Assign courses as a manager

1. Click the Home button and select Learning

2. Click on Browse all courses
3. Search for the course that needs to be assigned

4. After you found the course, click on **More**

5. Click on **Assign to others**
6. Type in the required date to complete this course (leave blank if it’s not necessary)

7. Click on **Add** to add associates
8. Select the associates and click on Add

9. Check if everything is correct and click Continue
10. Click on **Assign learning**

![Assign Learning](image1)

11. Read the message and click on **Close**

![Successfully Assigned](image2)

If you have any questions, please contact the Learning Network at LearningNetwork@montefiore.org, or call us at 718-920-8787