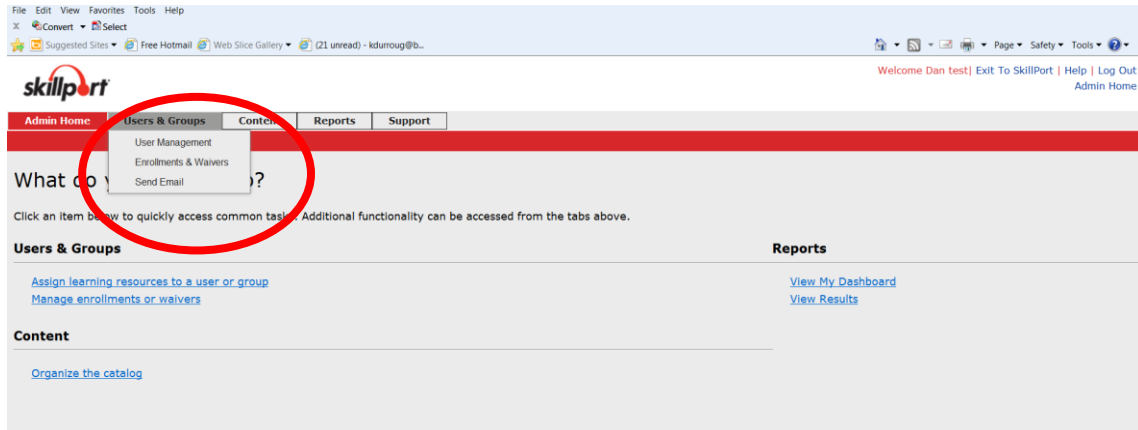
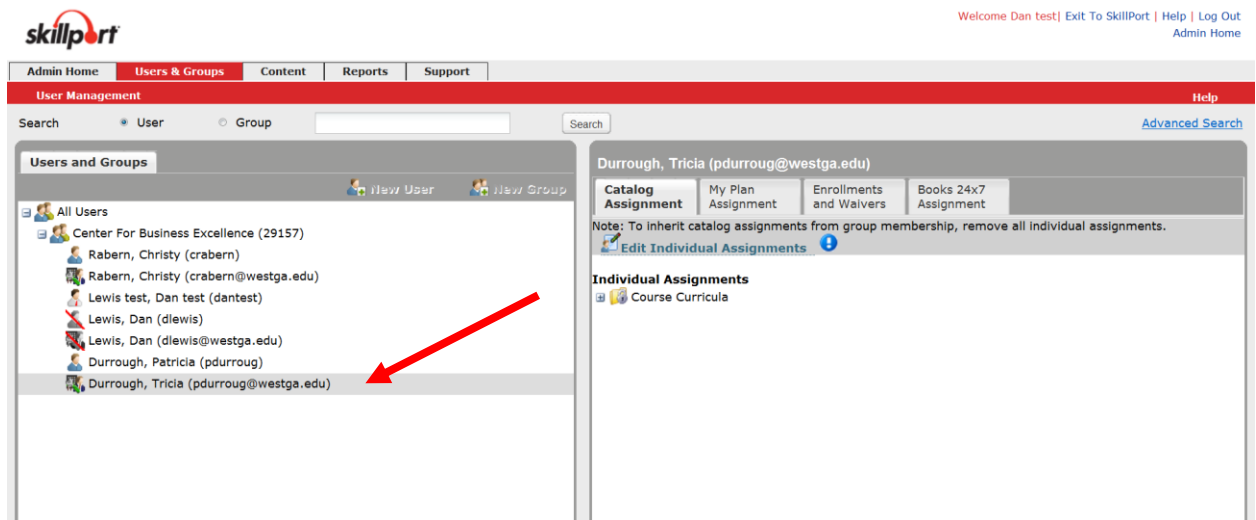


Assigning Training Modules to Users

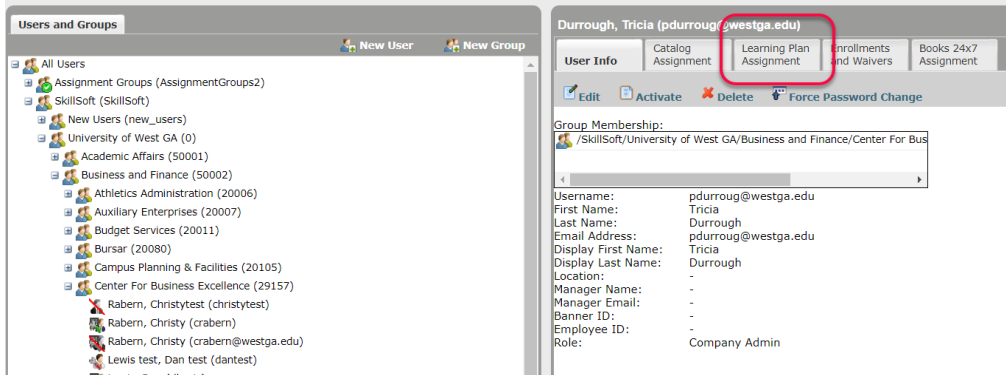
1. Sign into **Develop West** www.westga.edu. Your User ID and Password will be your UWG network credentials.
2. Click **Admin** on the left.
3. Click the **Users & Groups** tab.
4. Click **User Management**.



