

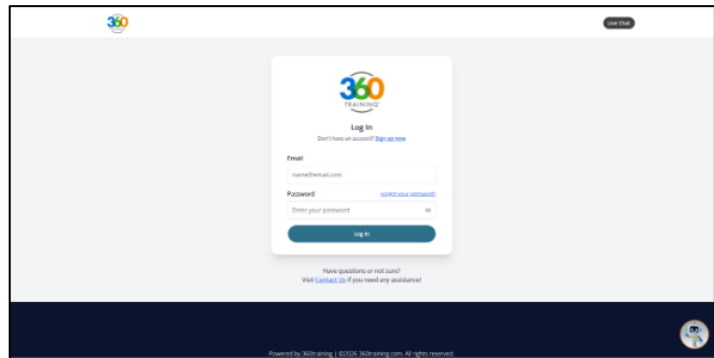


How to Assign Courses to Learners User Guide

This guide provides instructions for assigning courses to learners as a Manager in the 360training Learning Management System (LMS).

From the homepage, click **LOGIN** in the upper right corner.

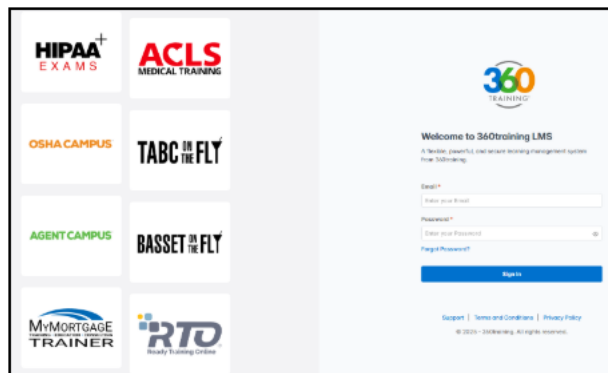
Enter your email address and password, then click **Login**.



OR

You can also login through
<https://learn.360training.com/sign-in>.

Enter your email and password, then click **LOGIN**.



Once you have logged in, you will see your **Dashboard**. Click on **Manager Tools**, in the menu on the left, to view available seats to enroll learners, manage open invitations and assignments, view learner progress, and view/print learner certificates.

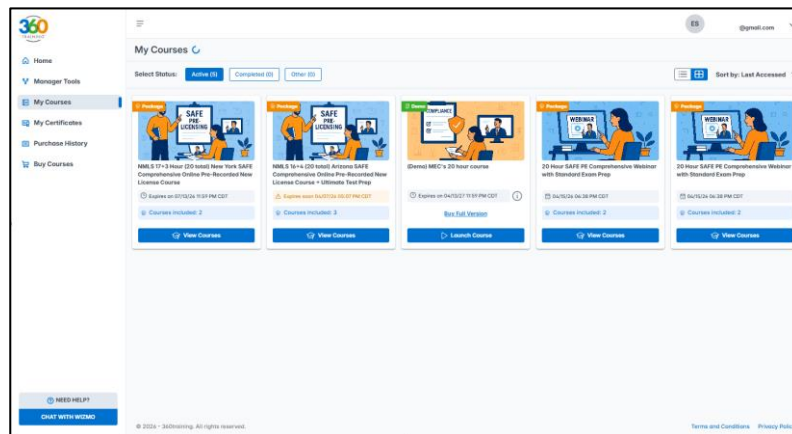
To perform the functions in the following sections, follow the steps below. If you need help, use **Chat With Wizmo** on the bottom left of the screen.

For Immediate Assistance:

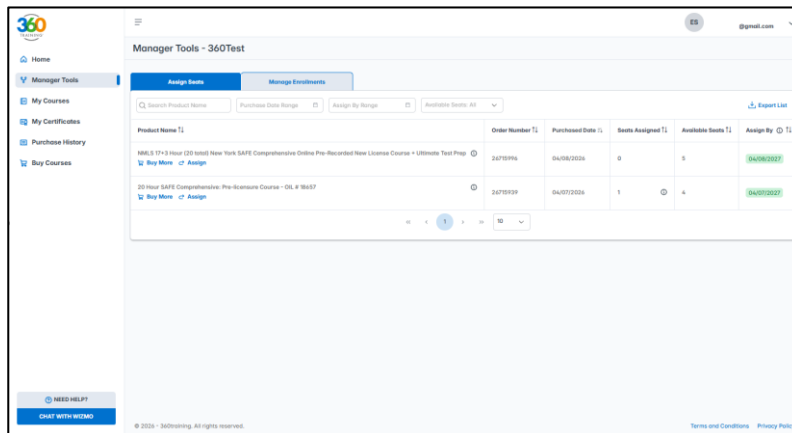
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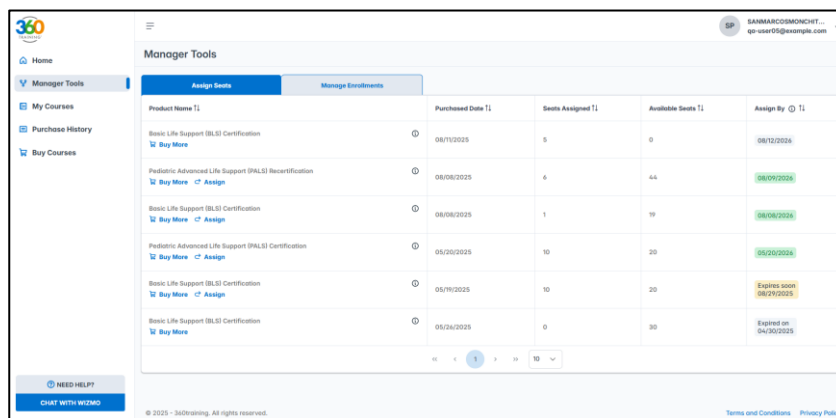
Once you have logged in, you will see your **Dashboard**.



