Assign a Learning Program

Quick Start Guide

Document Details

Document #: 160_CR1000_231219
Release Version: 10.00.00.00
Version Release Date: July 2022

System Requirements

- CES Version 10.00.00.xx or higher

Overview

In TalentLink, each learner is assigned training content from their location's Dashboard. Once a Learning Program is assigned to an employee, it will appear on their My Training page.

Download the latest version of this document here:
https://links.crunchtime.com/TLQS-AssignLearningPrograms

… or scan the QR code to the left.

Show Me How: Wish someone could just show you what to do? We've got you covered. For a hands-on guide, select the *Help* (?) icon, choose *Show Me How*, and search for the following:

- Assign a Learning Program

Related Documentation

- TLQS – View the Dashboard Icon Key: https://links.crunchtime.com/TLQS-ViewDashboardKey
- TLQS – Reassign a Course: https://links.crunchtime.com/TLQS-ReassignCourses
- TLQS – Unassign a Learning Program: https://links.crunchtime.com/TLQS-UnassignLearningPrograms

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TalentLink

QUICKSTART GUIDE

Assign a Learning Program

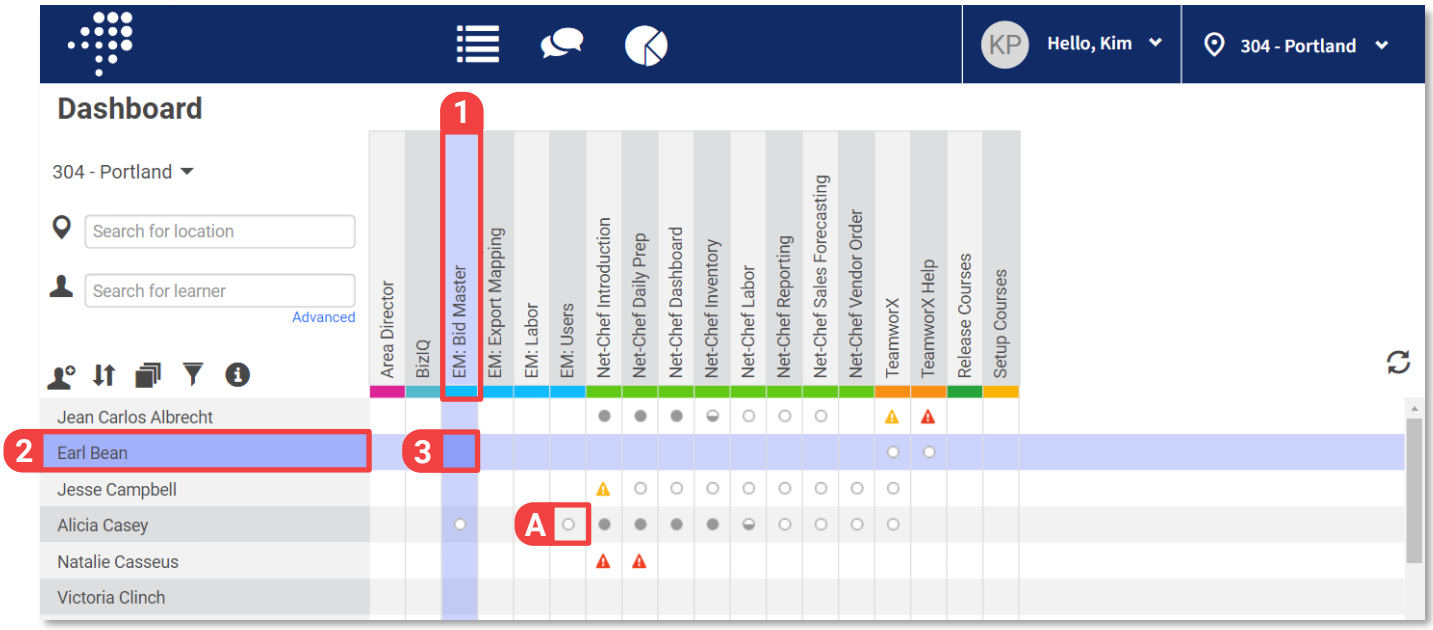
Overview

In TalentLink, each learner is assigned training content from their location's Dashboard. This gives managers a comprehensive view of all assigned content and allows them to customize the training requirements for each employee - making it easy to develop their teams based on an employee's position, skill set, and more!

Notice: The countdown to the Learning Program's due date will begin as soon as the program has is assigned to the learner.

Here's How

TalentLink > Dashboard



1. From the location's Dashboard, find the Learning Program you would like to assign.
2. Find the learner you would like to assign the program to.
3. Select the cell where the Learning Program and the learner's name meet.

A. The open circle icon indicates a Learning Program has been assigned to this learner and is now available to complete from their My Training page.

Tip: You can see a key of all possible icons by selecting the *Info* icon on the Dashboard. If you need a reminder, here's a quick start guide: https://links.crunchtime.com/TLQS-ViewDashboardKey

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