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.

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.


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 Employees 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.

![Remove Assigned Learning Form]

13. A confirmation message displays.

![Successfully Removed Message]

Assigned learning has been successfully removed from the specified employees. Only selected programs and incomplete or free-floating items (those not associated with curricula) were removed.