Click on **Manager Tools**, in the menu on the left, to view available seats to enroll learners, manage open invitations and assignments, view learner progress, and view/print learner certificates.



To assign courses to learners, select the **ASSIGN SEATS TAB**.



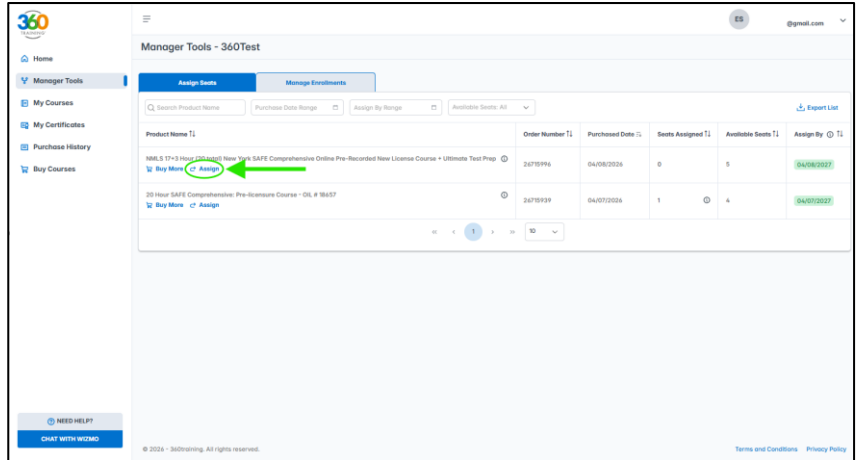
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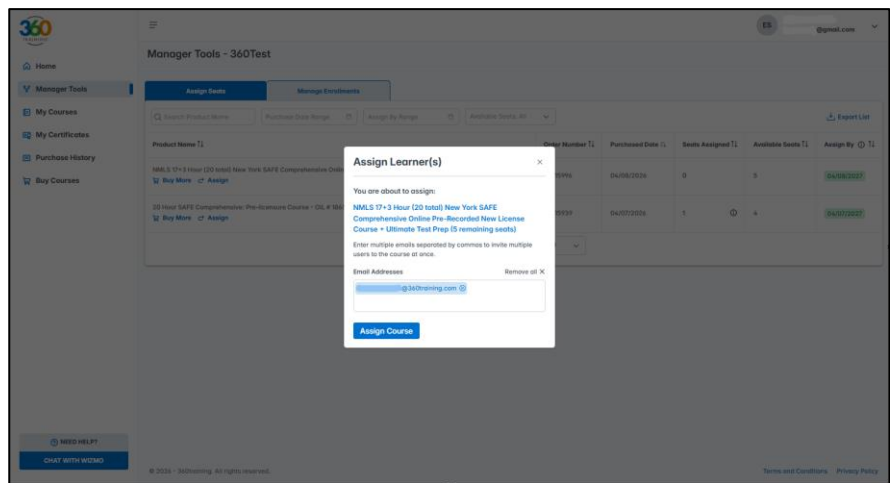
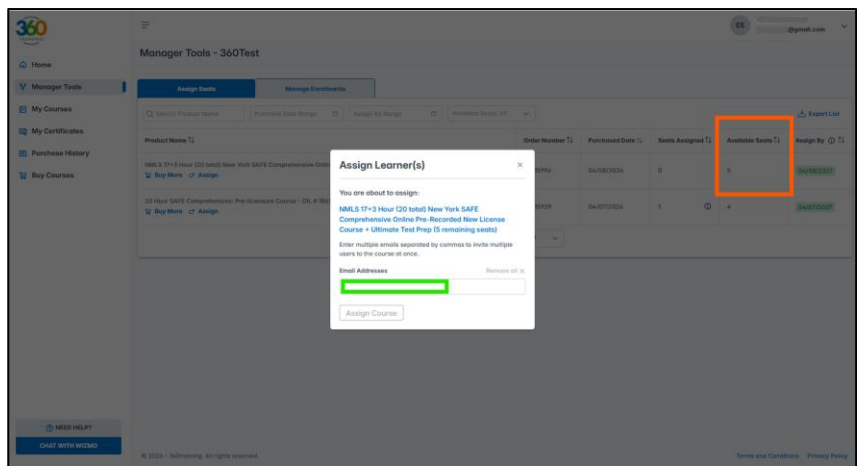
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Select **Assign** under the product name.



Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click **Assign Course**.

NOTE: You cannot exceed the number of remaining seats listed.



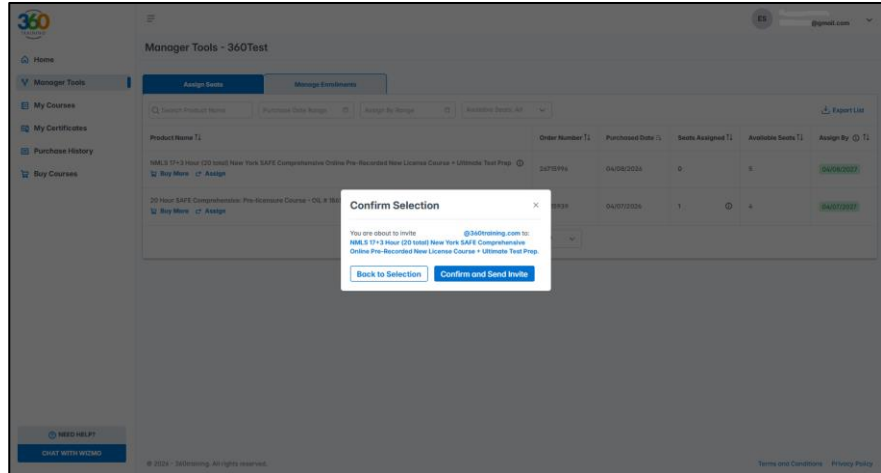
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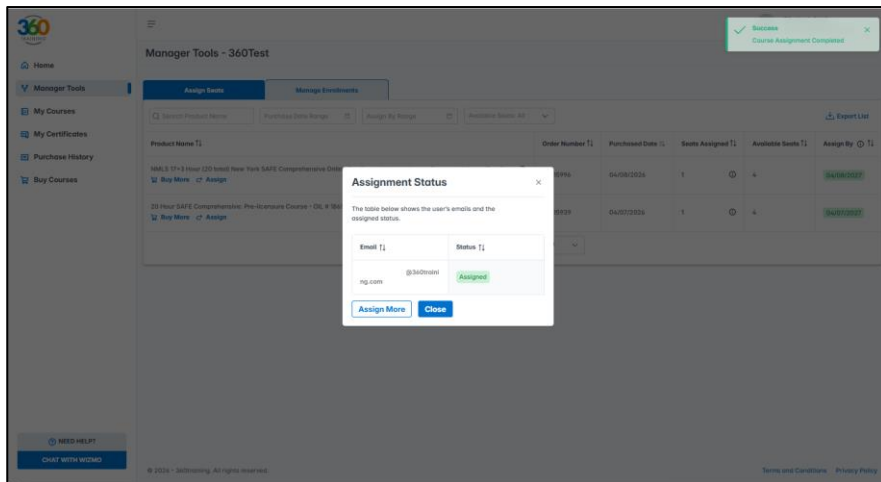
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Click **Confirm and Send Invite**. This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course.

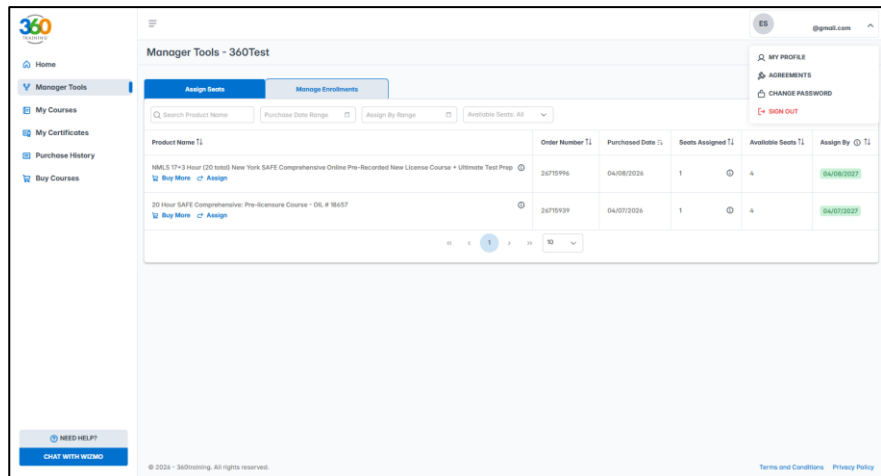


The system will confirm the action was successful. Click **Close** when finished.



That's all there is to it.

To log out, expand the menu on the top right and click **SIGN OUT**.



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