Unassign a Learning Program

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00.xx or higher

Overview

Accidentally assign a program to the wrong person? No problem! It's easy to unassign a learning program – this guide will show you how.

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

… 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:

- Unassign a Learning Programs

Related Documentation

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

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QUICKSTART GUIDE

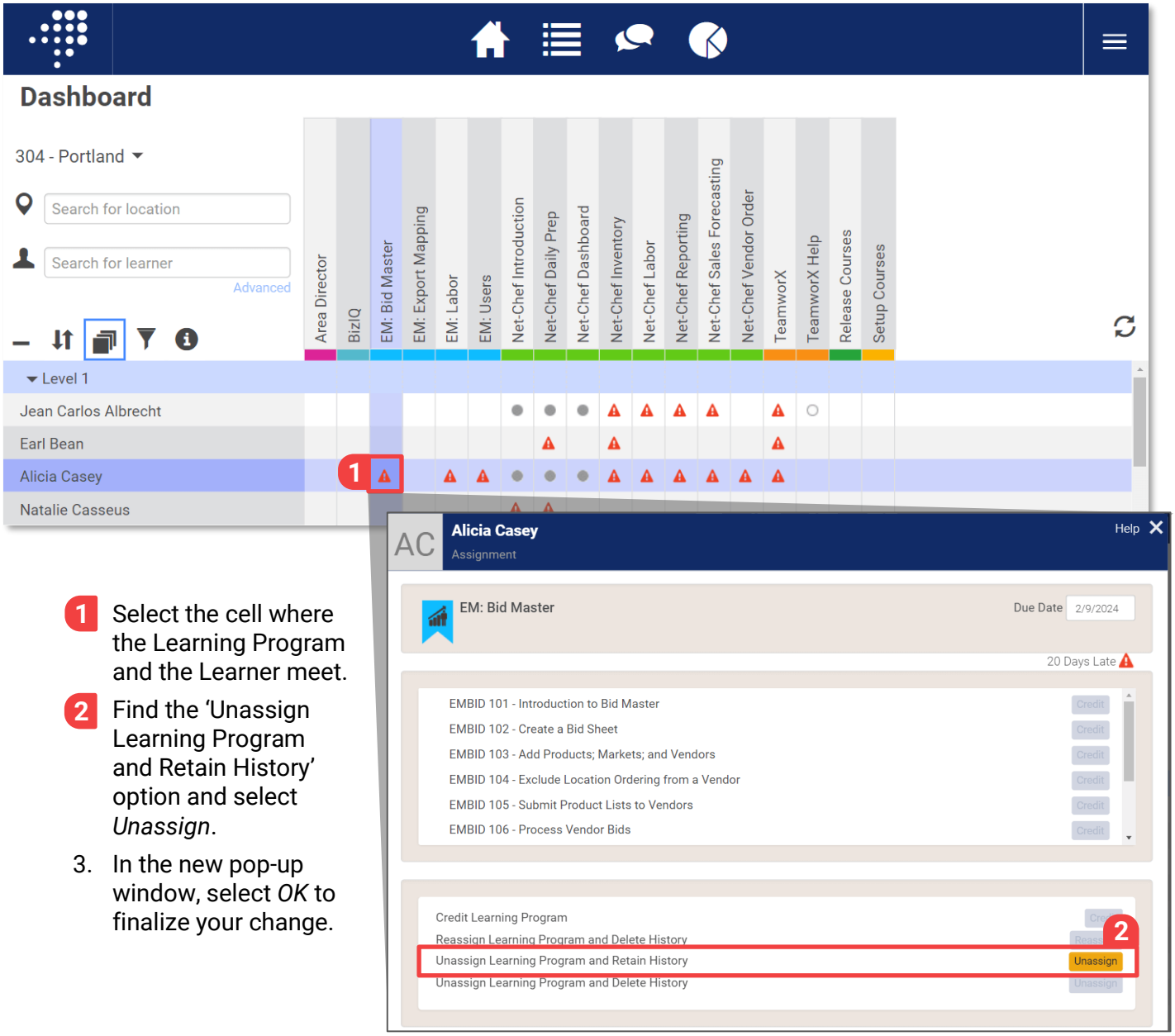
Unassign a Learning Program

Overview

Unassigning a Learning Program will remove the courses from the selected employee's My Training page, while still retaining any credit they have received from partial or full course completions.

Here's How

TalentLink > Dashboard



1. Select the cell where the Learning Program and the Learner meet.
2. Find the 'Unassign Learning Program and Retain History' option and select *Unassign*.
3. In the new pop-up window, select *OK* to finalize your change.

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