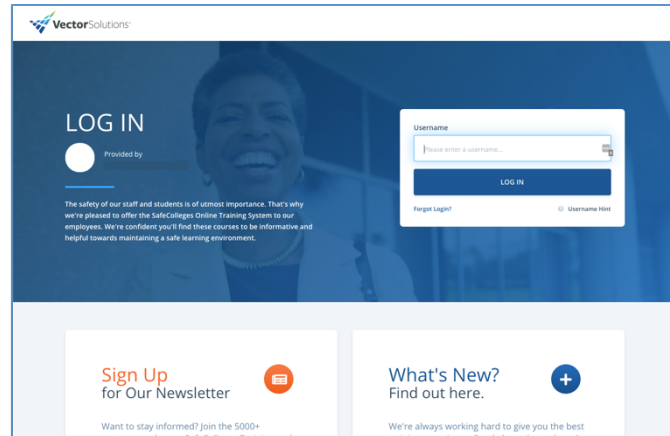


Administrator Quick Guide

Login Screen

The first page users will see when visiting their training site is the login screen. This is where users must enter their username and password to access their training.

Note: Only users with administrative access are required to enter a password and that password defaults to the first five characters of the username.



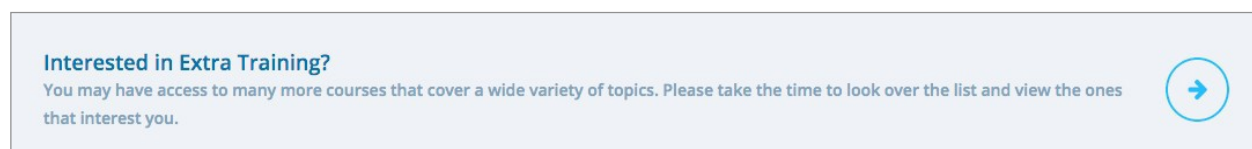
Training Area

The Training Area is the first screen all users will see once they have logged into the training site. All mandatory and suggested assignments will appear here. The user will see the courses that they are required to take, the due dates, and their status (whether or not they have started or completed the assignment).



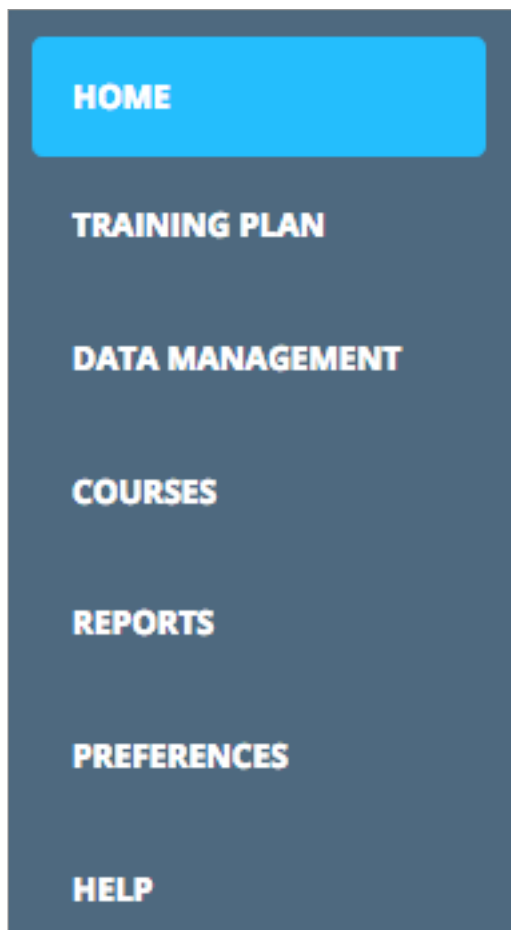
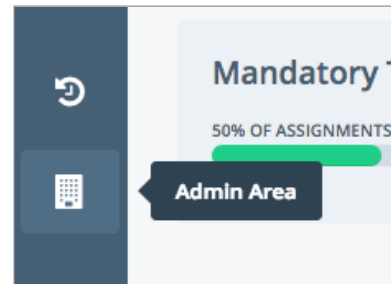
Extra Training Area

The Extra Training Area appears at the bottom of the Training Area page. Here, users can take additional courses that they are interested in. Thousands of users complete self-assigned courses every year. Administrators can remove access to the additional courses in the courses tab of the Admin Area.



Admin Area

The Admin Area can only be accessed by users who have been granted administrative privileges within the system. These users will see an **Admin Area** icon on the left side of their Training Area screen. The Admin Area is organized by a series of tabs, on the left side of the screen. A brief description for each tab is noted below.



Home Tab

This is an administrative landing page.

Training Plan

Here group assignments, new hire assignments, and offline sessions are created.

Data Management

This tab stores all of your user information.

Courses

Here you can preview our courses, adjust quiz minimums and create custom courses.

Reports

This tab stores a variety of compliance reports, which can be exported to Excel.

Preferences

This tab is home to an assortment of site-specific preferences, including our automated email notification system.