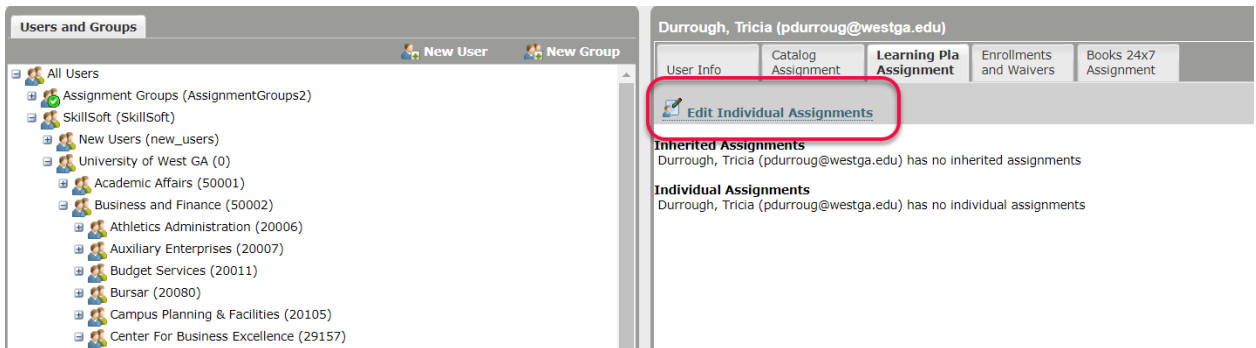
5. In the **Users and Groups** window, select the user (or entire group) that you want to assign a training module to. You may need to click the plus sign (+) to drill down to the list of users within your unit if you only want to assign it to certain individuals.
6. Click on the User Name (or entire group). A second window will open to the right for the selected user.



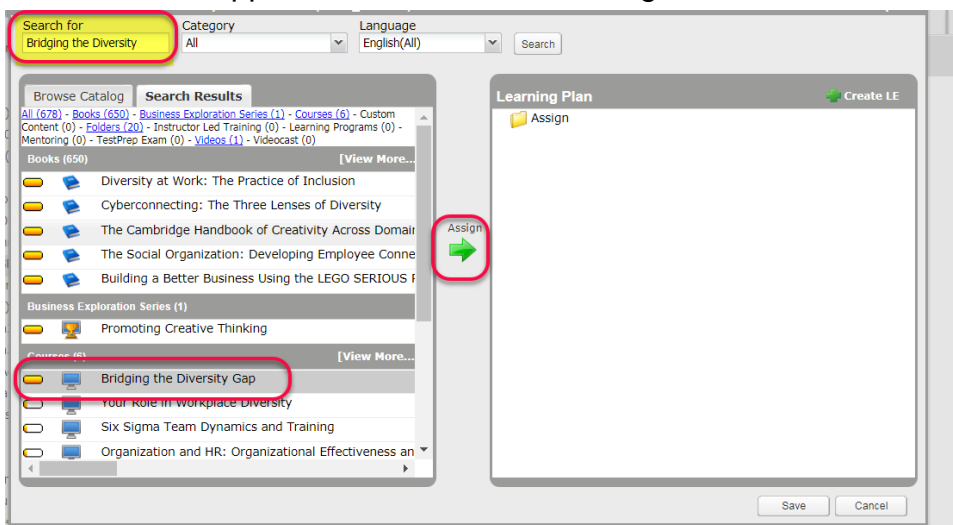
7. Click on the **Learning Plan Assignment** tab.



8. Click on the **Edit Individual (or Group) Assignments** link.



9. In the **Search** for window, select the Course that you want to assign to the user. Click on the Course Name to select it. Then click the **Assign** arrow (arrow will be green). This will assign the training course to the selected user. The selected course should appear in the window on the right.



- As the manager, you must establish a due date for the training course. You can also set reminders to be sent to the employee along with an “overdue notice” and indicate whether the training is required. Once the choices are selected click **OK**.

- To de-assign the training course, hover over the training course name and the **Deassign** link should appear at the end of the course name. Click on the **Deassign** link to remove the course from the user’s plan.