

How to assign assets to your staff in Learn It Ohio

As a manager, you can view and manage the users contained in your work group. These management functions are limited to the assignment of content My Plan assignments and Books24x7 assignments. And a manager can also run reports on his or her employees to monitor their progress.

The first step is to log on to Learn It Ohio.

The URL is <https://learnitohio.skillport.com/skillportfe/login.action>

At the bottom of the page in the space labeled Employee ID, enter your State of Ohio User ID as your user name.

Enter the password: welcome (not case sensitive) if this is your initial log on.

You will be asked to change your password and create a security question/answer. Your password must be at least eight characters long, and be four letters and four numbers.



Inherited versus Explicit/Individual Assignments

Assignments control what content is available to groups and users. You can make the following types of content assignments:

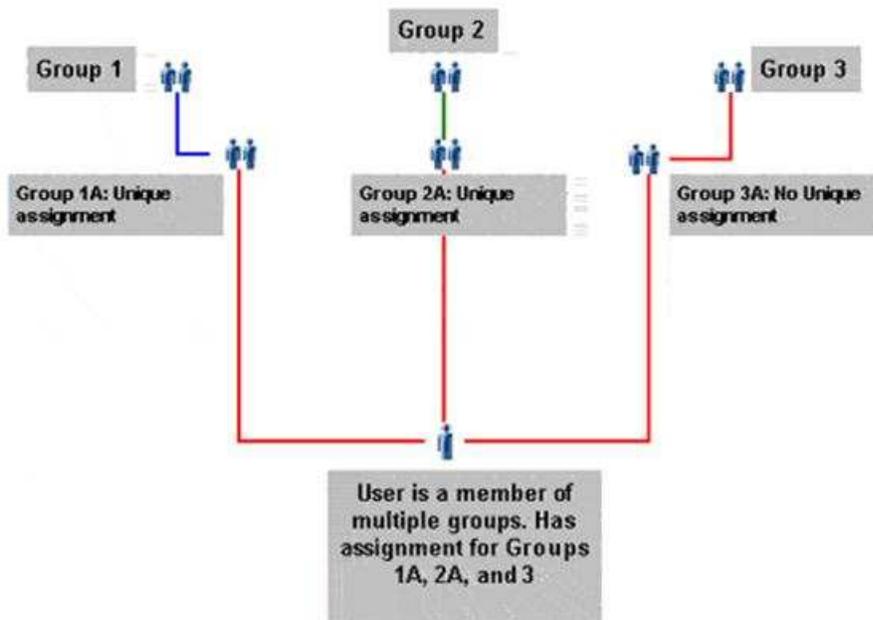
- **My Plan Assignments:** These assignments add learning assets to users' MY PLAN, which allows you or them to set goals, due dates, and reminders.
- **Books 24x7 Assignments:** These assignments determine what Books 24x7 collections are exposed to users and groups.

Groups can be assigned content by inheriting it due to their membership in their parent group; these assignments are referred to as *inherited assignments*. They can also be assigned content directly; these assignments are referred to as *explicit assignments*.

Similarly, individual users can be assigned content by inheriting it due to their membership in a group; these assignments are referred to as *inherited assignments*. They can also be assigned content directly; these assignments are referred to as *individual assignments*.

Inherited Assignments

By default, any content assigned to a group is inherited by all users in that group and by any child groups. This enables administrators to assign specific content to a large number of users. Users in multiple groups inherit the assignments of all the groups in which they are a member.



Explicit and Individual Assignments

In the case of Catalog assignments and Books 24x7 assignments, if you assign content to a group or user directly, that assignment *overrides* all inherited assignments.

In the case of My Plan assignments and enrollments, learners can only remove content that they have assigned to themselves directly.

How to Add an Asset to Users' MY PLAN

Adding learning assets to MY PLAN for a user or group allows you to set goals and due dates for those assets. Keep in mind the following as you do so:

- If you add an asset to MY PLAN for a group, all of the members of the group (and all members of all subgroups) inherit that asset in MY PLAN.
- If you add an asset to MY PLAN for a group or an individual, and one or more of those users have already added that asset themselves, the existing asset is simply moved to their Assigned folders. The users retain any progress they have made on the asset.
- If a user inherits an asset in MY PLAN but also has that same asset directly assigned to him or her, the asset appears twice in the user's MY PLAN.
- Adding a learning program or Live Learning Course (LLC) to MY PLAN for a group or individual user does not automatically enroll the group or user. You must enroll the group or user as a separate, explicit action. Alternatively, each user can withdraw herself.

Note: If your organization has enabled SkillPort's recurrence feature, use the *To add a recurring asset to MY PLAN for a group or user* drop-down.

To add an asset to MY PLAN for a group or user

1. Click **Users & Groups | User Management** on the navigation bar.
2. In the left panel, [find the group](#) or [find the user](#) whose assignments you want to modify, and select that group or user.
3. In the right panel, click the **My Plan Assignment** tab.