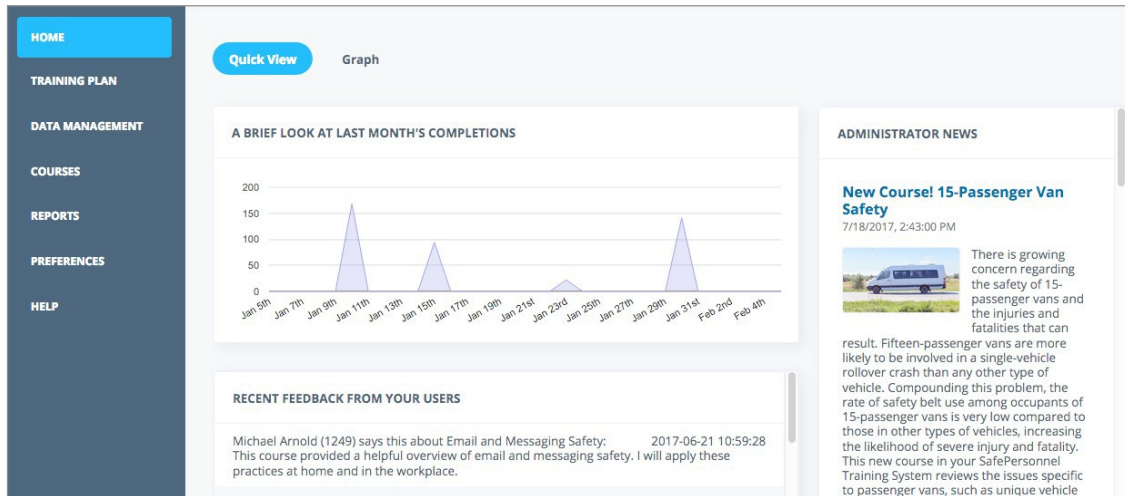
Help

Here you will find how-to videos and documents to assist you in navigating through the system.

Detailed descriptions of the features available within each tab are available in the next several pages of the user guide.

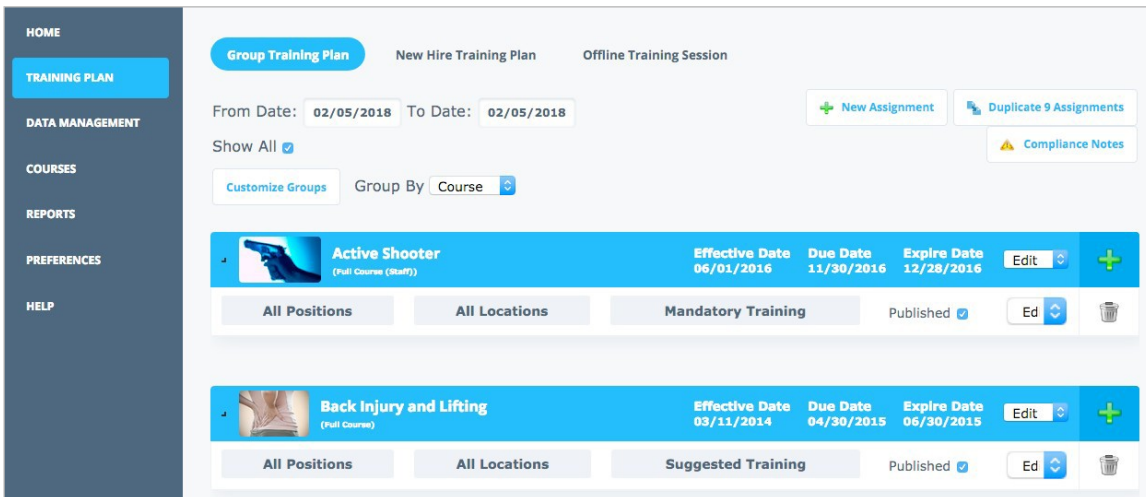
Home

The Home tab contains our administrator landing page along with a graphs link. This tab includes a summary of your completions over the past month, a stream of feedback from users and a message center where we will let you know about new courses, product updates, webinars, and more. The graph link is simply a visual report representing current course assignments and completions over time.



Training Plan

The Training Plan tab is where all group assignments are created. Courses can be assigned to any combination of positions and locations. For example, you can create an assignment for all users at one particular location. The Training Plan tab is divided into three main areas: Group Training Plan, New Hire Training Plan and Offline Training Session.



The screenshot shows the Training Plan tab interface. The sidebar is the same as in the Home tab. The main content area has tabs for 'Group Training Plan', 'New Hire Training Plan', and 'Offline Training Session'. Below the tabs are filters for 'From Date' and 'To Date' (both set to 02/05/2018), a 'Show All' button, and a 'Group By' dropdown menu set to 'Course'. There are also buttons for 'New Assignment', 'Duplicate 9 Assignments', and 'Compliance Notes'. Below the filters is a table of assignments. The first assignment is 'Active Shooter' (Full Course (Staff)) with an effective date of 06/01/2016, a due date of 11/30/2016, and an expire date of 12/28/2016. It is assigned to 'All Positions', 'All Locations', and 'Mandatory Training'. The second assignment is 'Back Injury and Lifting' (Full Course) with an effective date of 03/11/2014, a due date of 04/30/2015, and an expire date of 06/30/2015. It is assigned to 'All Positions', 'All Locations', and 'Suggested Training'. Both assignments are published and have edit and delete buttons.

Training Plan (Continued)

To Create a Group Assignment with the Group Training Plan

- Click the **New Assignment** button to get started. The default setting is to group the plan by course with effective date, due date and expiration date in the main header.
- Choose a course by clicking over the **Please Choose A Course** text.
- Set your effective date, due date and expiration date by clicking inside each box to bring up the calendar.
- Now, we can move onto the sub-rows to set up our positions, locations and assignment category (mandatory or suggested). You can add as many sub-rows to the assignment as you want by clicking the green plus sign on the right side of the blue header.
- Once you have your groups set up, you can either check the **Published** box in each sub-row, or you can simply drop down the **Edit** menu in the blue sub-row, select **Published**, check the box, and then click **Save**.
- **Hint:** If this course is being assigned to various positions, but the location selection will remain constant, you can move the location to the main row. Click the **Customize Groups** box towards the top of the screen. This allows you to build your groups with whatever components you'd like. Check the **Location** box and then click **Save**. Now, you can choose a location in the main header rather than reselecting it in each sub-row.
- You can also group the training plan by position and location instead of basing it off of the course. Find the **Group By** drop down at the top of the page and select **Position**. Now you'll see that the first selection in the main, blue header is **Position**. Then, each sub-row consists of the courses that will be assigned.

