



How to add a required training assignment

Go to Manage -> Training

On the right of the screen, select Manage Training Assignments

On the Training Assignments screen search for the Training Assignment

Click on the Assignment name

Search for the training assignment you want to manage. Select the name of an assignment to navigate to its details page.

Assignment: Status: All

Name	Due Date	Date Modified	Status	Created By
<input type="checkbox"/> CWSE1002 Required Training	3 Week(s)	1/17/2023	Draft	Me

The select the "Assignees" tab

CWSE1002 Required Training

Due Date: 3 Week(s) Lock Assignment: Yes

Content Assignees Due Date Effective Dates

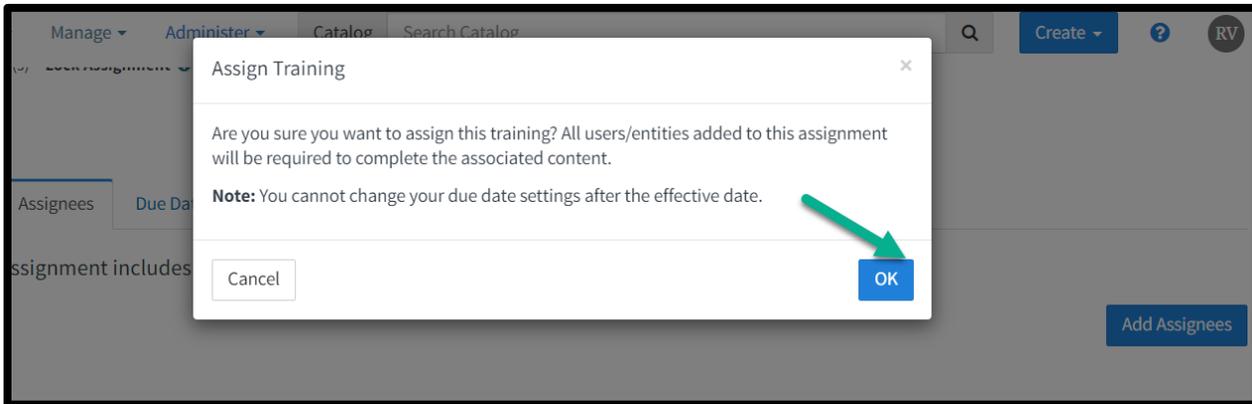
This training assignment includes the following content item(s):

Title	Type	Status	Date Added
<input type="checkbox"/> VDSS - CWSE1002	Bundle	Active	1/17/2023

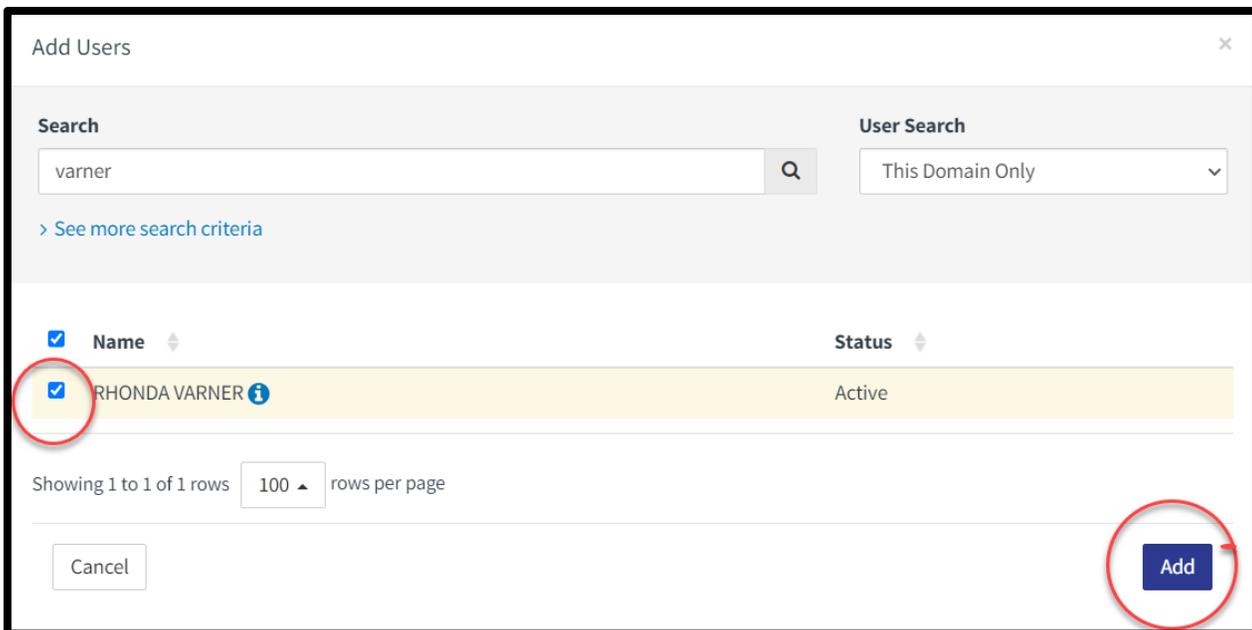
- Select “Add Assignees”
- Change the search type to “User” and enter the learner’s name and search
- Click the box next to the learner’s name and click “Add” at the bottom right of the box.

