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.**

![Management](image)

7. Select **Add.**

![Add](image)

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

**NOTE:** If adding users by UFID, 100 UFIDs can be added at one time.
9. 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.

10. Select **OK**.

11. Select **OK**.

12. Select **Move to Production**.

13. 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.
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](image)

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