Duplicate Assignments Option

The **Duplicate Assignments** button allows you to copy over any current assignments set up in your Training Plan but with a new set of dates. The assignments will not be Published after copying them, which gives you time to review the assignments and make any edits before going live. You will have the opportunity to add or delete any assignments from your Training Plan as well.

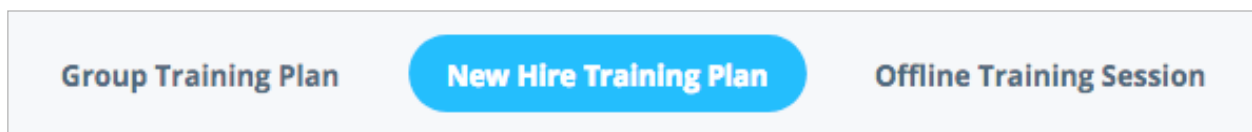


To Duplicate Assignments

- Go to your Training Plan tab and adjust the date filters at the top of the page so that any assignments that you would like to duplicate are visually displayed.
- Click the **Duplicate Assignments** button toward the upper, right side of the page.
- Populate your new Effective, Due and Expire Dates and click **Duplicate**.
- If you set your new Effective Date for a day in the future, you'll need to adjust the date filters at the top of your Training Plan page in order to view and publish your copied assignments.

New Hire Training Plan

The New Hire Training Plan button is located directly to the right of the Group Training Plan button. Here, administrators can create a training plan specifically for their new hires. As long as the new hire's begin date falls on or after the begin date of the assignment, every time a new user is entered into the training system, they will automatically be assigned the courses listed in the New Hire Training Plan and have a fixed number of days to complete them.

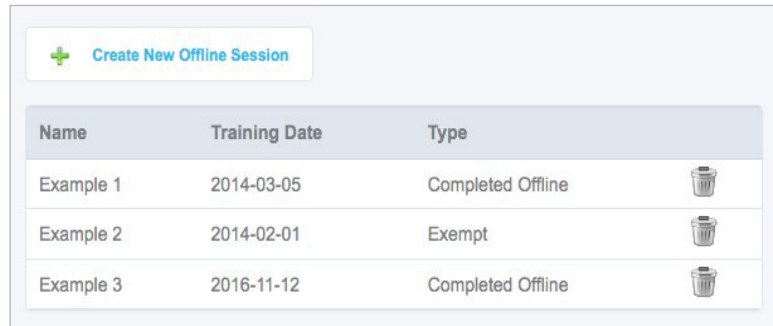


To Create a New Hire Training Plan

- Click on the New Hire Training Plan text, directly to the right of the Group Training Plan area.
- Click on the **New Assignment** button on the top right of the page.
- Choose a course by clicking inside the blue **Please Choose a Course** text to bring up the course picker.
- Enter a begin date for the assignment and fill in the number of days until due, days until expired and an end date for the assignment. **Note:** The end date field is optional.
- Click over the **Please Choose a Position** box and select the position you would like to assign a course to.
- Use the same process to select a building.
- Next, click over the **Choose Assignment Category** box to designate the assignment as mandatory or optional.
- When you're finished, check the **Published** box to complete the assignment.

Offline Training Session

The Offline Training Session button is located in the Training Plan area, directly to the right of the New Hire Training Plan text. This feature allows administrators to record training completed outside of the online training site, such as in-service days, on-site training or group training sessions. This tool can also be used to exempt a group of users from training.



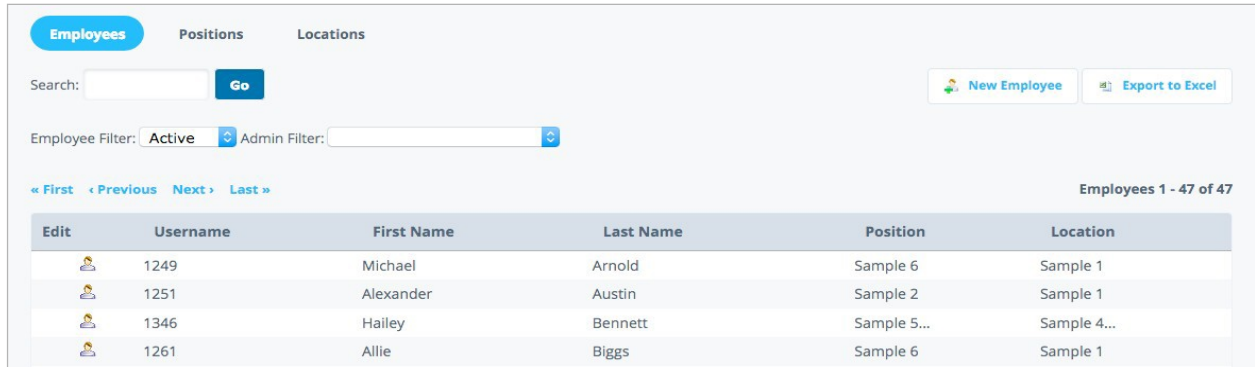
Name	Training Date	Type	
Example 1	2014-03-05	Completed Offline	
Example 2	2014-02-01	Exempt	
Example 3	2016-11-12	Completed Offline	

