

Traditional Course Assignment (Required or Elective)

1. Click **User** in the Admin Tools bar.
2. Click the **Assign Course to User** tab. A screen divided into three sections will display.
3. Section 1 displays a list of all available course titles in alphabetical order. Select the title(s) to assign.



The full list of courses is normally very long. The list can be filtered to display only online titles or only classroom titles. If your organization's System Administrator has created Course Bundles, you can select one from the **Filter By Course Bundles:** field to display a section of titles. Filters must be applied before making any selections.

4. Section 2 displays a list of users you have permission to assign courses to. Select the user(s) you want to assign the selected courses to.



If someone who reports to you does not display in your list of users, contact your organization's System Administrator for assistance.

2. Select users

Filter user list by Department(s): All Departments
ADULT PHP
C&FS OP

Supervisor(s): All Supervisors
Walker, Kimberly

Position(s): All Positions
ADMINISTRATIVE ASSISTANT
CEO

Show only new users and users whose position or department has changed since: Dec 31 2011 Filter Users

- Select All
- Belan, Candice
- Benson, Dennis **4**
- Black, Devon
- Devine, Lauren
- Flowers, Gwendolyn
- Graham, William
- Holmes, Mark

5. Section 3 determines the properties of the course assignment. The default entries will assign the course(s) as required 90 days from the date the assignment is made. Adjust the rules as needed.
- A. If the course is not a requirement of the User's position and completion is optional, check the box **Assign as Elective**.
(Hint: Classroom courses cannot be assigned as electives. If classroom courses are among those selected and this box is checked, they will be assigned as required with the due date showing in item C.)
 - B. If the selected user(s) successfully completed a selected course previously, check the box **If user has already passed this course....**
 - C. If assigning the course as required, adjust the entry to the desired due date.
 - D. If this box is checked, an email will be sent to the user from the displayed address as notification of the assignment.



An email won't be sent if the selected user's profile does not have a valid email address in the email field.

6. Click the **Assign Course** button. You will receive a notice that the course has been assigned successfully.
(Hint: If a chosen course was previously assigned as an elective, the notice will indicate the chosen due date and that the course is now assigned as required.)

3. Apply rules **5**

A Assign as Elective (Not Applicable to Classroom Courses)

B If user has already passed this course, reassign course with today's date

C Due on: 5/18/2014

D Send email notification to selected users from email address: mylearningpointe@ntst. **6**

Assign Course



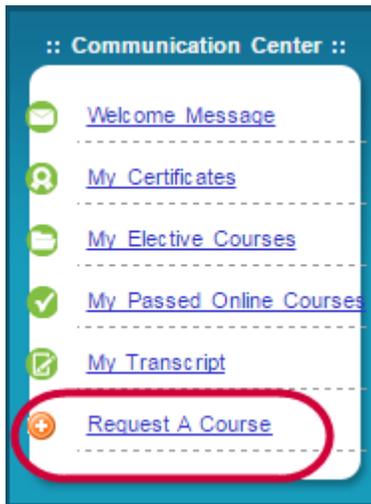
A message like the one below indicates that a selected course is already assigned as required to this user. In this situation, the due date of the original assignment will stand. If the course is a requirement for the user, it is advisable to run the [User Records Report](#) to ensure the course is showing as assigned with the correct due date displaying. If necessary, contact your organization's System Administrator for additional assistance.



Requested Courses

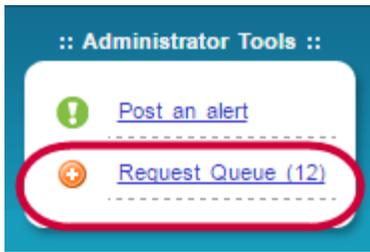


This section only applies to organizations using the optional Request A Course feature. If you have a **Request A Course** link appearing at the bottom of the Communication Center section of your myLearningPointe inbox, please review the information below.



If a user directly reporting to you requests the assignment of a course, you will receive an email notification.

1. Sign in to your myLearningPointe account and locate the **Request Queue** link under the Supervisor Tools section to the left of your myLearningPointe inbox. If a number appears in parenthesis you have courses awaiting disposition.
2. Click the **Request Queue** link.



The name of each user with pending requests will display in alphabetical order at the top of their list of course requirements.



You can view the description and other requested course information by clicking on the **(details...)** link following the title. Audio, Video, and Mobile indicators will also display.

