Supervisor Job Aid: Assign and Remove Learning Items

Purpose

The purpose of this job aid is to guide you through the step-by-step process of assigning and removing learning items in TMS 2.0.

In this job aid, you will learn how to:

- Assign Learning Items
- Remove Learning Items
Assign Learning Items

1. After logging into the TMS 2.0, navigate to your My Team page.

2. Select the Assign/Remove Learning link.


4. Under the Items, Programs and Curricula section, select Add.
5. Search for the desired course.

6. Once found, select the **Select** link.

7. Select **Close**.

8. Select the **Assignment Type**, **Assigned** date, and **Required Date**.
9. Under the Employees section, Select **Add**.

10. Select the checkbox of the user(s) you want to assign learning.

11. Select the **Add** button.
12. A confirmation message displays.

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned.

Remove Learning Items

1. After logging into the TMS 2.0, navigate to your My Team page.

2. Select the Assign/Remove Learning link.

4. Under the Items and Programs section, select **Add**.

5. Search for the desired course.

6. Once found, select the **Select** link.

7. Select **Close**.
8. Under the Employees section, select **Add**.

9. Select the checkbox of the user(s) from whom you want to remove learning.

10. Select the **Add** button.
11. Select the **Continue** button.
12. The Confirm Details page displays. Select the **Remove Learning** button.

13. A confirmation message displays.