

## DTU Learning – Assign Course to Store Employees

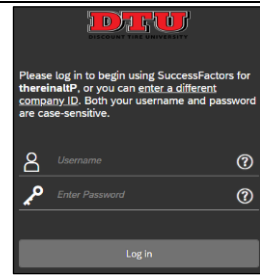

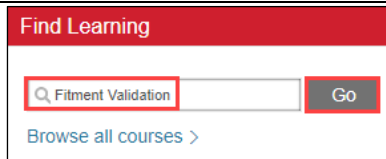
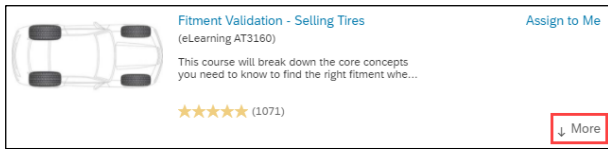
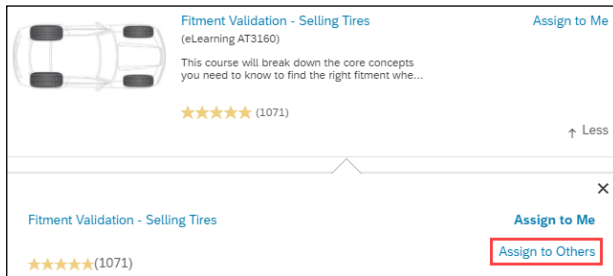
### Description

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.

### Assign Course to Store Employees

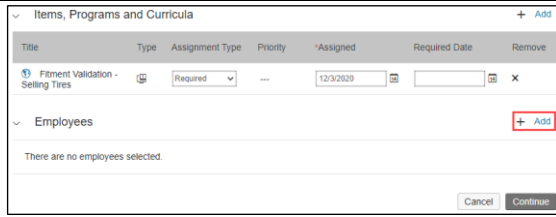
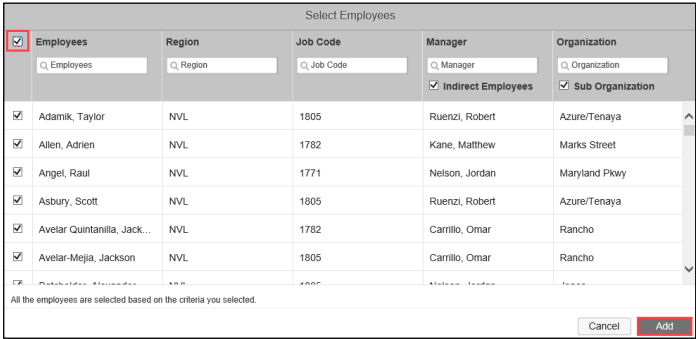
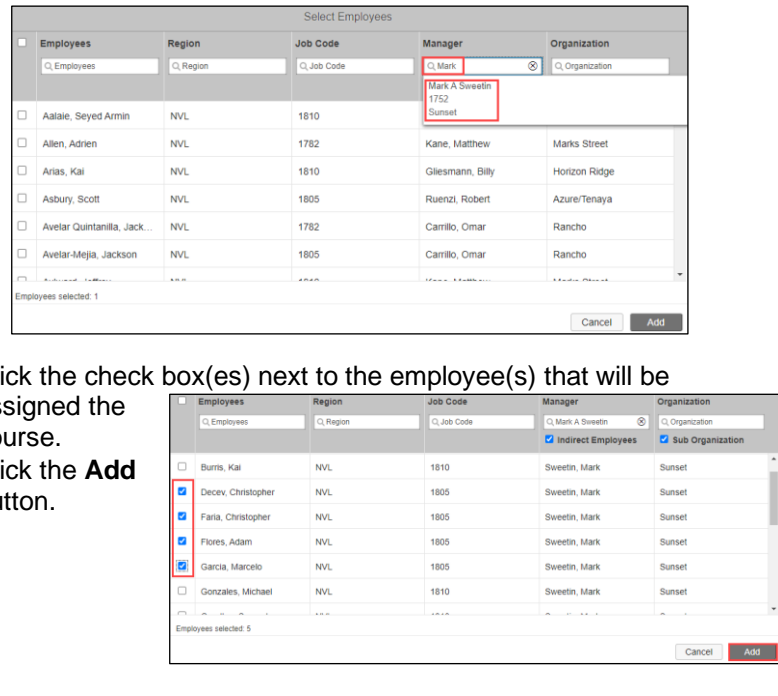
Follow the steps below to assign a course to store employees.

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

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**Assign Course to Store Employees**

|   |                                                                                                                                                                                                                                                                        |                                                                                      |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 6 | Click the <b>+ Add</b> option next to <b>Employees</b> to view a list of your employees.                                                                                                                                                                               |    |
| 7 | <p><b>To assign to all employees in your region:</b></p> <ol style="list-style-type: none"> <li>Click the check box next to <b>Employees</b> in the upper-left corner of the screen.</li> <li>Click the <b>Add</b> button.</li> </ol>                                  |    |
| 8 | <p><b>To assign to employees in a specific store:</b></p> <ol style="list-style-type: none"> <li>Type the name of the store manager in the <b>Manager</b> search field.</li> <li>From the search results that display, click the name of the store manager.</li> </ol> |  |

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## Assign Course to Store Employees

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### To assign to a specific employee:

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.

3. Click the check box next to the employee that will be assigned the course.
4. Click the **Add** button.

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A due date for the course can be added by clicking the **calendar** icon under **Required Date**.

Once the employee(s) has been added, click the **Continue** button.

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Click the **Assign Learning** button.

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**Assign  
Course to  
Store  
Employees**

|    |                                                                                |                                                                                                                                                                                                                                 |
|----|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | Once the course has been successfully assigned, click the <b>Close</b> button. | <div>Successfully Assigned</div> <div>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</div> <div>Close</div> |
|----|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Contact**

For further assistance, contact [DTU\\_Learning@discounttire.com](mailto:DTU_Learning@discounttire.com).

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