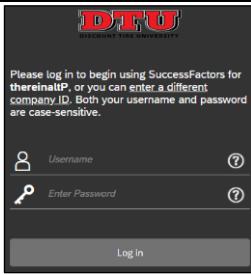
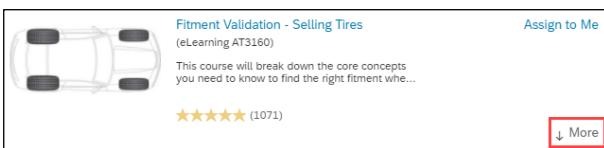
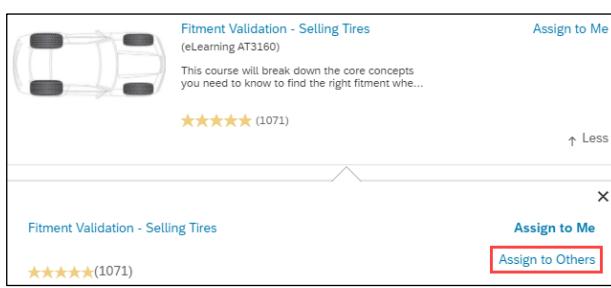


DTU Learning – Assign Course to Store Employees

Description	This document details the process for regional executives to use when assigning a course in the DTU learning system to store employees. Review the steps below to learn how to assign a course to the whole region, a store, or to a specific employee.
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Assign Course to Store Employees

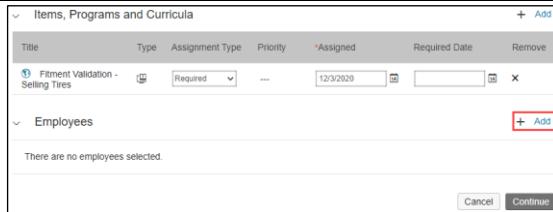
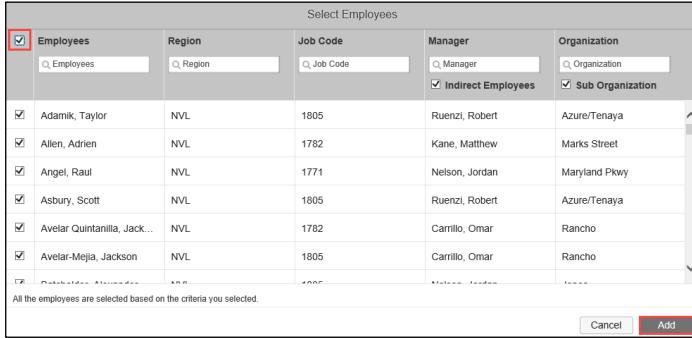
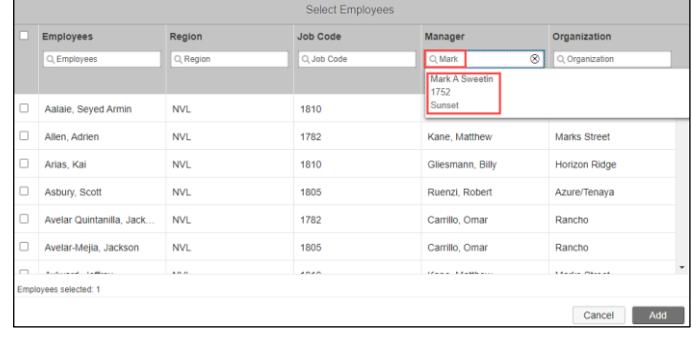
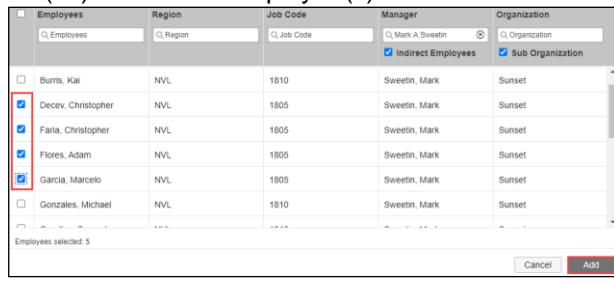
Follow the steps below to assign a course to store employees.

