

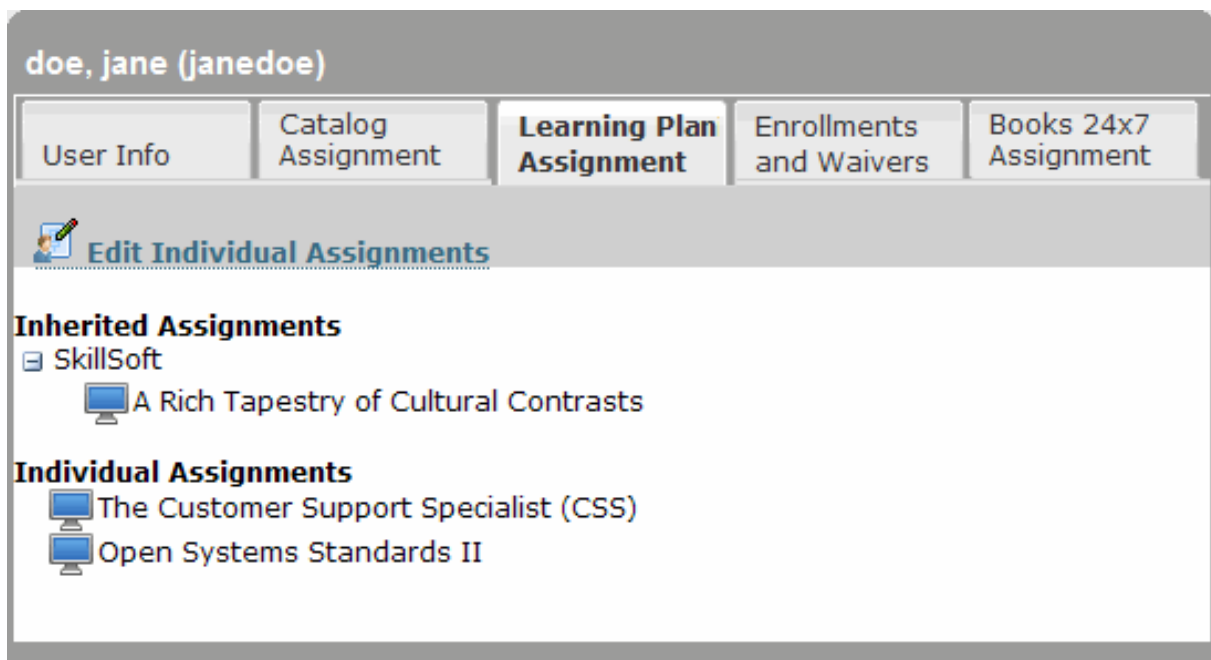
Assign an Asset to a Learning Plan

Note: If your organization has enabled Skillport's recurrence feature, use the *To add a recurring asset to the learning plan for a group or user* drop-down. For more information about recurring assets for compliance content, see [Recurring Assets \(Compliance\)](#) and [Existing Completions for Compliance Content](#).

▼ To add an asset to the learning plan for a group or user

1. Click **Users & Groups > User Management** on the navigation bar.
2. In the left panel, **find the group** or **find the user** whose assignments you want to modify, and select that group or user.
3. In the right panel, click the **Learning Plan Assignment** tab.

All Learning Plan assignments for the user or group display:

