

Assigning and Reassigning Activities via Activity Properties

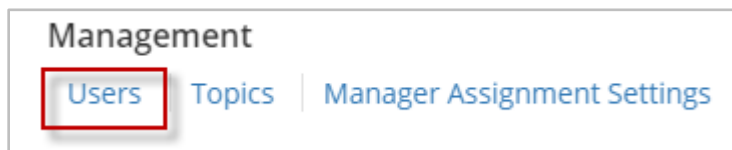
Training Administrators have permissions to assign or reassign an activity directly through the activity properties section.

Assign an Activity

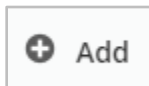
Assigning an activity may activate the assignment notifications if they are turned on. Contact the T&OD office for assistance.

NOTE: Before you start it is helpful to have the UFIDs of all learners you are adding in a Notepad or excel file with a comma after each UFID (e.g., 12345678,).

1. Navigate to **Administration > Learning Management > Activity Management > Learning Activities**.
2. Find activity to assign.
3. Select **Edit**.
4. Send to **Stage**.
5. Select **Optional**.
6. Navigate to **Management > Users**.



7. Select **Add**.



8. Select users by your choice. Select **Next**.

NOTE: If adding users by UFID, 100 UFIDs can be added at one time.

Assigning and Reassigning Activities via Activity Properties

- Mark this assignment as **Required** or **Recommended**, provide assignment **Start Date**, and list a completion **Due Date**.

NOTE: To give the same assignment options to all users, check the **Apply to all** box under the header row.

ADD USERS

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the selected timezone.

User Name	Required	Assignment Date	Due Date	Priority
<input type="checkbox"/> Apply to all	Required <input type="text" value="v"/>	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="10/25/2018"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="10/25/2018"/>	None <input type="text" value="v"/>
Jennifer A Seitz	Recommended <input type="text" value="v"/>	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="10/25/2018"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="10/25/2018"/>	None <input type="text" value="v"/>

- Select **OK**.
- Select **OK**.
- Select **Move to Production**.
- Select **Validate for Production**.

NOTES:

- The assignment will appear on the user's Timeline and on the Training Analysis page on the assignment date.
- If the "you are assigned" notification is turned on, users will receive the email notification between 7 – 7:30 p.m. on the assignment date.
- Managers will not see the assignment information via the Manager Dashboard until one day after the assignment has been issued.

Reassign an Activity (Ignore Previous Attempts)

To reassign an activity to users that have already attempted the activity, **follow steps 1 -9 in the Assign Activity section above**, and then continue below.

NOTE: Reassigning an activity may activate the assignment notifications if they are turned on. Contact the T&OD office for assistance.

Assigning and Reassigning Activities via Activity Properties

10. The **Ignore Previous Completions** box must be checked (see image below). A date can be selected to only ignore previous completions since a specified date.

ADD USERS

Select the assignment options. To apply the same options to all objects, select Apply to all.
Note: Time for the due date is 23:59:59 of the selected timezone.

User Name	Required	Assignment Date	Due Date	Priority
<input type="checkbox"/> Apply to all	Required <input type="text" value="Required"/> <input type="checkbox"/> Ignore Previous Completions	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="10/25/2018"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="10/25/2018"/>	<input type="text" value="None"/>
Jennifer A Seitz	Recommended <input type="text" value="Recommended"/> <input checked="" type="checkbox"/> Ignore Previous Completions	<input checked="" type="radio"/> Today <input type="radio"/> <input type="text" value=""/> Days from today <input type="radio"/> On <input type="text" value="10/25/2018"/>	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text" value=""/> Days <input type="radio"/> By <input type="text" value="10/25/2018"/>	<input type="text" value="None"/>

11. Select **OK**.
12. Select **OK**.
13. Select **Move to Production**.
14. Select **Validate for Production**.