Step	Action
1	Log in to the DTU learning system. 
2	Click Home > Learning . 
3	1. In the Find Learning section, type the name of the course you want to assign. 2. Click the Go button. 
4	Click the More link associated with the course you want to assign. 
5	In the additional course information section that displays, click the Assign to Others link. 

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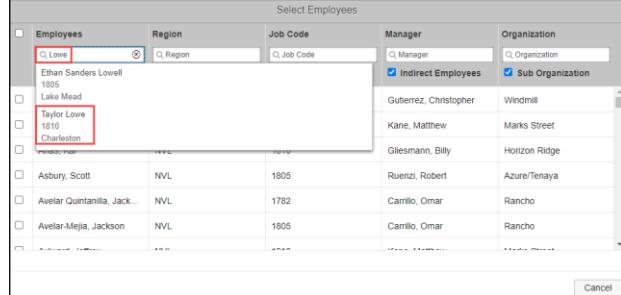
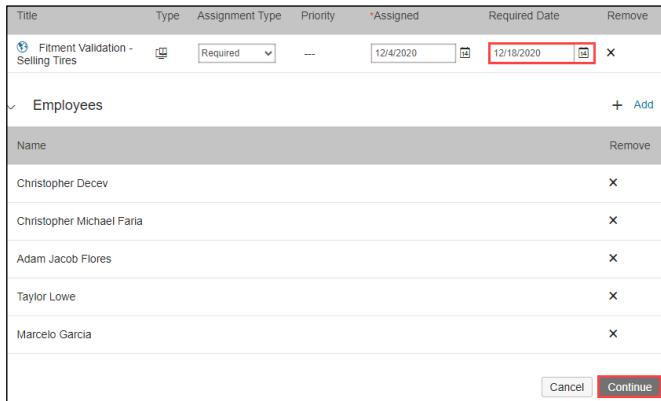
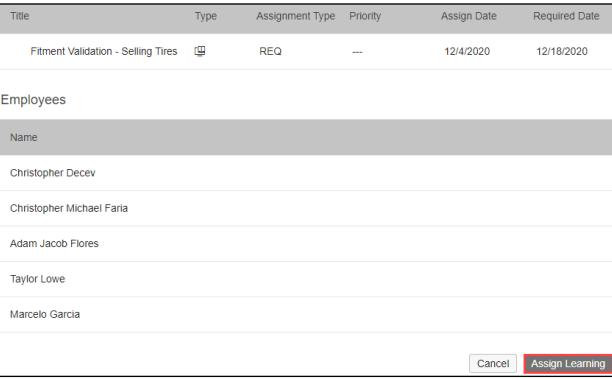
Assign Course to Store Employees

6	<p>Click the + Add option next to Employees to view a list of your employees.</p> 
7	<p>To assign to all employees in your region:</p> <ol style="list-style-type: none"> 1. Click the check box next to Employees in the upper-left corner of the screen. 2. Click the Add button. 
8	<p>To assign to employees in a specific store:</p> <ol style="list-style-type: none"> 1. Type the name of the store manager in the Manager search field. 2. From the search results that display, click the name of the store manager.  <ol style="list-style-type: none"> 3. Click the check box(es) next to the employee(s) that will be assigned the course. 4. Click the Add button. 

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Assign Course to Store Employees

9	<p>To assign to a specific employee:</p> <ol style="list-style-type: none"> 1. Type the name of the employee in the Employees search field. 2. From the search results that display, click the name of the employee.  <ol style="list-style-type: none"> 3. Click the check box next to the employee that will be assigned the course. 4. Click the Add button. 
10	<p>A due date for the course can be added by clicking the calendar icon under Required Date.</p> <p>Once the employee(s) has been added, click the Continue button.</p> 
11	<p>Click the Assign Learning button.</p> 

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**Assign
Course to
Store
Employees**

12	Once the course has been successfully assigned, click the Close button.	Successfully Assigned The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned Close
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Contact

For further assistance, contact DTU_Learning@discounttire.com.