To Create an Offline Training Session

- In the Admin Area, click on the **Training Plan** tab.
- Click on the Offline Training Sessions link.
- Select the **Create New Offline Session** button.
- Start by giving the offline session a name, choosing the status (exempt or offline credit) and filling in the date.
- Select the **Add Course** button and choose the appropriate category, course, and version.
- You can add multiple courses after the first course is added.
- At this point, you can add users to the session by selecting the position and location or by using the attendee uploader tool.
 - **To pull from your training site using position and location:**
 - Select the position and location, and then click **Add to Session**.
 - Remove any users who were not present by clicking the trash can next to their names (columns can be sorted alphabetically by clicking on the column header).
 - **To upload an attendee list:**
 - Click on the **Upload Attendee List** button in the bottom left-hand corner of the Offline Session Details page.
 - Select the specific plaintext or CSV file from your computer and click **Open**.
 - **Note:** The plain-text or CSV file should only include usernames or email addresses of the course attendees. No header column is necessary. The uploader will automatically add in the first and last names of the individual attendees.
- Once the list of users has been reviewed, select the **Record Training** button at the top right-hand section of the page.

Data Management

The Data Management Tab is where all of your user data is located. In this tab, administrators can update user information, add additional users to the system, create individual assignments, and check on individual users' training progress. All user data entered into the training system can be exported directly to Excel for easy record keeping.



Edit	Username	First Name	Last Name	Position	Location
	1249	Michael	Arnold	Sample 6	Sample 1
	1251	Alexander	Austin	Sample 2	Sample 1
	1346	Hailey	Bennett	Sample 5...	Sample 4...
	1261	Allie	Biggs	Sample 6	Sample 1

To Add a New User

- Click on the **New User** button located in the top right.
- Enter the user's information (fields with asterisks are required).
- **Hint:** Use the tab key to scroll through the fields for quicker entry.
- Choose the user's position and location using the expanding trees.
- Lastly, click **Submit**.

To Deactivate a User

- Search for the user by typing their first name, last name or username in the search bar and click **Go**.
- Click on the user you wish to deactivate.
- Lastly, click on the **Deactivate** button located in the lower left-hand corner of the profile.

To Update User Information

- Search for the user by typing their first name, last name or username in the search bar and click **Go**.
- Click over the name of the user you wish to update to open their profile.
- Click over the information you wish to update (i.e., Username, Password, Address, etc.).
- **Note:** If the information is not currently populated in the profile, click over the dash to the right of the field to enter it.
- Update the information and then click **Save**.

Data Management (Continued)

To Create an Individual Assignment

- Search for user by typing their first name, last name or username in the search bar and click **Go**.
- Click on the user to whom you want to assign the course to bring up their profile.
- Click on the Training Plan tab within the user's profile.
- Click on the green plus sign, located on the top right-hand corner of the profile.
- Select a course by clicking on the **Click to Edit** link.
- Place a check mark next to the version of the course you want to assign.
- Next, select the effective date, due date and expire dates for the new assignment.
- Lastly, click **Submit**.

To Make Someone an Administrator within the Training System

- Search for the user by typing their first name, last name or username in the search bar and click **Go**.
- Click over the name of the user you wish to make an administrator.
- Click the **Permissions** tab within the profile.
- Permissions can be granted at the organization level or for a smaller group of users based on their position and location designation.
- Follow the prompts to choose the appropriate permission level.
 - **Full Administrator** = Complete administrative access.
 - **Assignment Administrator** = Ability to create assignments. This permission level can also be restricted to a particular course library.
 - **User Data Entry** = Ability to add and deactivate users.
 - **Report Only Administrator** = Ability to run reports for a designated location.
- Next, designate the group of users you would like the user to have permissions over, based on the position and location options. If you would like the user to have this permission at the organization level, select all positions and all locations.
- Lastly, click **Done**.
- **Note:** All users with administrative permissions are required to enter a password when logging into the system. The password defaults to the first five characters of the username.

Data Management (Continued)

To Manually Give Credit for an Assignment

- Search for the user using the search bar.
- Click on the name of the user you want to give credit to.
- Go to the **Training Plan** tab in their profile.
- Next, click on the notepad next to the appropriate assignment.
- From the drop-down menu under status, choose exempt, assigned offline or completed offline.

Position & Location Trees

The Position & Location trees are located in the Data Management tab, to the right of the **Users** button. In this area, administrators can easily add or edit new positions or locations and organize them with our easy to use drag-and-drop tree system.

Employees	Positions	Locations
 Search: Search		
Position		Employee Count
All Positions		47
Sample 1		1
Sample 2		13
Sample 3		9
Sample 4		11
Sample 5		1
Sample 6		12

To Update a Position or Location Name

- Hover your mouse over the name.
- Click on the pencil and paper icon to the right of the name.
- Make the necessary adjustments and click on the green check.

Courses

The Courses area lists all course titles, organized by category. Here, courses can be previewed, quiz requirements can be waived or changed, course coordinators can be added, and policy or offline courses can be created.

Online Courses Offline Courses Custom Courses SEARCH				
Course	Quiz Required	Quiz Minimum	Available for Extra Training	
Emergency Management				
 Active Shooter SafePersonnel	☒	80%	☒	...
 Emergency and Disaster Preparedness SafePersonnel	☒	80%	☒	...

