
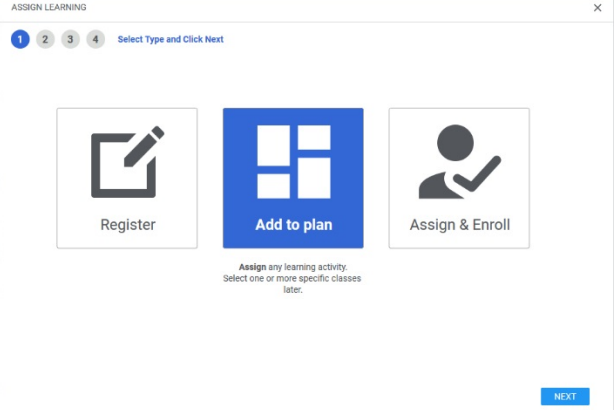










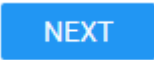
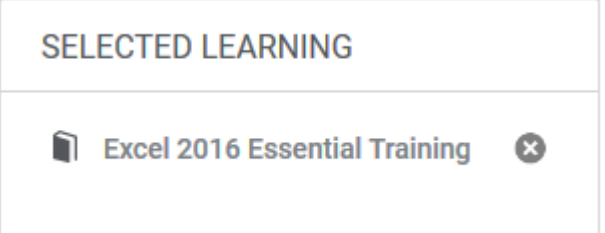

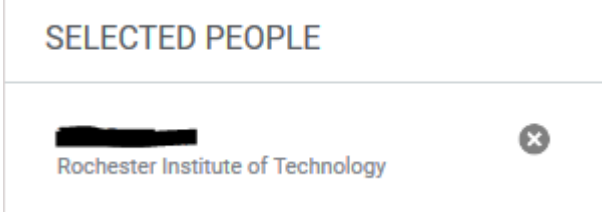

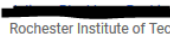





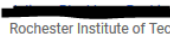





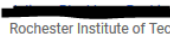






# RIT Talent Roadmap: Managers

## Assigning Learning to a Direct Report

1	Log in to <a href="#">RIT Talent Roadmap</a> using your RIT username and password.										
2	From your home page, click the <b>My Team</b> button. This page is a view of your direct reports.										
3	On the right hand side underneath team actions, select <b>“Assign Learning.”</b>										
4	<p>The <b>Assign Learning</b> page will display.</p> <p>Select the <b>Add to Plan</b> button.</p> <p>By doing this, direct reports will be informed they need to complete this course and they are able to select which date and time work best for them.</p> <p>Click the <b>“Next”</b> button.</p>										
5	<p>Put the specific course title (if known) in quotations, and select search.</p> <p>Search catalog: <input type="text" value="excel 2016"/>   Show filters </p> <p>Note: If the title is not in quotes it will bring up all of the trainings offered both web-based through lynda.com and instructor-led.</p>										
6	<p>Choose  under the <b>action</b> column.</p>	<table border="1"> <thead> <tr> <th>TITLE</th> <th>TYPE</th> <th>DUE DATE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td> Excel 2016 Essential Training</td> <td>Course</td> <td>Select date</td> <td></td> </tr> </tbody> </table>	TITLE	TYPE	DUE DATE	ACTION	 Excel 2016 Essential Training	Course	Select date		
TITLE	TYPE	DUE DATE	ACTION								
 Excel 2016 Essential Training	Course	Select date									
7	<p>After the course you have chosen is added to the <b>Selected Learning</b> column, click <b>Next</b>.</p> <p></p>										
8	<p>All direct reports will populate. Click the  button next to the individual(s) that you are assigning the training to. They will then appear in the “Selected People” column. After that click <b>Next</b>.</p>	 <table border="1"> <thead> <tr> <th>NAME</th> <th>MANAGER</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>  Rochester Institute of Technology</td> <td>Carla Pennello</td> <td></td> </tr> <tr> <td>  Rochester Institute of Technology</td> <td>Carla Pennello</td> <td></td> </tr> </tbody> </table>	NAME	MANAGER	ACTION	  Rochester Institute of Technology	Carla Pennello		  Rochester Institute of Technology	Carla Pennello	
NAME	MANAGER	ACTION									
  Rochester Institute of Technology	Carla Pennello										
  Rochester Institute of Technology	Carla Pennello										

9

You will now review your selections. If everything appears accurate, click **Add to Plan**.

ASSIGN LEARNING ×

1 2 3 4 **Review Your Selections**

TITLE	SELECTED PEOPLE	MANDATO... USERS	TYPE	DUE DATE	
Excel 2016 Essential Training	1 <a href="#">Edit</a>	–	Course	No due date	

**ADD TO PLAN**

10

A **summary** of your assignment will populate. Select **“Close.”**

VIEW SUMMARY ×

Excel 2016 Essential Training

**[REDACTED] (Rochester Institute of Technology)** Learning event has been assigned successfully.

**CLOSE**

Finally, a **Confirmation** will appear.

ASSIGN LEARNING ×

1 2 3 4 **Confirmation**

The learning you selected has been successfully added to each person's plan. [Click here](#)

Following is the assignment summary

TITLE	SELECTED PEOPLE	MANDATO... USERS	TYPE	DUE DATE	VIEW SUMMARY
Excel 2016 Essential Training	1 <a href="#">View</a>	–	Course	No due date	<a href="#">Success: 1</a>

**ADD MORE LEARNING** **CLOSE**