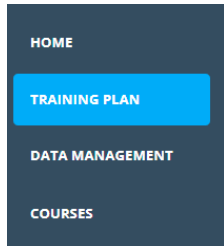
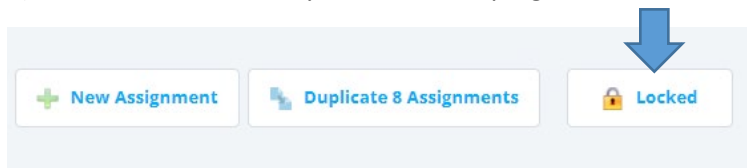


Assign Keenan Training to a Group

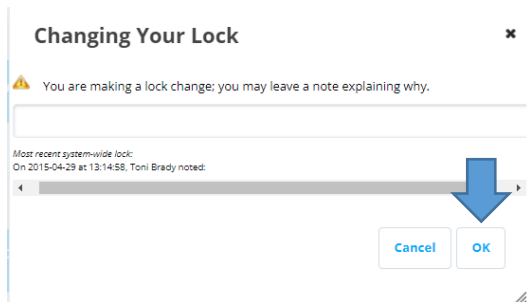
1) Select on Training Plan on the left hand side



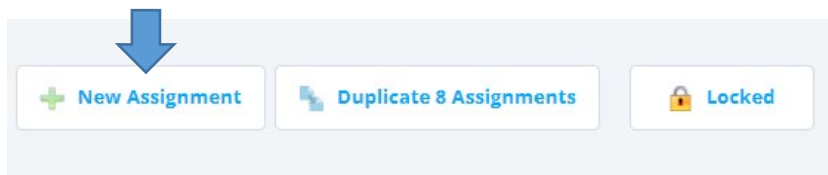
2) Select the “Locked” key icon on the top right hand side



3) Select “Ok” for the statement “You are making a lock change;...”



4) Select “New Assignment”



5) Select “Please Choose a Course”



6) Type in the course and select Search

Search for Course:

LIBRARY

7) Select the course name from the course list

Search for Course:

LIBRARY

Vector LMS, Higher Education Edition

CATEGORY

Select a Category

COURSE

Select a Course

- Coronavirus 104 - Transitioning to a Remote
- Coronavirus 103 - Managing Stress and Anxiety
- Coronavirus 101 - What You Need to Know
- Coronavirus 102 - Preparing your Household
- Coronavirus 108 - The Basics of Vaccines
- Coronavirus 101 - What You Need to Know
- Coronavirus 107 - Reopening your Organization
- Coronavirus 105 - Cleaning and Disinfecting

8) Click on the check box under "Assigned"

COURSE VERSION

Assigned	Version
<input type="checkbox"/>	Full Course

DESCRIPTION

9) Select "complete" at the bottom

10) Select "Please choose a position"

Coronavirus 104 - Transitioning to a Remote
(Full Course)

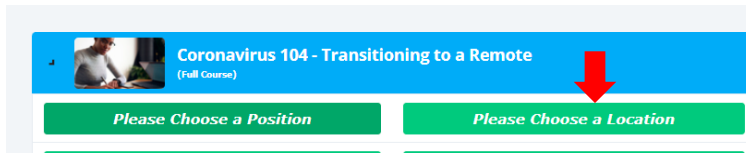
Please Choose a Position

11) Select "All ECC Employees"

Position

- All Positions
- > All ECC Employees

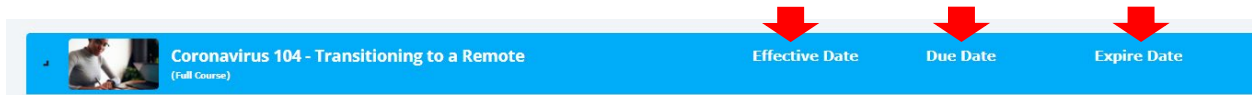
12) Select "Please choose a location"



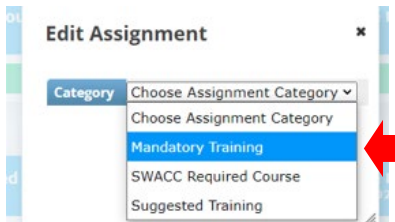
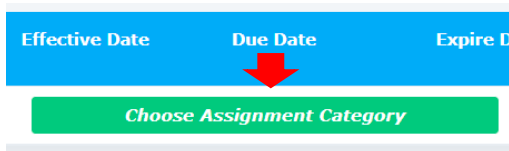
13) Select your department

14) Select "Choose (your department) at the bottom"

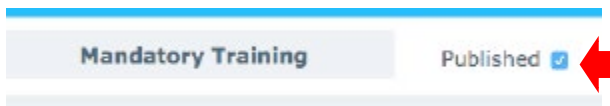
15) Select the Effective Date, Due Date, and Expire Date next to the training



16) Select "Choose Assignment Category" and select "Mandatory Training"



17) Select "Published" next to the training



18) Select the "Unlocked" lock to lock your settings.