Courses (Continued)

How to Set a Course Coordinator

- Scroll to the course you would like to add a coordinator to.
- Click on the people icon in the Coordinators column.
- Click on the green plus sign to add a new coordinator.
- Next, search for a user with the search bar using the user's first name, last name or username.
- Select the user from the list.
- To confirm the user, click the **Select Person** button.
- Now you have the option to make this user the system wide coordinator by selecting the **System Wide** box.
- **Note:** The system wide box will make the user the course coordinator throughout the system. If you do not select this box, the user will only be the coordinator for their local location.
- Contact your Account Manager if you would like to add one person's name as the coordinator for all courses.

How to Set the Assessment Parameters

- To include the quiz in the course, leave the **Quiz Required** box next to the appropriate course checked. To waive the quiz requirement, uncheck the box.
- To adjust the required score, simply click over the default 80% next to the appropriate course.
- Type in the desired score and click **Save**.

Offline Courses

The Offline Courses feature is located in the Courses tab, to the right of the Online Courses text. Administrators can use this tool to create shell courses, which are simply the names of trainings completed outside of the site. With the addition of Offline Courses, all training can be tracked and recorded in the training site.

To Create an Offline Course

- Click on the Offline Courses text.
- Click on the **New Offline Course** button in the middle of the page.
- A smaller box will appear labeled **Create Offline Course**.
- Enter a title and duration for the course, and then select the **Submit** button.



The screenshot shows the 'Offline Courses' tab selected. A 'New Offline Course' button is visible. Below it is a table with two columns: 'Title' and 'Duration (min)'. The table contains two rows: 'Red Cross CPR Certification' with a duration of 180, and 'Pressure Washer Training' with a duration of 60. Each row has edit and delete icons to its right.

Title	Duration (min)	
Red Cross CPR Certification	180	 
Pressure Washer Training	60	 

Courses (Continued)

Policy Courses & Custom Courses

Depending on your subscription, you will have access to either the Policy Course Builder or the Custom Course Creator Tool. Both features are located in the Courses tab, right next to the Offline Courses link.

Policy Courses

The Policy Course Builder allows for the online delivery of policies and other important documents. As users review policy courses online, they can sign off electronically for automatic tracking and documentation.

To Create a Policy Course

- Click on the Policy Courses link in the Courses tab.
- Select the **New Policy Course** button in the middle of the page.
- Enter the title of the course and the length of policy.
- There are two ways to incorporate your policy into a course:
 - 1) If the policy is already available online, choose **I have a link to the policy file** and enter the URL for the policy in the space provided.
 - 2) If the policy is not currently online, but you have the policy file on your computer, select **I have the policy file**, and then select the file by using the browse and submit process. The policy must be in PDF format.
- Hit the **Next** button at the bottom of the screen to edit the text before the link, text of the link and text after the link.
- Hit the **Next** button again to edit the text on the last page, check box and final button.
- Lastly, hit the save button to save the course. At any point during this process, feel free to click the **Save & Preview** button to preview the course.

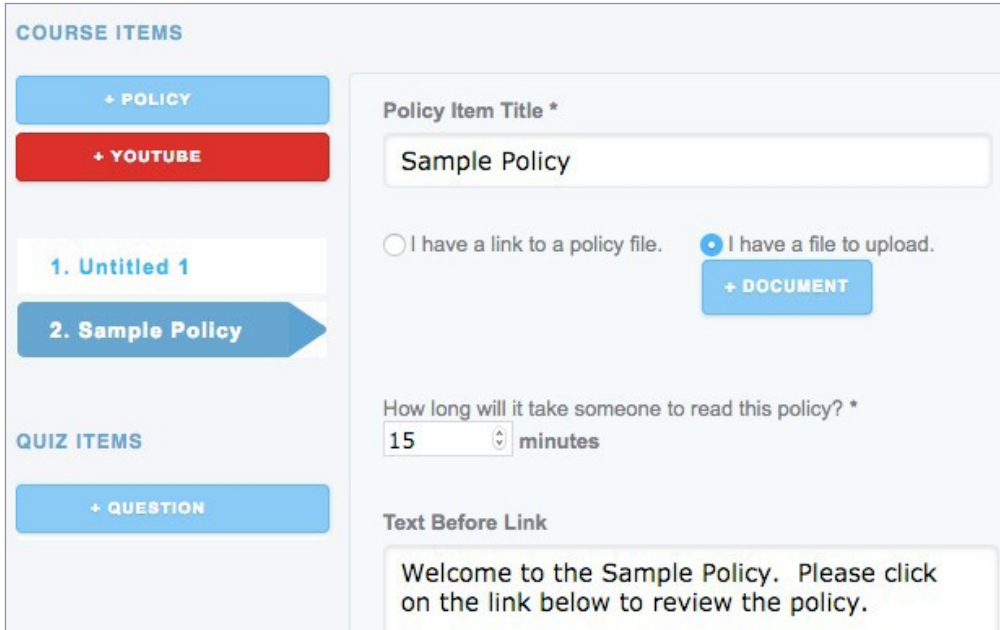
Custom Courses

The Custom Course Creator offers the same functionality as the Policy Course Builder, along with additional features such as the ability to embed YouTube videos and add quizzes to a custom course. If you currently only have access to the Policy Course Tool, but you would like to use the Custom Course Creator Tool, please contact our Customer Support Team for assistance. Depending on your current subscription, there may be an additional charge for activation.

Instructions continue on the next page.

