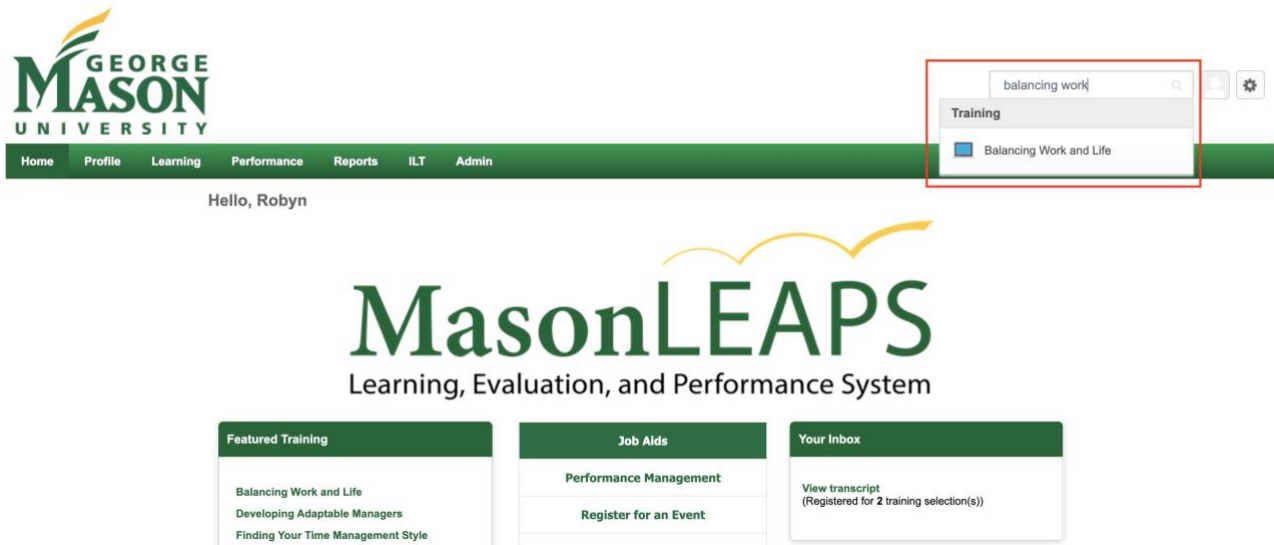


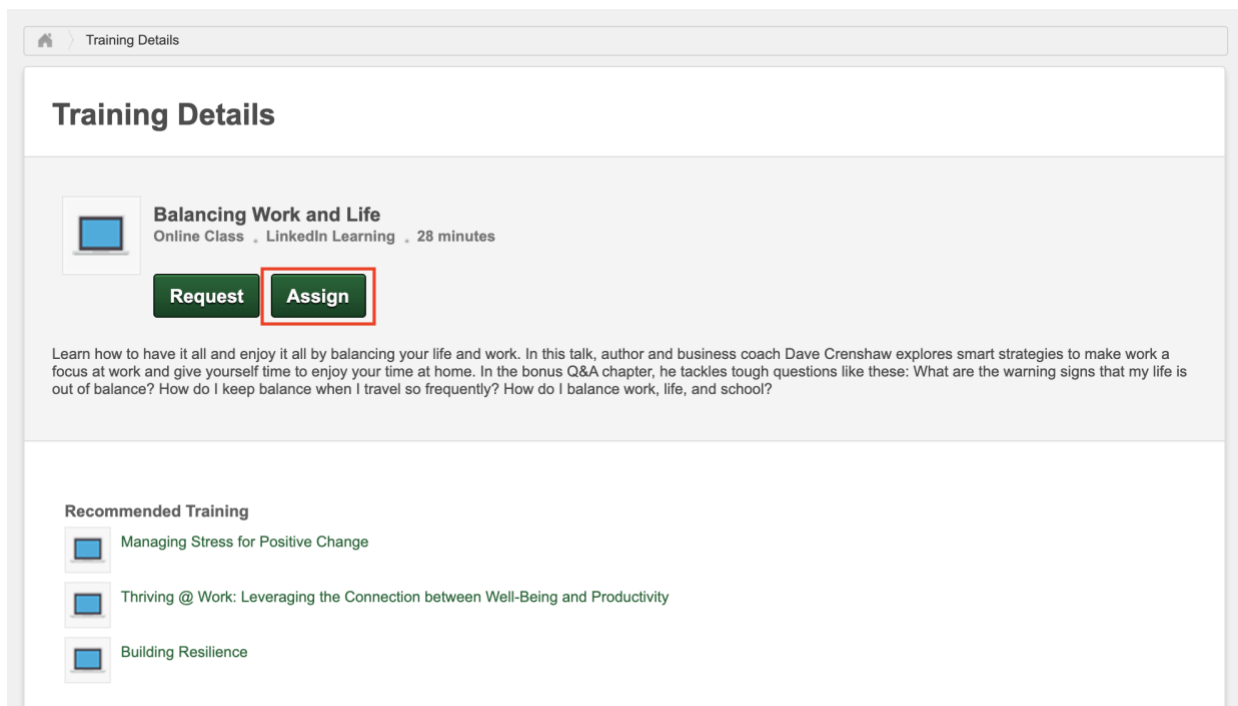
## Assigning Training to Your Employees

1. Login to your MasonLEAPS account and **search for training** you want to assign to your employee(s). *Please note supervisors cannot assign playlists at this time.*

*Tip: If you aren't sure what to look for, click the **Featured Training** and **Browse for Training** boxes for recommended or relevant training.*



2. Select **Assign**.



- Select a **due date** and check the box to **automatically register users** and the **employee(s)** whom you wish to assign training. Then click **submit**. *Note: If you have previously assigned this training, it will appear in the assignment history column.*

**Assign Training**

**Balancing Work and Life**  
Online Class , LinkedIn Learning , 28 minutes

Due Date  
03/27/2020

Please complete this training.

Automatically register users

Users who have the training already in their transcript are not included in this assignment

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Ashley		0	None	
<input checked="" type="checkbox"/>	Margaret		0	None	
<input type="checkbox"/>	Richard		0	None	

Select an Indirect Subordinate | Select a User from a Cost Center | App...

Indirect Subordinates	Language Equivalency	Assignment History	Current Status

Cancel | **Submit**