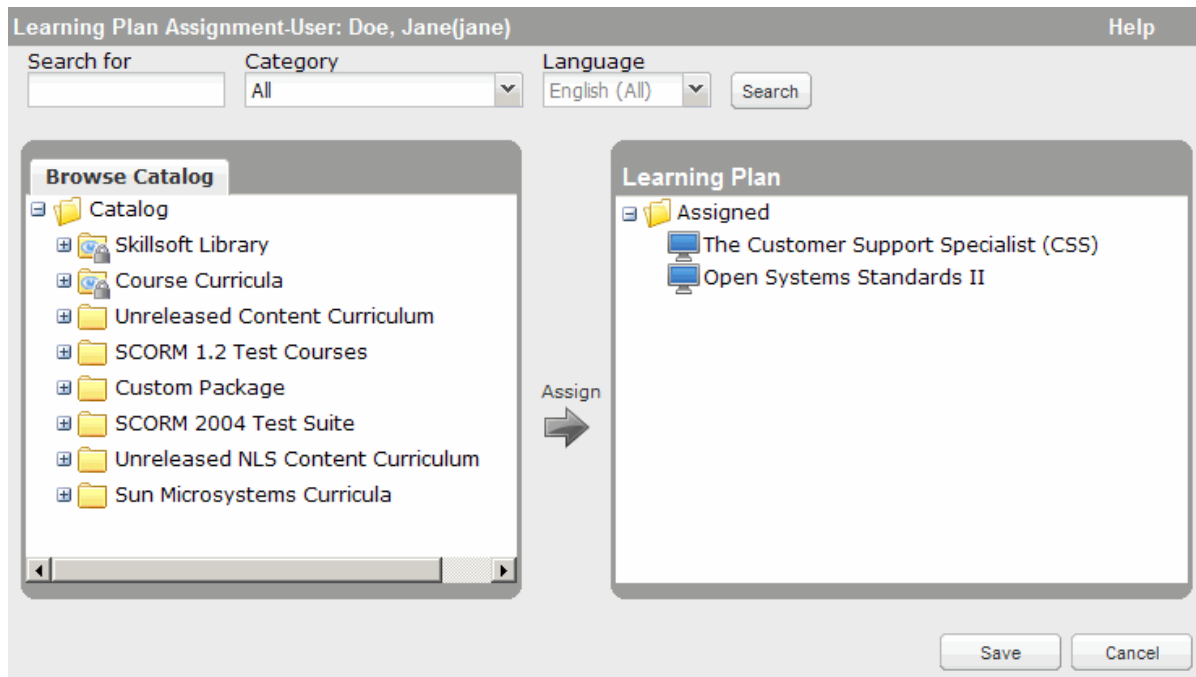


The screenshot shows the user management interface for Jane Doe (janedoe). The interface has a navigation bar with tabs: User Info, Catalog Assignment, Learning Plan Assignment (selected), Enrollments and Waivers, and Books 24x7 Assignment. Below the navigation bar is a section titled "Edit Individual Assignments" with a pencil icon. Underneath, there are two sections: "Inherited Assignments" and "Individual Assignments". The "Inherited Assignments" section shows a SkillSoft group with one asset: "A Rich Tapestry of Cultural Contrasts". The "Individual Assignments" section shows two assets: "The Customer Support Specialist (CSS)" and "Open Systems Standards II".


Note: While you can browse the inherited Learning Plan assignments for the user or group, to modify these, you must modify the assignments of the parent group.


4. Do one of the following:
 - If you have selected a user, click **Edit Individual Assignments**.
 - If you have selected a group, click **Edit Group Assignments**.

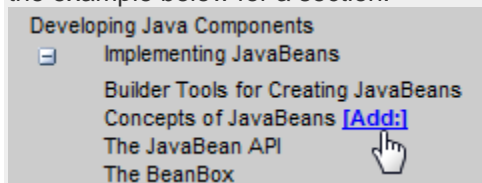
The Learning Plan Assigner page displays.



5. Browse or search the library to find the learning asset that you want to add, and select it.


6. Click , or drag the asset to the right pane and drop it into the Assigned folder.

Note: To add a specific *section* of a book or a specific *topic* in a course, you must move your mouse over the asset's title, and then click the **Show Details** link that displays. Next, click  to expand the relevant chapter or lesson, and click the **Add** link that appears beside the section or topic, as shown in the example below for a section.



The Add to Learning Plan dialog box displays.

Add to Learning Plan

Add:  Leadership Essentials: Leading Innovation

Note:

Type:


Non-Recurring

Recurring by completion date

Recurring by due date

Due date:

None

Fixed date 

Period after assignment

Days

Reminder:

Allow users to set their own reminders

starting Days before the due date

Overdue notices:

Allow users to choose their own overdue notices

Send weekly overdue notices

Required

OK

Cancel

Depending on the configuration of your site, one or more of the settings shown in the image above might not be available.

7. If the option exists, select **Non-recurring**.
8. Enter a **Note** (for example, the objective of the learning asset) up to 100 characters.
9. Select a **Due Date**.
 - o **Fixed date** is a date you select from the calendar.
 - o **Period after assignment** is the number of days, weeks or years from the date you assign the asset to the user.

10. Select the type of **Reminder**.
 - Select **Allow users to choose their own overdue notices** to have the user set his own reminder.
 - Select a one-time or recurring email to be sent to the user automatically.

Note: If you set a reminder, you must also enter the number of days before the asset's due date to send the initial or one-time reminder email. The reminder e-mail contains direct links to the asset itself and to its details page.

11. Optionally, select **Overdue notices** to send weekly email reminders if the asset is not completed by the specified Due Date.

12. If applicable, select **Required**.

Note: This setting does not affect the behavior of application; it is used for reporting. It differentiates required assets from optional ones.

13. Click **OK**. The asset displays in the user's Development Plan set in the **Assigned Learning** tab in his learning plan, and is automatically in an approved state.

14. Click **Save**.

15. If your site is configured to do so, the Preview Email Template dialog box displays, where you can send an email about the assignment:

- a. If desired, enter a personal message in any language at the top of the body of the email, and click **Send**. You can enter a maximum of 1,024 characters. Click **Don't Send** if you do not want to send the email.

In the case of a group assignment, click **Send** again in the confirmation window that displays to confirm the action.