To Create a Custom Course

- Click on the Custom Courses text to the right of the Offline Courses area.
- Click the **Add New Course** button to create a new custom course profile.
- Title the course by editing the **New Custom Course** text under the title heading.
- Once the course is titled, you can begin adding policies and YouTube videos to the body of the course.



The screenshot shows the 'COURSE ITEMS' section of a web application. On the left, there are two main categories: 'COURSE ITEMS' and 'QUIZ ITEMS'. Under 'COURSE ITEMS', there are two buttons: '+ POLICY' (blue) and '+ YOUTUBE' (red). Below these buttons is a list of items: '1. Untitled 1' and '2. Sample Policy' (which is highlighted with a blue arrow). Under 'QUIZ ITEMS', there is a '+ QUESTION' button. The main form area on the right is for adding a new policy. It has a 'Policy Item Title *' field with the text 'Sample Policy'. Below this are two radio buttons: 'I have a link to a policy file.' (unselected) and 'I have a file to upload.' (selected). Next to the selected radio button is a '+ DOCUMENT' button. Below the radio buttons is a question: 'How long will it take someone to read this policy? *' with a dropdown menu showing '15' and the unit 'minutes'. At the bottom, there is a 'Text Before Link' field containing the text: 'Welcome to the Sample Policy. Please click on the link below to review the policy.'

To Add a Policy to the Custom Course

- First, click on the **+Policy** button.
- Next, title the policy. **Note:** The policy title will also appear as the name of this section in the table of contents for this course.
- You have two options for attaching the policy to the course. You can either link to the policy if it is already posted on a website or upload the policy by selecting the “I have a file to upload” option. **Note:** The policy should be in a PDF format.
- Once you have added the policy, enter the approximate amount of time it should take someone to read through the policy.
- The last step when adding a policy is to insert the policy title in the areas where the <<INSERT POLICY TITLE>> message appears.
- The system will save your changes to the policy course automatically, every few minutes. If everything has been saved, the green **Changes Saved** icon will appear in the upper right-hand corner of the screen. If your most recent changes have not been saved, click the **Save Changes** button.

Instructions continue on the next page.

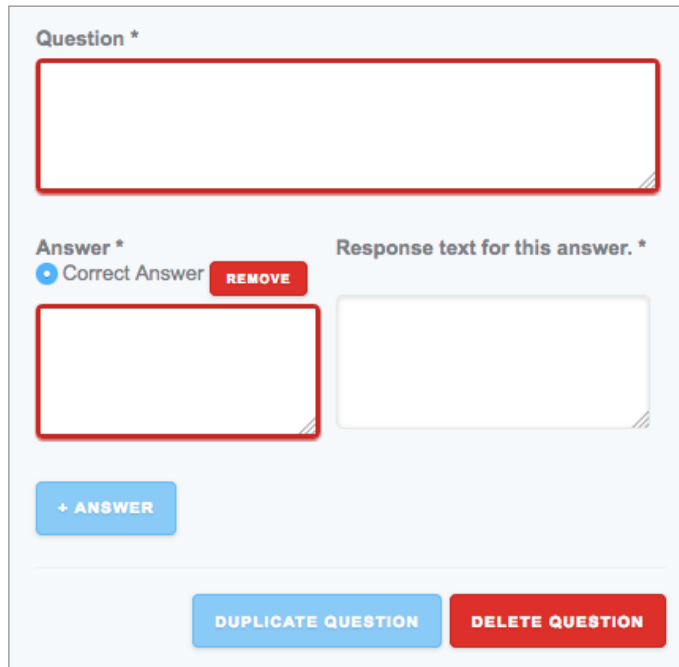
To Create a Custom Course (Continued)

To Add a YouTube Video

- First, click on the **+YouTube** button.
- Next, the system will automatically prompt you to paste in the YouTube link.
- **Note:** Once you paste the link to the YouTube video, the title and the time required fields will automatically populate.
- The system will save your changes to the policy course automatically, every few minutes. If everything has been saved, the green **Changes Saved** icon will appear in the upper right-hand corner of the screen. If your most recent changes have not been saved, click the **Save Changes** button.

To Add a Quiz:

- First, click on the **+Question** button, below Quiz Items.
 - Next, type in your desired question in the top box. Then, in the answer box below input your first answer.
 - **Note:** It is not required to place text in the “Response text for this answer” but it is helpful informing your users why one answer may be better than the rest.
 - After the first answer is completed, you have the option to add another answer below. If you choose to give multiple answers with your quiz question, you can choose which one is listed as the correct answer by filling in the ‘bubble’ to the left.
 - Continue to click on the **+ Question** button to add as many quiz questions as you desire.



The screenshot shows a form for adding a quiz question. It includes a large text box for the question, a section for answers with a 'Correct Answer' bubble and a 'REMOVE' button, and a 'Response text for this answer' field. At the bottom, there are buttons for '+ ANSWER', 'DUPLICATE QUESTION', and 'DELETE QUESTION'.

Instructions continue on the next page.

