

# Assigning CBLs to a Group

\*\*Need Admin rights to create groups. Submit a QSARF if needed.

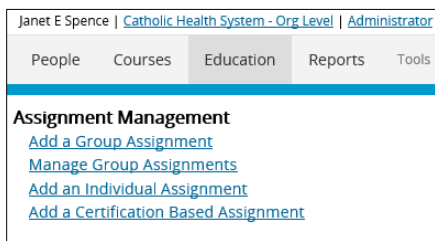
Using groups to assign CBLs will make it easier for you to make bulk assignments and decrease the amount of time spent on this activity. Since you have assigned the education, you will be able to track on your My Team tab (located on your Student login) if they are completing the required education on time.

## 1. Sign in to myCHU with your Administrator Login.



## 2. Select the "Education" tab

## 3. Select "Add a Group Assignment"



Add a Group Assignment page will appear.

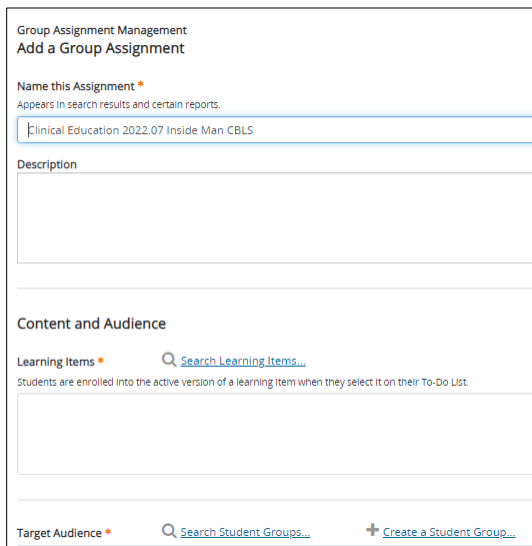
## 4. Name this Assignment that is clear to you. Develop a consistent naming convention.

Recommended naming convention: Department Name, Date with Year First, Details (Example: MHB 5N 2022.07 Inside Man July CBLs).

## 5. Description is optional.

## 6. Select the Learning Items you wish to assign.

- Under Content and Audience click Search Learning Items.



b. Type a keyword to search for.

c. A list of courses will be displayed. Select the individual courses that you would like to assign.

A screenshot of a search results page. At the top, there is a search bar containing the word "inside". Below the search bar, there are two dropdown menus: "Results per page:" set to "25" and "Sort By:" set to "Name A to Z". The search results are listed below, each with a checkbox, a document icon, and a title. The first result is "AWHONN POEPS - Module 01: Overview of Reproductive Health and Infertility" with a checkbox that is not checked. The second result is "Inside Man: S1E01 - The New Guy (Social Engineering) 2022 - CHS Associates" with a checked checkbox. The third result is "Inside Man: S1E02 - Social Hour (Social Media) 2022 - CHS Associates" with a checked checkbox. Each result includes a brief description, the owner, status, and expiration date.

d. Click Select

A screenshot of a toolbar with three buttons: "Select" (green), "Check All Current Search Results" (green), and "Clear All Selected Items" (grey).

e. The selected courses have been added to the Learning Items for assignment.

A screenshot of the "Content and Audience" page. It features a search bar for "Learning Items" and a list of items. Two items are selected with blue checkmarks: "Inside Man: S1E01 - The New Guy (Social Engineering) 2022 - CHS Associates" and "Inside Man: S1E02 - Social Hour (Social Media) 2022 - CHS Associates".

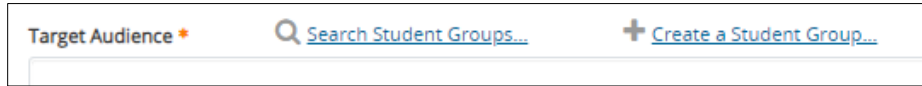
f. You can add multiple learnings to this assignment. To add more courses, click Search Learning Items again and search for another course to add to this assignment.

