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.

   ![MasonLEAPS](image)

2. Select Assign.

   ![Training Details](image)
3. 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](image)

4. 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.

![MasonLEAPS](image)
1. Supervisors can view their employee(s)’ assigned, registered, and completed trainings on their employees’ transcript by selecting **Manage Employee Learning**.

2. Select the icon to view your employee(s)’ transcript.

3. While viewing your employee’s transcript, use the **drop-down menu** to switch between the **Active** and **Completed** tabs.