Course Request Queue

Filter the queue by:

Supervisor: Request: Pending Approved Declined All

View Direct Report Only: Yes No Courses Per Page: RUN REPORT

Below are courses requested by your direct reports. You can choose to accept a request by checking the course and clicking the ASSIGN button (at the bottom of the form), or reject the request by checking the course and clicking the DECLINE button. When viewing past approved and declined courses, checking a course and clicking the RESET button will move the course back to pending status.

Atkins, Ben						
Status	Select	Submitted	Course Title	Type	Class Date	Audio Video Mobile
	<input type="checkbox"/>	5/12/2016	Evidence-Based Practices for Treating Individuals Experiencing Trauma and/or PTSD - Part 1 (details...)	Online		
	<input type="checkbox"/>	5/12/2016	Accident Investigation v.3 (details...)	Online		
			<input type="checkbox"/> Select All	✖ DECLINE ✔ ASSIGN ↻ RESET		

Approving a Request

- Check the box to the left of the course(s) to assign.



To approve all pending requests for a user, you can check the **Select All** option at the bottom of their list.

- Click the **Assign** button. A course assignment window will open. The selected course(s) and user will display in the first two sections.
- In Section 3, apply rules:
 - To assign the course(s) as elective, check the **Assign as Elective** box.
 - If assigning the course as required, adjust the **Due on:** date as appropriate.
 - Be sure the box to the left of **Send email notification...** is checked if you want the user to receive notice of the assignment.



Successful generation of the notice is also reliant on a valid email address present in the **Email** field of the user profile.

6. Click the **Assign Course** button. The window will close and the selected course(s) will no longer appear in the queue.

The screenshot displays the myLearningPointe™ user interface. At the top, the user is logged in as Kimberly Walker. The navigation menu includes 'My Inbox', 'Extra Topics', 'My Profile', 'Support', and 'Sign-Out'. Below this, there are 'ADMIN TOOLS' for 'USERS' and 'REPORTS'. A 'Course Request Queue' button is visible in the top right.

The main content area is divided into two sections. On the left, a modal window titled 'Assign Course Request to User' is open. It contains the following sections:

- 1. Select courses:** A list of courses with a checkbox next to 'Evidence-Based Practices for Treating Individuals Experiencing Trauma and/or PTSD - Part 1'.
- 2. Selected User:** 'Ben Atkins'.
- 3. Apply rules:** A section with three items:
 - a Assign as Elective (Not Applicable to Classroom Courses)
 - b If user has already passed this course, reassign course with today's date
 - c Send email notification to selected users from email address: mylearningpointe@ntst.con

At the bottom of the modal is an 'Assign Course' button. A circled '5' is next to the 'Apply rules' section, and a circled '6' is next to the 'Assign Course' button.

On the right, the 'Course Request Queue' table is visible. It has columns for 'Type', 'Class Date', 'Audio', 'Video', and 'Mobile'. The table contains two rows of data. The second row has a circled '4' next to the 'ASSIGN' button. At the bottom of the table are buttons for 'DECLINE', 'ASSIGN', and 'RESET'. A 'RUN REPORT' button is also present above the table.

Declining a Request

3. Check the box to the left of the course(s) to decline.
4. Click the **Decline** button. A Decline Course Request window will open.
5. Edit the email addresses appearing in the **To:** and **From:** fields as needed.
6. In the **Reason** field, add any additional information about why the assignment is being declined.
7. Click the **Decline** button at the bottom of the window. If the check box to the left of **Email notification** is selected, the user will receive notice. The window will close and the course(s) will no longer appear in the queue.

myLearningPointe™  Kimberly Walker is logged in.

My Inbox Extra Topics My Profile Support Sign-Out

ADMIN TOOLS: USERS REPORTS

Course Request Queue

Decline Course Request

To: 5
 From: 5
 Subject: myLearningPointe Course Request(s) Declined

Ben Atkins,
 This email is to inform you that the following course(s) you requested have been declined:

Course Information:

- **Accident Investigation v.3**

Reason: *(Optional - You may edit the text below.)*

6

Thank you.

myLearningPointe Team
<http://www.mylearningpointe.com> 7

: Email notification

course and clicking the ASSIGN button (at the bottom of the form),
 and declined courses, checking a course and clicking the RESET

Type	Class Date	Audio	Video	Mobile
PTSD - Part 1	Online			
4 Online				

[privacy](#) | [guidelines](#)

Once a course request has been declined, the user cannot request that title again.