A screenshot of the "Content and Audience" page, similar to the previous one, but with a third item selected: "Security Awareness Fundamentals 2022 - New Hire Associates".

Once you have selected all the education you want to assign to your group, it is now time to select the Target Audience.

### 7. Select your target audience

- g. Typically, you will search for your previously developed student group.
  - i. Click Search Student Groups.
  - ii. If you didn't previously create a student group and want to build one, click on the Create a Student Group hyperlink and build it (you may review the "Creating Assignment Groups for Managers" as a reference).

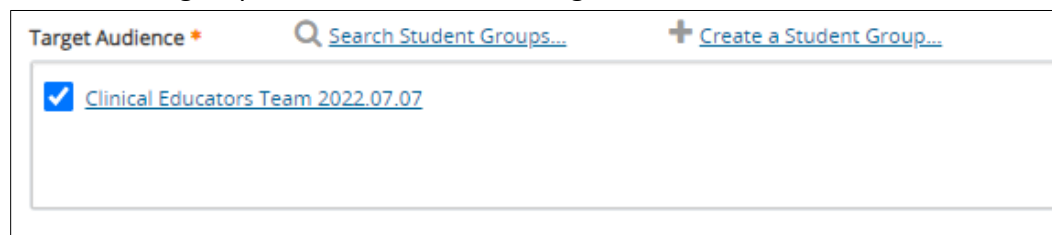


- iii. There are multiple ways to search for your group. The easiest is to search by Administrator Last Name. You could also search by Student Group Name (you can type the partial name of your group).
- iv. Click Search.

- v. Your group(s) will be displayed at the bottom of the page. Select the desired group. Click Select.

Name	Options
<input checked="" type="checkbox"/> Clinical Educators Team 2022.07.07 Count: 1, Type: Individual, Affiliation: Institution, Last Updated: 7/7/2022 11:27 AM, Updated By: Michael DiFonzo	<a href="#">View Assignments</a>   <a href="#">View Checklists</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>

- vi. The selected group is now added to the Target Audience.



## Select the Dates and Settings

8. **Assignment Type:** One-Time Assignment
9. **Go-Live Date:** this is the date the education will be pushed to your team. **Use the Fixed: Go Live on** (this is the date the courses will appear on their To Do tab for them to take the course).
10. **Due Date:** This would typically be the end of the month the education is assigned. You may reference the CBL announcement sheet for due dates. You will receive overdue alerts based on this date. Also, managers can logon to their student account and review the My Teams tab to review associates that are approaching upcoming due dates.
11. **End Date:** Associates would NOT be able to complete the assignment past the due date. Select the date carefully. You may want to allow them to have a month past the Due Date to complete or even the end of the year.
12. **Effective Date:** Enter a date in the past to provide credit for anyone that may have already completed the course prior to this assignment. This ensures they aren't taking the course a second time. In most cases, the recommended practice is to apply completions from the first of the year.

Dates and Settings

Set the Assignment Window

**Assignment Type**  
How often should this assignment occur?

One-Time Assignment  
 Recurring Assignment

**Go-Live Date \***  
When should this assignment first appear on each person's To-Do list?

Fixed: Go-live on

Flexible: Go-live  days after each individual's

**Due Date \***  
For recurring assignments, this is the initial due date.

Due on

Due  days

**End Date \***  
Prevent satisfaction of this assignment after this date.

End on

Expand the Assignment Window

**Effective Date \***  
The assignment begins looking for completions from this date forward.  
By setting this to an earlier date, existing completions will satisfy this assignment.

Apply completions since

13. Click Save.

14. A message that the assignment is currently processing will be displayed. You can navigate away from the page.

Group Assignment Management  
Edit Group Assignment

The Assignment criteria have been saved.

The system is currently processing your assignment. Processing is 0% complete.  
It is safe to leave this page or close your browser. You can check the status of your request in the Request Manager.

Working...

Congratulations, you have now successfully assigned education out to your desired team. Because it has been assigned to your associates, you will now be able to track completion status from your My Team tab.