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