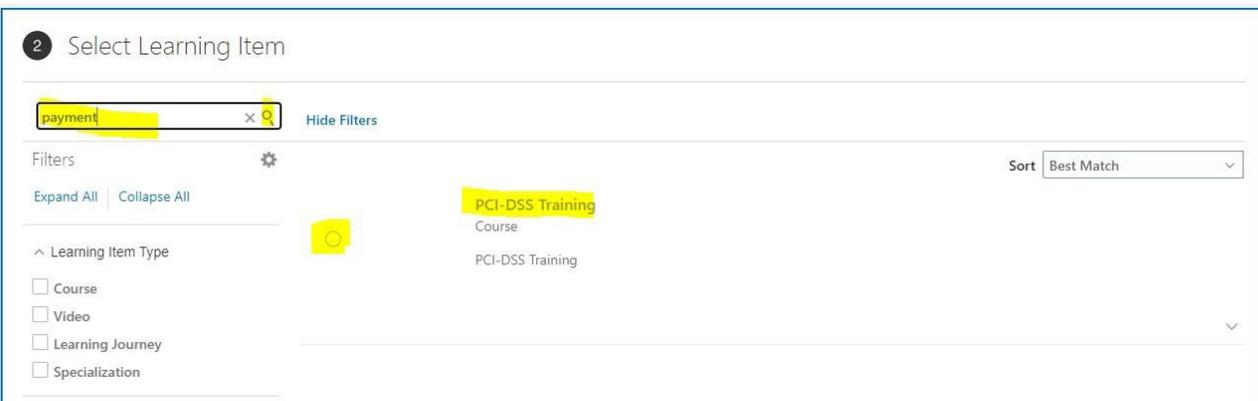
1. Select the course by clicking on the circle to the left of the course name.

1. Scroll down and select "Continue".

- Next you will select the "Learners" or the employees you would like to assign the course to. This screen will default to a list of your direct reports. To select the learner(s) click on the box to the left of their name.
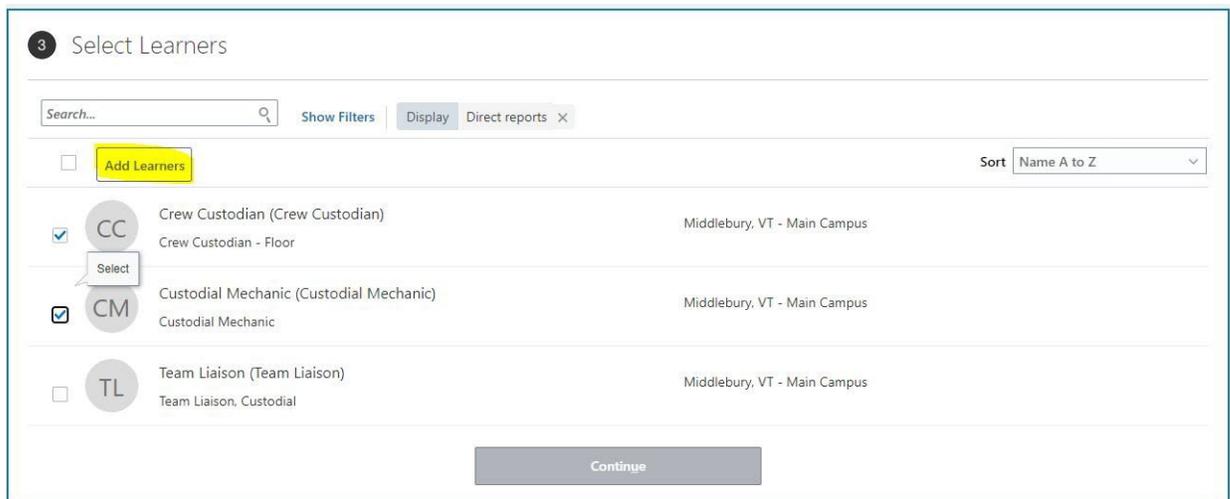

- Once all learners have been selected, click on "Add Learners", which appears above the list of names.