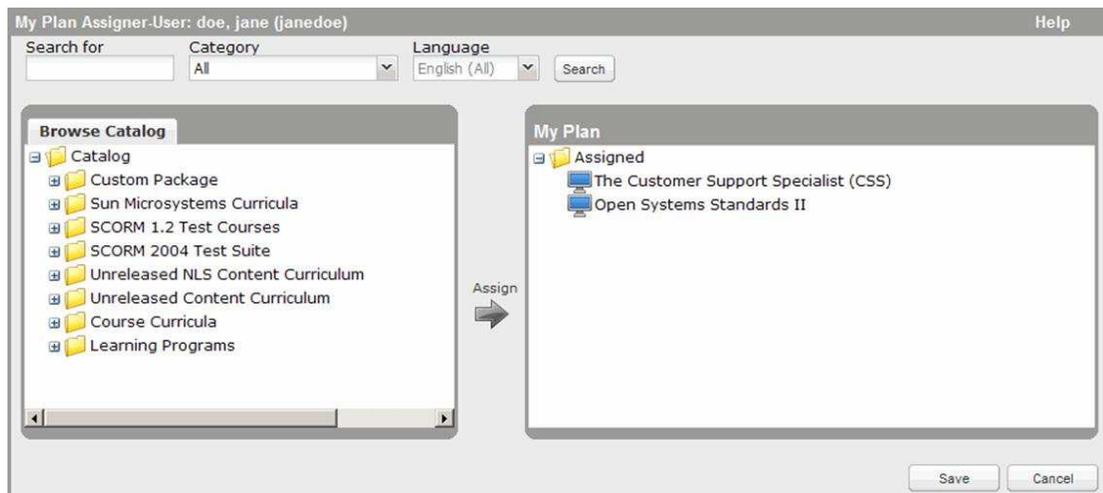
Both the inherited MY PLAN assignments and the individual (if you have selected a user) or explicit (if you have selected a group) MY PLAN assignments for the user or group are displayed. As an example, the following image shows both the inherited and individual MY PLAN assignments for a selected user.



Note: While you can browse the inherited MY PLAN assignments for the user or group, to modify these you must modify the MY PLAN assignments of the *parent group*.

4. Do one of the following:
 - If you have selected a user, click **Edit Individual Assignments**.
 - If you have selected a group, click **Edit Group Assignments**.

The My Plan Assigner page appears.



5. Browse or search the Catalog to find the learning asset that you want to add, and select it.
6. Click the **Assign** arrow () between the two panes. Alternatively, you can also drag the asset over to the right pane and drop it on the Assigned folder.

Note: To add a specific *section* of a book or a specific *topic* in a course, you must move your mouse over the asset's title, and then click the **Show Details** link that appears. Next, click  to expand the relevant chapter or lesson, and then click the **Add** link that appears beside the section or topic, as shown in the example below for a section.



The Add to My Plan dialog box appears. Note that, depending on the configuration of your site, one or more of the settings shown in the image below might not be available.

Add to My Plan

Add  Instilling Service Excellence: the EXCEL Acronym

Goal

Due date

Fixed date 

Period after assignment

Days

Recurrence

Reassign every Days

Reminder

Allow users to set their own reminders

starting Days before the due date

Overdue notices

Allow users to choose their own overdue notices

Send weekly overdue notices

Required

7. If desired, for **Goal**, enter a phrase that describes the goal for completing the asset (up to 100 characters).

8. For **Due date**, select:

- **Fixed date** to enter a definitive due date as to when the user must complete the asset.
- **Period after assignment** to specify the exact number of days, once the asset is assigned, to complete the asset.

Note: If you select this option for an asset that you are assigning to a group, be aware that users who are added to the group at a later date will inherit the My Plan assignment when they are added to the group, but they **will not** have the same due date as that for existing members. Their due date will be relative to the date on which they were assigned the asset, which is the date they were added to the group.

For example, assume you add Asset A to My Plan for all members of Group X on May 1, 2011 and you also specify the asset is due 12 weeks after you assign it (which means it is due July 24, 2011). On May 29, 2011, you add

John to Group X. Because John is assigned Asset A four weeks later (when he is added to the group), his due date for Asset A is also 4 weeks later (which means his assignment is due August 21, 2011).

9. If desired, select the **Recurrence** check box to indicate that the learning asset must be repeated at a specific interval (that is, it should be treated like an [asset that can be "restarted"](#)). Then enter a number, and select the type of time interval to use (Days, Weeks, or Years).

Note: Recurrence is not available for books or sections of books.

10. For **Reminder**, select one of the following:

- **Allow users to set their own reminders**
- **Set your reminder:** Select the frequency from the drop-down list and enter a number of days, weeks or months prior to the due date to send the reminder. (For example, a **Daily** reminder set for **5 Days** before the due date.)

Note: If you set a reminder, users cannot change it. Moreover, if you allow users to set their own reminders, you can override them with a reminder that you set.

11. For **Overdue notices**, select one of the following:

- **Allow users to choose their own overdue notices**
- **Send weekly overdue notices:** The system sends an email the day after the due date and every 7 days thereafter until the user completes the course. Note that the Overdue notices setting is only available if you are assigning an *individual course* to MY PLAN (and for no other type of asset). It is not available if you are adding a curriculum folder of courses from the CATALOG since the folder will contain multiple courses that may be in varying stages of completion.

Note: If the asset is a *course*, for **Overdue notices**, select that users can choose whether to receive overdue notices by email, or select that overdue notices should be sent (and users should not be given the choice).

12. If completion of the asset is required, select the **Required** check box. This setting has no impact on the system's behavior. It is an attribute that displays in generated reports.

13. Click **OK**.

14. Click **Save**.

15. If your site is configured to do so, the Preview Email Template dialog box appears. This allows you to send an email regarding the My Plan assignment. Do the following:

- a. If desired, enter a personal message in any language at the top of the body of the email, and click **Send**. You can enter a maximum of 1,024 characters. Alternatively, click **Don't Send**.
- b. In the case of a group assignment, click **Send** again in the confirmation

For Learn It Ohio questions, contact: Mary Cornwell, Training Program Manager of the DAS Office of Learning and Professional Development, at 614-995-0154 or Learnitohio@das.ohio.gov . For Skillssoft Technical support: 1.866.754.5435