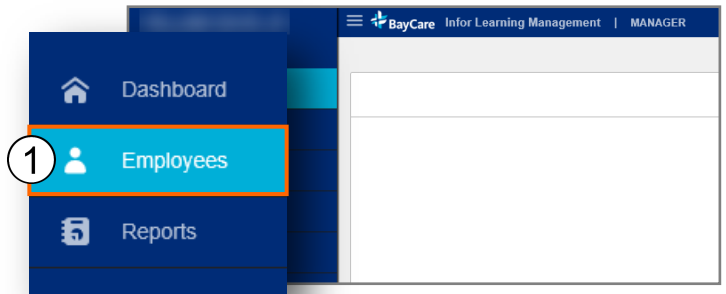


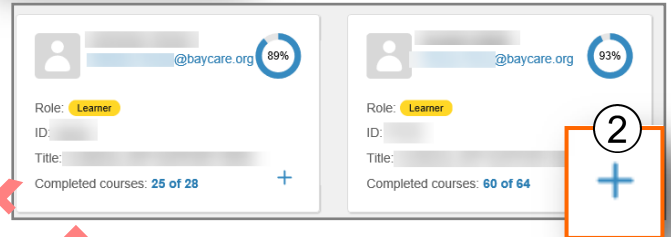
Assign a Course to a Team Member

- Managers are able to assign both online training and classroom courses for team members to attend.
- After registering a team member for a classroom course, inform him/her of the course date and time as the OLC does not currently send notification to registered team members.
- Once you assign a training, there is no way to cancel it (other than emailing *OLCAdmin*), so please be careful about what is being assigned to your team members and ensure you have the correct course name.
- Do not assign courses that have audiences assigned to them, as they refresh each night.
Note: Your assignment that was pushed out to the team member will be removed unless the team member completes the course the same day you registered him/her for it.
- Courses already completed by the team member do not display in the search results as available to add.

1. Click **Employees** from the menu.

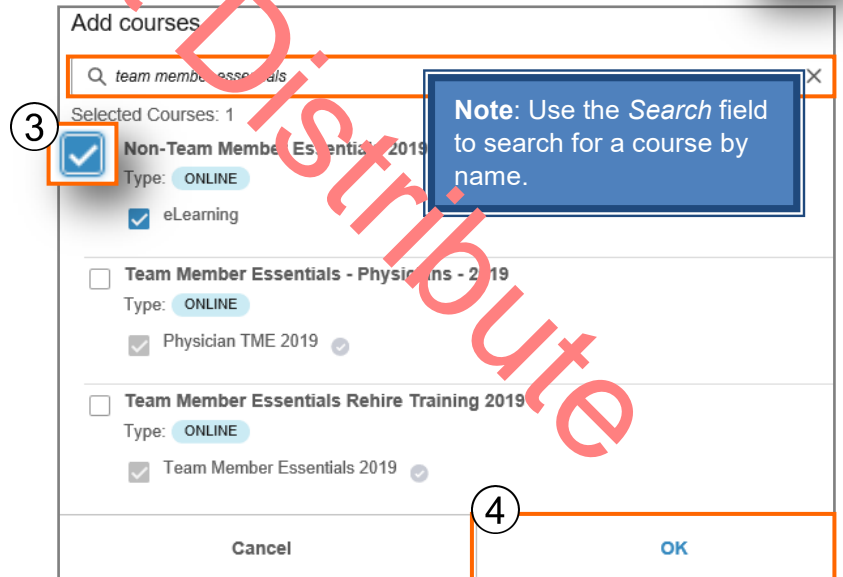


2. On the box of the team member to assign training to, click the **+** button.



The *Add Courses* window displays.

3. Check the **box** next to the course name to assign.



4. Click the **OK** button.

The course displays on the team member's dashboard to complete.