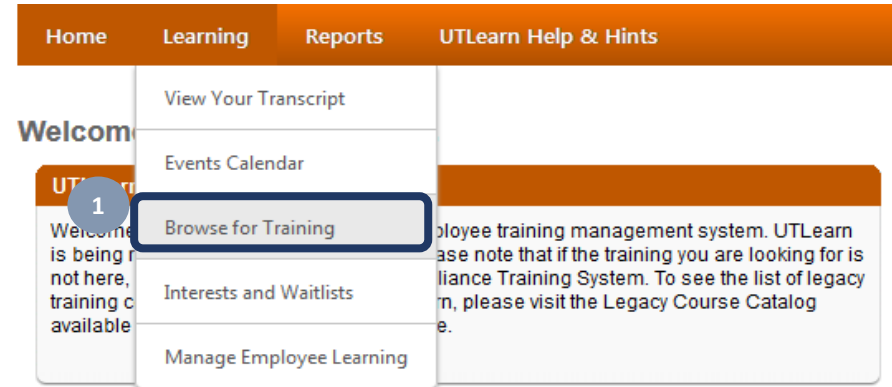Individuals with direct reports in the HR system are considered supervisors/managers in UTLearn. Supervisors/managers have the ability to assign instructor led training, online classes, and materials to direct reports and, in some cases, indirect reports. Supervisors/managers may assign training to their direct and indirect reports by performing the following steps:

1. From the Welcome page, mouse over the **Learning** tab and select **Browse for Training**. This opens the Browse for Training page.

2. Click the desired course title. This opens the Training Details page, which displays course and class information.

3. To assign training for an instructor-led course:

    a. Click **Assign** at the event level to allow learners to select their preferred session.

    b. Click the **Request** drop-down field, and select **Assign** to enroll learners to a specific session.

    c. If you enroll a learner for a session and there are no seats available for a session, the Add to Waitlist window is displayed.

    d. Click **OK** to allow learners to be added to the waitlist.

Training Details

UTLearn Training Management
Event · UT Austin · 3 hours

3a

Request   Assign

This training will focus on managing courses (creating, configuring, scheduling, rosters, etc.), managing enrollment, and running reports.

Sessions   Details

Show   Available ▼   View Full Calendar

Session Details
Session · UT Austin · 3 hours

1 Openings Available

Request ▼

Location
UT MAIN CAMPUS

Duration
4/18/2016, 9:00 AM - 4/18/2016, 12:00 PM

English (US)

Request

Assign   3b

3c

Add to Waitlist   ✕

The total number of users exceeds available seats for the session.
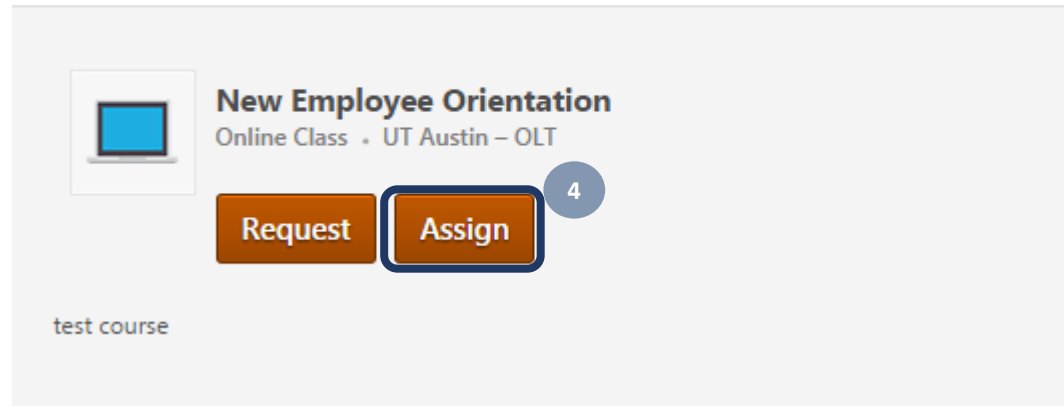
Select OK to add remaining users to the waitlist.

