Adding an Individual Assignment

To add an individual assignment:

1. From the Education tab, click Add an Individual Assignment to open the Select Student page.

2. Search for the person who will receive the assignment.

3. From the search results list, click the recipient’s name to open the Add a Student Assignment page.

4. In the Name box, enter a name for the individual assignment.

5. In the Description box, enter a description of the assignment, if desired. The assignment description will appear on the Assigned Courses report.

6. Select items to assign. If you add an assessment to the assignment, you cannot add courses, curricula, or equivalents. If you add courses, curricula, or equivalents, you cannot add assessments.

   6.1. From the Courses, Curricula, or Equivalents box, click Select to open a search page.

   6.2. Enter search criteria and click the search button.

   6.3. From the search results list, select the check box next to the items you want to add.

   6.4. Click the Select button to add the items and return to the assignment editor page.

7. Clear the check box to the left of the course, equivalent, or curriculum name to remove a course, equivalent, or curriculum that you previously selected, if desired.

8. In the Effective Date box, change the effective date, if desired. The effective date is the date on which the assignment begins, and the date from which the system begins looking for completions of the assigned
learning items. The effective date defaults to today’s date, but can be back-dated to accept prior completions to satisfy the assignment. **Note:** Each learning item within a curriculum includes an effective date that can be set to X number of days prior to enrollment in the course or equivalent within the curriculum (relative effective date). Enrollment occurs when a student clicks the Enroll button for a course, equivalent, or equivalent course within the curriculum. Additionally, each learning item can be set to allow the assignment effective date (fixed effective date) to serve as the effective date for the learning item. If the assignment effective date option is used, the relative effective date (if added) will only apply if the curriculum is chosen as elective learning from the student Catalog tab.

9. In the **Start Date** box, change the start date, if desired. The start date is the date on which assigned items will appear to students. The start date defaults to tomorrow’s date but can be changed to today’s date or a date in the future. It cannot be set to a date in the past.

10. In the **End Date** box, enter an end date, if desired. Once an assignment end date arrives, the assigned items cannot be completed to satisfy the assignment and students are marked as Delinquent on assignment-related reports. Items that have not been started will be removed from the student’s view entirely. In-progress items will become elective learning: students can complete it at their convenience (elective learning does not have a due date) or unenroll from it.

11. If you do not want the assignment to be automatically reassigned on failure, clear the **Automatically reassign course if student fails** check box. You can only edit this option for single- and multiple-course assignments: if the assignment contains curricula or equivalents, you cannot change this setting.

12. Click **One-Time Assignment** or **Recurring Assignment** to indicate the assignment type. Equivalents and curricula can be included in one-time assignments only. If you select **Recurring Assignment**, the page will refresh and additional recurring assignment options are displayed.

   • Select a recurrence interval by entering a numeric value and selecting the desired interval from the list (for example, recurs every 2 years).

   • If you select **Recurring Assignment** based on Original Due Date, then you may enter add an optional grace period (in days) in the Grace Period box, if desired.

   • The recurrence date defaults to 180 days but can be changed if desired. The recurrence date is the date on which the next assignment instance will appear on a student’s My Learning page.
13. In the **Due Date** box, enter date on which the assignment is due. The due date can be either a fixed calendar date, or can be set to a date relative to each assigned student's hire/re-hire or review date.

14. Click **Save**.

**Assignments, Active Dates, and Due Dates**

By default, a student’s hire/re-hire date and the active date are the same. This can change if, for example, the student changes departments. In such a case, the active date might be changed to the date when the transfer took effect. If you select the **Hire/Active Date** option when setting a relative due date, the system will base the assignment’s due date on either the hire/re-hire date or the active date, *whichever is greater*.

**Recurring Assignment Options**

When creating recurring assignments, there are two recurrence options to determine how you want the system to calculate the assignment’s recurring due dates:

- **Original Due Date** – Select this option to set the recurring due date to the value you select in the assignment builder **Due Date** section. It can be a fixed date, in which case the assignment will always be due on the same date for all students, or a relative date based on the hire/active, review, or birth date. If you select the **Hire/Active Date** option, the system will base the assignment’s due date for each student on either his or her hire/re-hire date or active date, *whichever is greater*.

- **Previous Completion Date**—Select this option to calculate the assignment’s recurring due date based on each student's last completion date. If a student has no previous completions for the assignment, or if a student’s last assignment is in a delinquent state and the assignment’s initial due date is based on hire/active date, then the system will base the assignment’s initial due date on either the hire/re-hire date or the active date, *whichever is greater*. Subsequent due dates will be based on the previous completion date.

★ **Tips**
• Assignments can be made visible or hidden at any time. You may wish to hide assignments that are no longer active as a way of removing them from routine group assignment search. The default group assignment search selection is visible, however hidden assignments can also be searched, and assignments can be changed from visible to hidden at any time.

• You can click [ ] to select the date.

**Related Topics**

- Individual Assignments Overview
- Editing an Individual Assignment
- Copying an Individual Assignment
- Deleting an Individual Assignment
- Preventing Failed Courses From Being Automatically Reassigned

Some of the features described in this online help system are optional or role-specific, and might not be available to you.

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