If this is the first learner ever added to this assignment click in the box next to the name, then click “Assign”

The following message will appear, click OK



If not, you will only have to select the “Add” button.



To go to the next assignment, you can select “Training Assignments” from the string at the top of the screen as shown below:



Learner's transcript once you have added the training:

Training Assignments

Search [] [Q] Status: All [v] Due Dates: All [v] [Print/Export]

Content	Status	Due Date	Actions
VDSS - CWSE5011: Case Documentation Online	Incomplete	04/22/2023	Details
VDSS - CWSE1510: Structured Decision Making in Virginia (Modules 1-5) Bundle	Incomplete	04/22/2023	Details
VDSS - CWS2000.1W: Child Protective Services (CPS) New Worker Classroom	Incomplete	04/22/2023	Details
VDSS - FSWEB1044: Practice Foundations Guidance and Engagement Online	Incomplete	04/22/2023	Details

When you issue a required training assignment that is already complete, the transcript will reflect the completion as in the example below:

VDSS CWS3010VLL Capacity Building Learning Lab Adoption (VIRTUAL) Classroom	Incomplete	04/22/2023	Details
VDSS - CWSE1500FC: Navigating the Child Welfare Automated System (OASIS) - Foster Care (7 modules) Bundle	Incomplete	02/12/2023	Details
VDSS - CWSE5692: Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect Online	Completed 12/23/2022	02/12/2023	Details
VDSS - CWSE1002 Bundle	Completed 01/18/2023	02/12/2023	Details



Removing a required training assignment

Go to Manage -> Training

On the right of the screen, select Manage Training Assignments

On the Training Assignments screen search for the Training Assignment

Click on the Assignment name

Search for the training assignment you want to manage. Select the name of an assignment to navigate to its details page.

Assignment: Status: All

Name	Due Date	Date Modified	Status	Created By
CWSE1002 Required Training	3 Week(s)	1/17/2023	Draft	Me

Showing 1 to 1 of 1 rows | 100 rows per page

The select the "Assignees" tab

Home | Current Training | Transcript | Saved Content | CWSE1002 Required Training | Options

Due Date: 3 Week(s) Lock Assignment: Yes

+ More Details

Content | **Assignees** | Due Date | Effective Dates

This training assignment includes the following content item(s):

From here you can either scroll down and select the name from the list or use the Search function to locate the name.

This training assignment includes the following assignees:

Remove Add ▾

Search

<input type="checkbox"/>	Name	Type	Status	Date Added
<input type="checkbox"/>	Aaron Hubbard ?	User	Inactive	3/1/2023
<input type="checkbox"/>	Adaline Masah ?	User	Active	3/31/2023
<input type="checkbox"/>	Adrienne Thomas ?	User	Active	2/6/2023
<input type="checkbox"/>	Akua Hall ?	User	Active	3/17/2023

Once you select the name(s), the red “Remove” button will be available for you to select.

This training assignment includes the following assignees:

Remove Add

Search

<input type="checkbox"/>	Name	Type	Status	Date Added
<input type="checkbox"/>	Aaron Hubbard ?	User	Inactive	3/1/2023
<input type="checkbox"/>	Adaline Masah ?	User	Active	3/31/2023

If the required training assignment is one issued before we went to webinar assignments or before we issued required trains as illustrated above, you will have to locate the old training assignment.

- To do so, first go to the learner’s transcript to review the date the assignment is due.
- Then once you are in the required training assignments and ready to locate the course, change the status to “Archived”.

Notice that your list will now contain courses that had the Training Due by date in the title.


Learn ▾
Manage ▾
Administer ▾
Catalog
Search Catalog
Q

Training Assignments
Man

Search for the training assignment you want to manage. Select the name of an assignment to navigate to its details page.

Assignment ▾

Q
Status
All ▾

Archived

Assigned ✓

Draft ✓

Pending ✓

✕ Delete

<input type="checkbox"/>	Name	Due Date	Date Modified	Status
<input type="checkbox"/>	CWS3081W Required Training	1 Year(s)	4/20/2023	Assign
<input type="checkbox"/>	VDSS - CWS3081W: Promoting Family Reunification Webinar VDSS - FS New Worker Training Due by 05/01/23	05/01/2023	5/25/2022	Assign
<input type="checkbox"/>	VDSS - CWS3081W: Promoting Family Reunification Webinar VDSS - FS New Worker Training Due by 06/01/23	06/01/2023	6/24/2022	Assign
<input type="checkbox"/>	VDSS - CWS3081W: Promoting Family Reunification Webinar VDSS - FS New Worker Training Due	07/01/2023	8/23/2022	Assign

Scroll to locate the one that matches the due date you located in the transcript. You will then follow the same steps to remove the learner.

- Click Assignees
- Scroll or search the name
- Click Remove