To Create a Custom Course (Continued)

To Complete the Custom Course

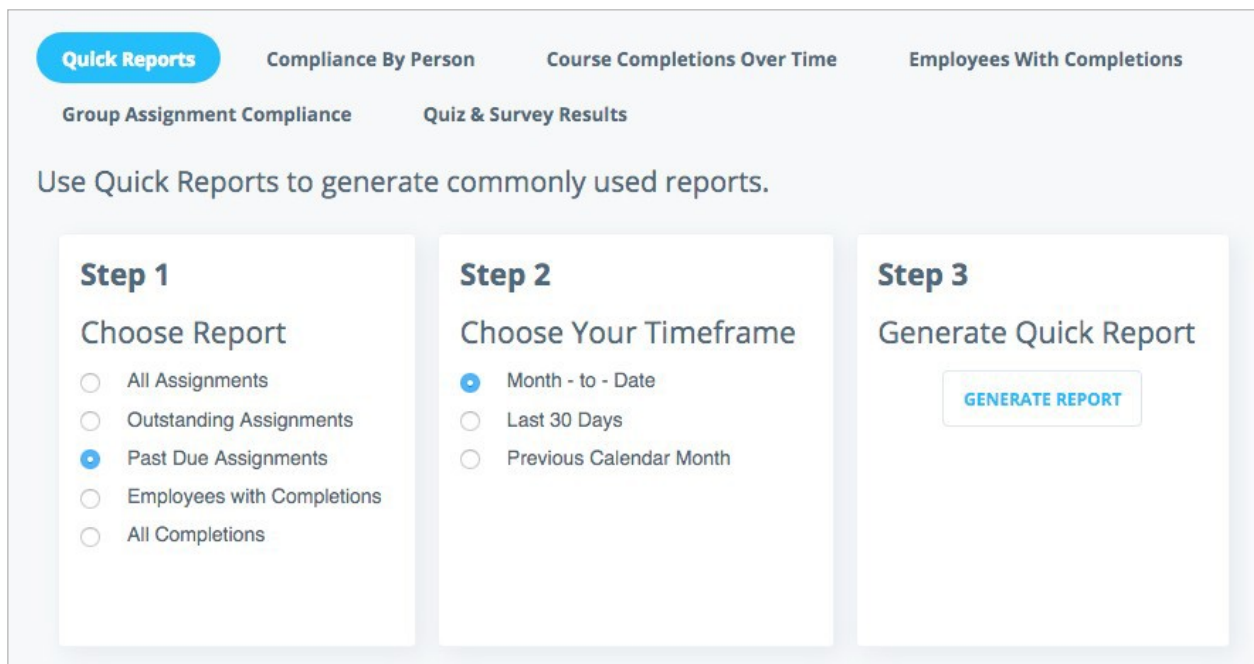
- You can preview the custom course by clicking on the **Preview this Course** button. After viewing, click back on the administrator tab to the left.
- If you would like to make any changes, you can do so by clicking on the appropriate **Course Item** field and updating the desired field.
- As a final step, activate the course by clicking on the **Activate** button, which will appear on the left-hand side of the screen.
- Once activated, the custom course can be assigned in the same fashion as any other course.

Reports

The Reports tab allows administrators to run a variety of compliance reports, detailing who has and has not completed their mandated trainings. Reports can be exported directly to Excel and can be filtered by any combination of position, location, assignment status, and course title. Our Reports tab is organized into five main areas, which are outlined on the next few pages of the user guide.

Quick Reports

This area allows you to quickly generate a report by selecting the designated criteria and clicking the 'Generate Quick Report' button.



The screenshot displays the 'Quick Reports' section of a software interface. At the top, there are four tabs: 'Quick Reports' (highlighted in blue), 'Compliance By Person', 'Course Completions Over Time', and 'Employees With Completions'. Below these tabs, there are two sub-sections: 'Group Assignment Compliance' and 'Quiz & Survey Results'. A text prompt reads: 'Use Quick Reports to generate commonly used reports.' Below this, there are three columns representing steps in a process:

- Step 1: Choose Report**
 - ☐ All Assignments
 - ☐ Outstanding Assignments
 - ☒ Past Due Assignments
 - ☐ Employees with Completions
 - ☐ All Completions
- Step 2: Choose Your Timeframe**
 - ☒ Month - to - Date
 - ☐ Last 30 Days
 - ☐ Previous Calendar Month
- Step 3: Generate Quick Report**
 -

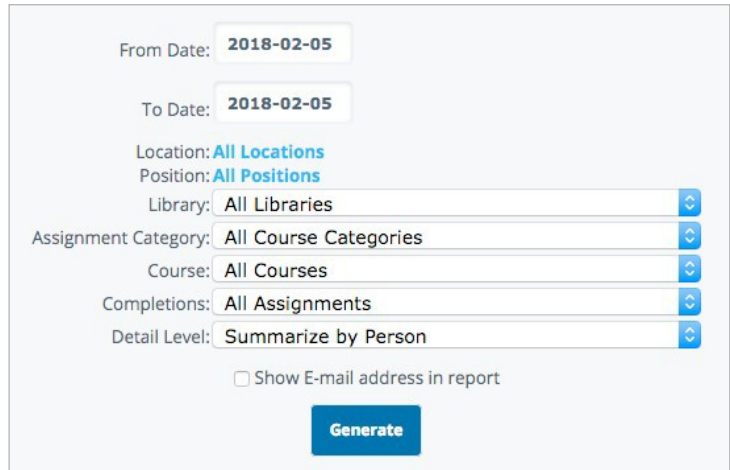
Reports (Continued)

Compliance by Person

Here, administrators can generate specific compliance reports with desired information chosen through filters.

To Run the Compliance by Person Report:

- Narrow down your results by using the adjustable filters and click the Generate button.
- To export your report to Excel, click on the Export as Excel link on the right.



