



# Supervisor: Learning Assignment

## INTRODUCTION

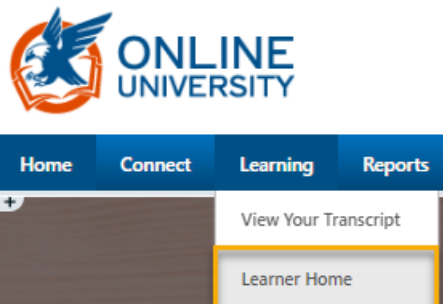
This Job Aid will provide guidance for a supervisor to assign training within GSA’s new Online University which is utilizing the Cornerstone Learning Management System.

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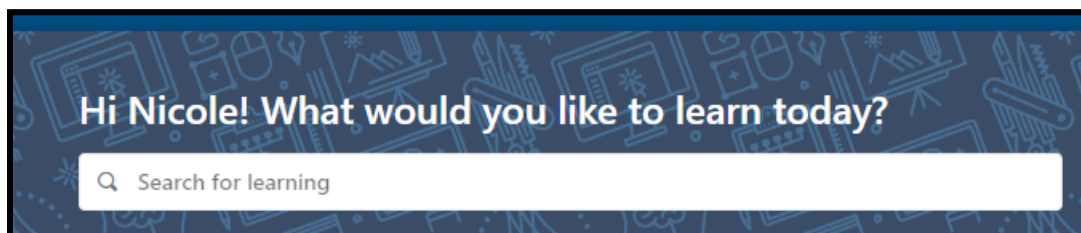
## ASSIGNING A TRAINING FROM LEARNER HOME

1. After logging in to the Online University, in the top taskbar, select **Learning**, then **Learner Home**.



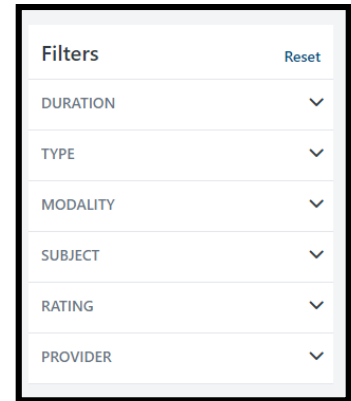
*Alternatively, you can click **Find Learning** in the Welcome Page to access **Learner Home**.*

2. Find the **Search for Learning** box just below your greeting and “What would you like to learn today?” message.

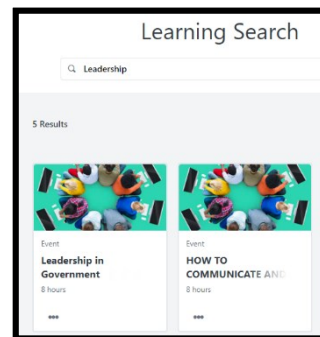


3. Enter a training title or keywords. Select the magnifying glass, or click enter on your keyboard.
4. The results page will appear, and the number of results will be listed.
5. If the list is too long, there are additional Filters (down the left side of the page) from which to choose.

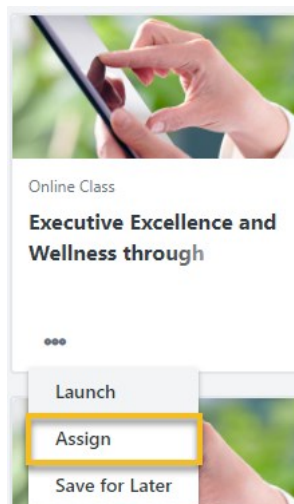
- **Duration** – filter by the length of time in training
- **Type** – filter by the training, i.e. Online Class, Event, Material, etc.
- **Modality** – Watch, Read, Listen, Attend, Practice, etc.
- **Subject** – filter by the list of options under this tab
- **Rating** – filter by ratings 1-5 or Any Rating
- **Provider** – filter by the list of options under this tab
- **Reset** - Use the Reset option to clear all set filters and start again if needed.



6. Under the results there are tiles with titles, training hours and a more options ellipsis.
  - Select the **Event Title** to review more details about the training to include the description.
  - Select the more options **Ellipsis** to:
    - Launch
    - Assign
    - Save for Later
    - Add to Playlist (if you have permission)
    - Etc.



2. Select **Assign**.



7. Set the Due Date (leave blank if no due date is required) and add the desired commentary. It is recommended that **Automatically register users** be selected.

The screenshot shows a form with three main sections. At the top is a 'Due Date' field with a calendar icon. Below it is a text area labeled 'Add a Comment'. At the bottom, there is a checkbox labeled 'Automatically register users', which is highlighted with a yellow border.

