



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

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me XM Home Qualtrics I	Ex 🤌 Cardinal Login Page 🏼 🧯 Microsoft Office Ho	💮 Staff Directory 🚯 New Tab 🚄	🛚 It's Official: Govern 🧿 Test Oracle				
Eearn -	Manage - Administer - Cata	log Search Catalog		Q	Create -	RV -	
Search for the train	ning assignment you want to manage. Sele	ct the name of an assignme	nt to navigate to its details page.	P	Manage Extensions & Exer	nptions	
			Status				
Assignment -	CWSE1002 Required Training	Q	All 🝷				
🗙 Delete					Create Training Assi	gnment	
🗆 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						



Home	0			
Current Training	Draft	0		
Transcript CWSE1002 Required Training				Options -
Bue Date: 2 Week/s) Look Assignment O				
More Details				
More Details				
Content 0 Assignees Due Date	Effective Dates			
This training assignment includes the f	ollowing content item(s):			
X Remove	0			Add Conten
□ Title ≜	Type	Status 着	Date Added	
□ VDSS - CWSE1002 1	Bundle	Active	1/17/2023	
- 1000 01101202	Sundie		1, 1., 2020	

- 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

Manage - Adr	ninister - Catalog Search Catalog	Q	Create 👻	8	RV
(5) 	Assign Training ×				
	Are you sure you want to assign this training? All users/entities added to this assignment will be required to complete the associated content.				
Assignees Due Da	Note: You cannot change your due date settings after the effective date.				
ssignment includes	Cancel				
				Add Assig	nees

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

Add Users			×
Search varner See more search criteria	Q	User Search This Domain Only	~
Name	St	atus 🍦	
Showing 1 to 1 of 1 rows 100 rows per page	Ac	tive	
Cancel		(Add

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

Manage / Training / Training Assignments	wSE3030 Required Training
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Learner's transcript once you have added the training:

VIEGNIA DEPARTMENT SOCIAL SERVICES	Learn ▼ Manage ▼	Administer - Cata	alog Search Catalog	Q Create	• ? RV •
All Trainin	g Curriculums External Learning	Training Assignments	Certifications More -		
Training	Assignments				A Print/Export
		Status	Due Dates		
Search	Q	All	• All •		
Content	¢		Status 👙	Due Date	Actions
	VDSS - CWSE5011: Case Documentation Online		Incomplete	04/22/2023	Details
įĘį	VDSS - CWSE1510: Structured Decision Mal Bundle	king in Virginia (Modules	1-5) Incomplete	04/22/2023	Details
	VDSS - CWS2000.1W: Child Protective Serv Classroom	ices (CPS) New Worker	Incomplete	04/22/2023	Details
	VDSS - FSWEB1044: Practice Foundations O Online	Guidance and Engagemen	nt 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
VDSSp. CWSE1500FC: Navigating the Child Welfare Automated System (OASIS) - Fost-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
UDSS - 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

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covlc.virginia.gov/admin/TrainingAssignments/ManageTrainingAsgaSsignments/ManageTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsgaTrainingAsg	nents.aspx			@ 🖻 ☆) 🛛 🌘
nme 🔉 M Home Qualtrics Ex 🌶 Cardinal Login Page 🧯 Microsoft Office Ho	💮 Staff Directory 🔇 New Tab 🖃	It's Official: Govern 🖸 Test Oracle			
Learn - Manage - Administer - Cata	log Search Catalog		Q	Create - ? RV	•
Search for the training assignment you want to manage. Selec	t the name of an assignme	nt to navigate to its details page. Status	Mar	nage Extensions & Exemptions	
Assignment - CWSE1002 Required Training	Q	All			
× Delete				Create Training Assignment	
🗆 Name 🍦	Due Date 🍦	Date Modified 🍦	Status 🝦	Created By	
CWSE1002 Required Training	3 Week(s)	1/17/2023	Draft	Me	
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The select the "Assignees" tab

Curre	nt Training		Draft 🕜	
Trans CWSE1002	^{cript} Required Tra	ining		Options -
	HONTENT			
Due Date: 3 Week	(s) Lock Assignm	ent 🛛 Yes		
Due Date: 3 Week	(s) Lock Assignm	ent 🛛 Yes		
Due Date: 3 Week	(s) Lock Assignm	ent @ Yes		
Due Date: 3 Week	(s) Lock Assignm	ent @ Yes		



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

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

Content Assignees Due Date Effective Dates									
This training assignment include: the following assignees:									
* Remove	X Remove								
Search	Q								
_									
□ Name 🔶	Туре 🍦	Status 🔶	Date Added 🍦						
Aaron Hubbard 🚯	User	Inactive	3/1/2023						
□ 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.

VIRGINIA	DEPARTMENT OF	Learn -	Manage 🔻	Administer 🗸	Catalog	Search Catalo	g		Q
SOCI	IAL SERVICES								
	Training Assignments							/	
Searc	ch for the training assig	nment you war	nt to manage. S	elect the name of a	in assignmen	t to navigate to	its details or	e.	Man
						Status			
Ass	signment - CWS308	31			Q	All	-		
						Archived			
						Assigned	~		
×						Draft	~		
						Pending	~		
	Name 🍦						Due Date	Date Modified	🔶 Statı
	CWS3081W Required	l Training					1 Year(s)	4/20/2023	Assig
	VDSS - CWS3081W: P by 05/01/23	Promoting Fami	y Reunificatior	n Webinar VDSS - FS	New Worker	Training Due	05/01/2023	5/25/2022	Assig
	VDSS - CWS3081W: P by 06/01/23	Promoting Fami	y Reunificatior	n Webinar VDSS - FS	New Worker	Training Due	06/01/2023	6/24/2022	Assig
	VDSS - CWS3081W: P	Promoting Fami	y Reunificatior	n Webinar VDSS - FS	New Worker	Training Due	07/01/2023	8/23/2022	Δεςίσ

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