3d

Cancel   OK

4. To assign training for online courses and materials, click **Assign** on the Training Details page.
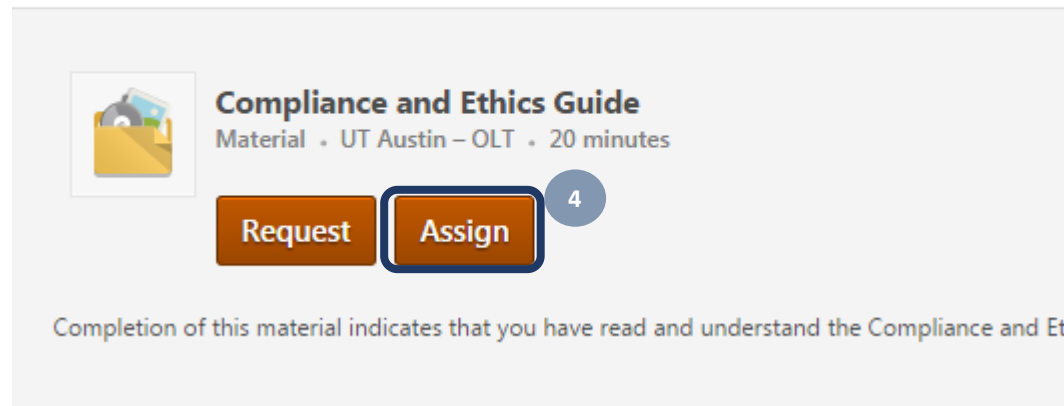
Training Details

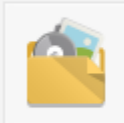New Employee Orientation
Online Class · UT Austin – OLT

Request   Assign   4

test course

Training Details

Compliance and Ethics Guide
Material · UT Austin – OLT · 20 minutes

Request   Assign   4

Completion of this material indicates that you have read and understand the Compliance and Ethi

5. Complete applicable sections of the Assign Training page with the desired information.

    a. **Due Date** – Select a due date for the training assignment to be completed by using the calendar tool provided. (Optional)

    b. **Comments** – Enter any comments or instructions related to the assignment. (Optional)

    c. **Automatically Register Users** – Mark this checkbox to assign the training in a registered status so the user doesn't need to click **Register** to request registration in the course. (Optional)

    d. **Direct and Indirect Subordinates** – The supervisor's/manager's direct and indirect subordinates (based on HR system data) display in separate tables. Names, assignment history for the selected training, and current training status (if any) are shown.

6. To assign the desired course to individual users, mark the checkbox to the left of the user's name. To assign to all direct reports, mark the checkbox next to the **Direct Subordinates** column. Note: If there are multiple direct reports on different pages, this option selects all of them across all pages.

7. To assign the desired course to a direct report's subordinates, mark the checkbox in the **Include subordinates** column to the right of the corresponding user.

8. Click **Submit** to apply your changes, or click **Cancel** to return to the Training Details page.

Automatically register users

ⓘ **Users who have the training already in their transcript are not included in this assignment**

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include subordinates
☐	Alan Beta		0	None	☐
☑	Eunice Foxtrot		0	None	

Select an Indirect Subordinate

Indirect Subordinates	Language Equivalency	Assignment History	Current Status

Cancel | Submit

To assign training to an indirect report or indirect shared report, complete the steps below:

1. From the Assign Training page, click the **Select an Indirect Subordinate** icon to search for an indirect report.

2. The **Select user** pop-up window opens. Type a name in the search box to search for a user, and click **Search**.

3. From the displayed search results, click a user's name to select a user.

4. The selected user is then added to the **Indirect Subordinates** or **Indirect Shared Subordinates** table, whichever applies. (Indirect shared subordinates are defined as those indirect reports whose manager has delegated shared permissions to the assigner.)

5. Click **Submit** to apply your changes, or click **Cancel** to return to the Training Details page.