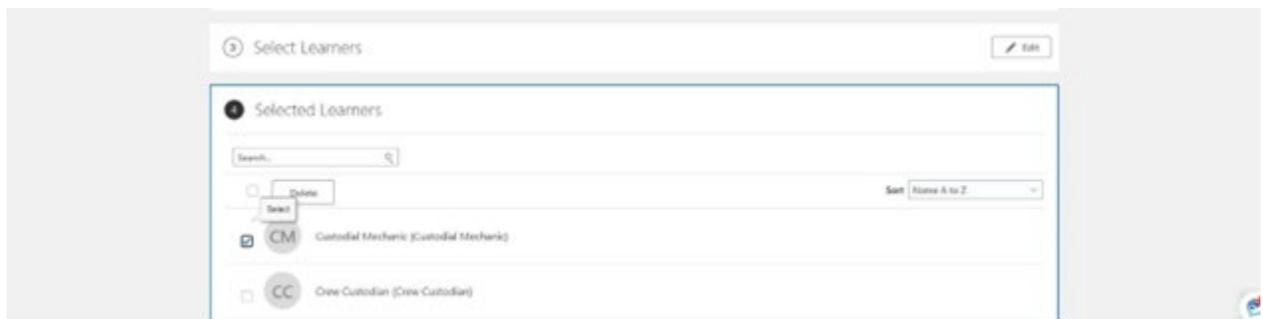- The names will now appear with "Added" next to them. Select "Continue".

- The final step is to review the learner(s) that have been selected. If you need to remove anyone from the list, select the box to the left of their name and click on "Delete".

- Once you have confirmed that your list is correct, click "Submit" in the top right corner.

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- A message at the top of the screen will appear saying, "The assignments are processing now…". As the assignment is sent to each learner a green check mark will appear next to their name.
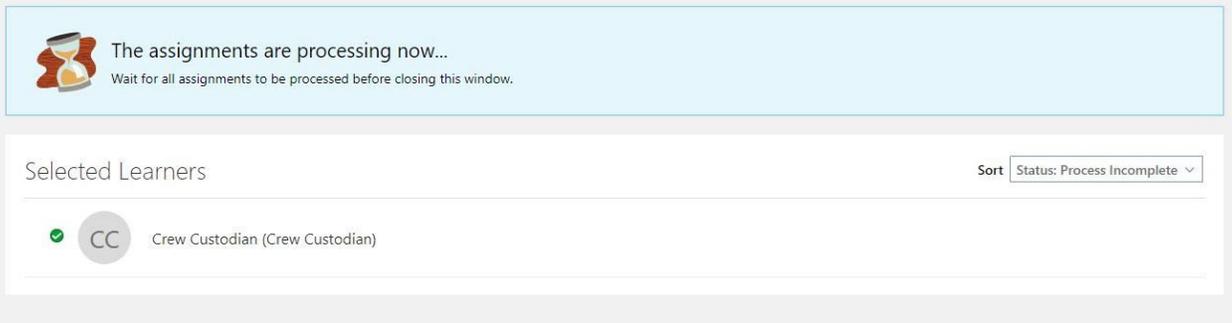
- Once the process is complete, you may select "Done" in the top right corner.
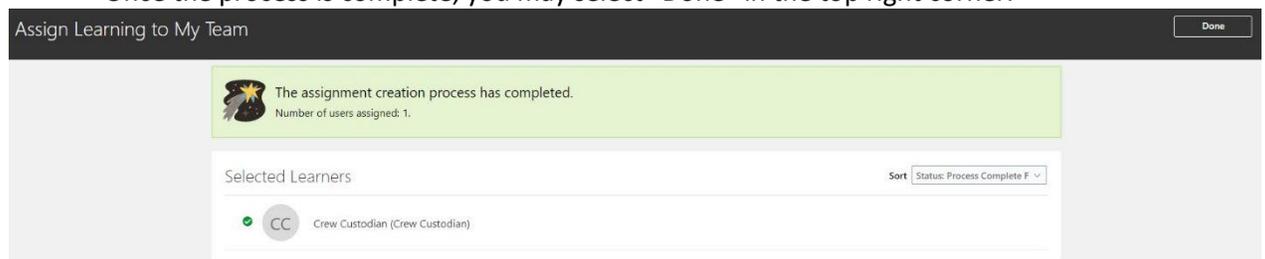
- If the assignment of a course fails, it may mean that the employee is already enrolled in the course. For further assistance, please email hcm@gmhec.org.