- Your employee(s) will receive an email notification when training has been assigned. They will also see the assigned training on the Welcome screen when they login, as noted in the employee view below.

Hello, Margaret

# MasonLEAPS

Learning, Evaluation, and Performance System

Featured Training	Job Aids	Your Inbox						
<ul style="list-style-type: none"> <li>Developing Adaptable Managers</li> <li>Finding Your Time Management Style</li> <li>Leading at a Distance</li> <li>Leading Virtual Meetings</li> <li>Managing Stress for Positive Change</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management</li> <li>Register for an Event</li> <li>Withdraw from an Event</li> <li>Manage Your Transcript</li> <li>Manage Your Learner Home</li> <li>Contact MasonLEAPS Learning Administrator</li> <li>Contact MasonLEAPS Performance</li> </ul>	<p>View transcript (1 approved training selection(s)) (Registered for 1 training selection(s))</p>						
<p><b>Browse for Training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remote Work</li> <li><input type="checkbox"/> Virtual Teams</li> </ul>		<p><b>Your Action Items</b></p> <table border="1"> <thead> <tr> <th></th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Register: Information Literacy</td> <td>None</td> </tr> <tr> <td>Launch: Balancing Work and Life</td> <td>None</td> </tr> </tbody> </table>		Due Date	Register: Information Literacy	None	Launch: Balancing Work and Life	None
	Due Date							
Register: Information Literacy	None							
Launch: Balancing Work and Life	None							