

Required Training Assignment Organization

Link to help top in the VLC:

https://covlc.virginia.gov/help/#t=Authorized_User%2FResponsibilities%2FTraining_Assignments%2FCreate_Training_Assignment.htm&rhsearch=training%20assignments&rhhlterm=training%20assignments&rhsyns=%20

- Click on Manager
- Click on Create Training Assignment
- Click on Add Content
- Type in search term for content in search content box
- Click the box adjacent to the desired content and click add
- Click on Assignees
- Click on either assignees for lists of organizations
- Click on the box adjacent to the desired organization
- Click add
- Click on Due Date
- Click Change
- Click on No to change the assignment has a due date
- Click on the correct box adjacent to Is this a recurring assignment?
- Populate the appropriate information in the due date boxes and click save
- Click Assign