8. Choose subordinates you wish to assign the training to by clicking the associated checkbox; if users already have the training in their transcript, their checkbox will be grayed out to indicate they cannot be included in the assignment.
  - a. If indirect subordinates need to be included, click the **Select an Indirect Subordinate** pop out to search associated subordinates.

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Include Subordinates
<input checked="" type="checkbox"/>	Bradley Camp		
<input checked="" type="checkbox"/>	Danny Howerton		
<input type="checkbox"/>	Gwendolyn Smith		
<input checked="" type="checkbox"/>	Marcell Denmon		
<input checked="" type="checkbox"/>	Miranda Parker-Bonds		
<input checked="" type="checkbox"/>	Rosemond Porter		
<input type="checkbox"/>	Shirley Whitehead		
<input checked="" type="checkbox"/>	Yolanda Davis		

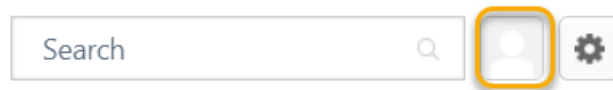
Select an Indirect Subordinate  Select a User from a Cost Center | App

Indirect Subordinates	Language Equivalency

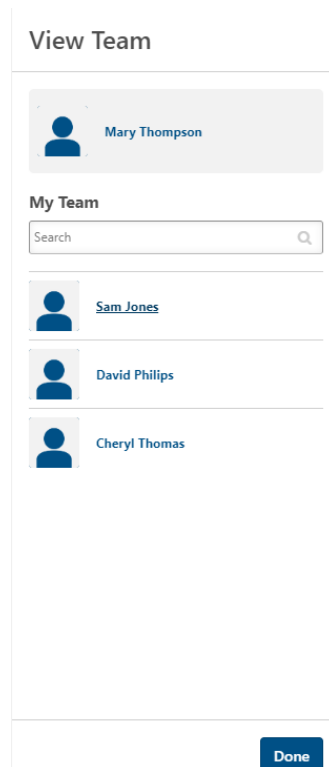
9. Click **Submit**.

## ASSIGNING A TRAINING FROM UNIVERSAL PROFILE

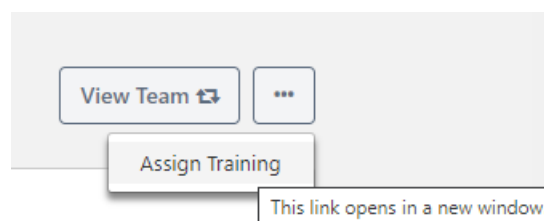
1. Click the **Universal Profile** icon on the right of the top navigation.



2. In your **Bio** page, click **Actions**; then select **Actions**.



3. In the **Actions** page, click **View Team**.
4. Select a team member and click **Done**.
5. Click the **Ellipsis** button to the right of the **View Team** button; then click **Assign Training**.



6. In the pop up window, search for the training you wish to assign.
  - a. Select or unselect the training types you wish to search.
  - b. Search for the title or keyword by entering in the search bar; then click **Search**.

**Select Training**

**Search for training**

**Include the following training types:**

Online Class  
  Quick Course  
  Event  
  Curriculum  
  Library  
  Test  
  Posting  
  Material  
  Video  
  Online Content  
  Program

**Search by Title or Keyword:**

English (US)

7. Select the desired training by clicking the plus icon to the left of the training title.

**Search Results**

ADD	TITLE	TYPE	PROVIDER	DESCRIPTION
<input type="checkbox"/>	Communicating With A Team (Sample)	Online Class	GSA	
<input checked="" type="checkbox"/>	Improving Your Communication Skills (Sample)	Online Class	GSA	
<input type="checkbox"/>	Interpersonal Communication (Sample)	Online Class	GSA	
<input type="checkbox"/>	Sample Event	Event	GSA	









8. In the **Assign Training** page, Set the Due Date (leave blank if no due date is required), and add comments. It is recommended that **Automatically register users** be selected.

Due Date



Add a Comment

Automatically register users

9. Choose subordinates to assign training by clicking the associated checkbox; if users already have the training in their transcripts, their checkbox will be grayed out to indicate they cannot be included in the assignment.
  - a. If indirect subordinates need to be included, click the **Select an Indirect Subordinate** pop out to search associated subordinates.

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Include Subordinates
<input checked="" type="checkbox"/>	 Bradley Camp		
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<input checked="" type="checkbox"/>	 Rosemond Porter		
<input type="checkbox"/>	 Shirley Whitehead		
<input checked="" type="checkbox"/>	 Yolanda Davis		

Select an Indirect Subordinate

Select a User from a Cost Center | App


Indirect Subordinates
Language Equivalency

Cancel
Submit

10. Click **Submit**.