From Date: 2018-02-05

To Date: 2018-02-05

Location: All Locations

Position: All Positions

Library: All Libraries

Assignment Category: All Course Categories

Course: All Courses

Completions: All Assignments

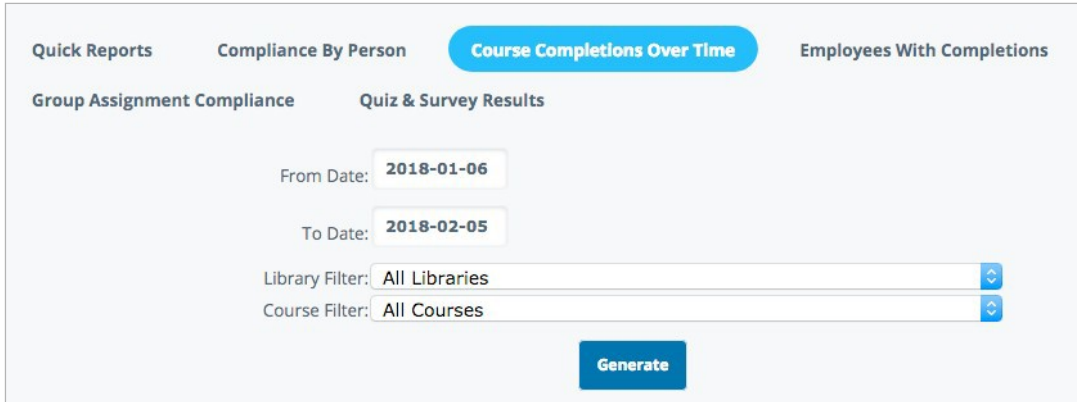
Detail Level: Summarize by Person

☐ Show E-mail address in report

Generate

Course Completions Over Time

This report lists all completions, regardless of whether or not the assignment was mandatory.



Quick Reports Compliance By Person **Course Completions Over Time** Employees With Completions

Group Assignment Compliance Quiz & Survey Results

From Date: 2018-01-06

To Date: 2018-02-05

Library Filter: All Libraries

Course Filter: All Courses

Generate

To Run the Course Completions Over Time Report:

- Click on the **Course Completions Over Time** link, to the right of the Compliance by Person text.
- Use the filters to choose the date range and limit the report to a specific course if desired.
- Click **Generate**.
- To export the report, click on the **Export as Excel** link.

Reports (Continued)

Users with Completions

This report lists every user who has at least one completion in the training site. The 'From Date' and 'To Date' filters can be altered to expand the report.

Group Assignment Compliance

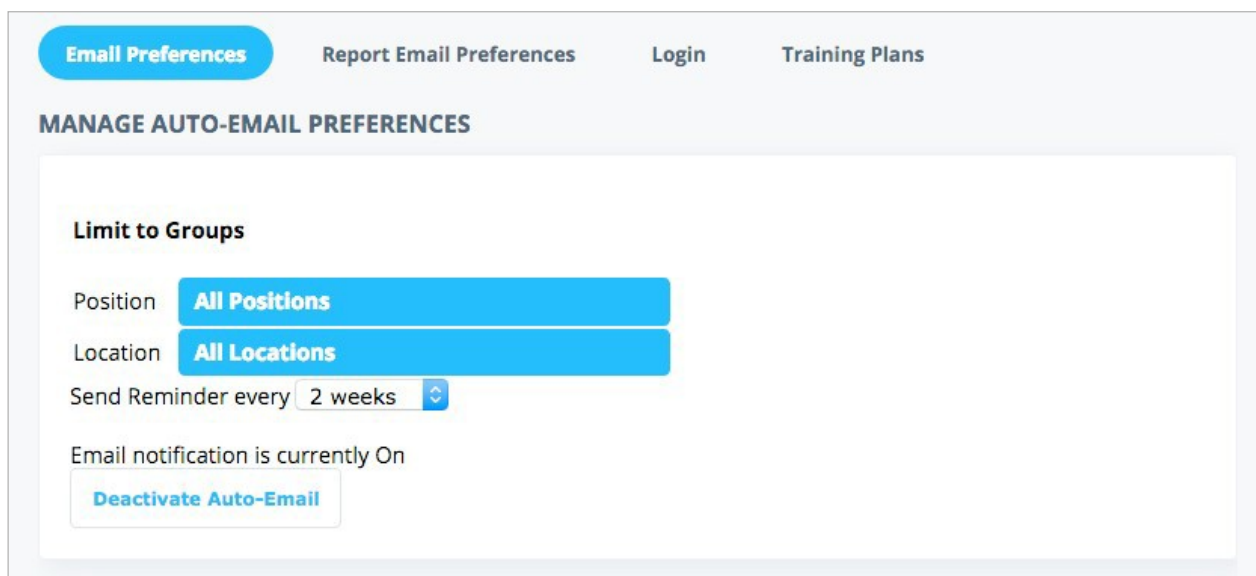
This report generates a simple list, detailing who has and has not completed each mandatory assignment. It is also the only report to include quiz scores.

To Run the Group Assignment Compliance Report:

- Click on the "Group Assignment Compliance" link.
- Click over the assignment you are interested in viewing.
- Note: Click on the individual assignment to see more details.

Preferences

The Preferences tab is home to our Automatic Email Notification system, Report Emails, Login options, and Training Plan preferences.



Email Preferences Report Email Preferences Login Training Plans

MANAGE AUTO-EMAIL PREFERENCES

Limit to Groups

Position: **All Positions**

Location: **All Locations**

Send Reminder every: **2 weeks**

Email notification is currently On

Deactivate Auto-Email

Email Notification

In this area, administrators have the option to turn on email reminders and can choose the frequency at which the emails will be sent. You also have the option to limit emails to a particular location.

To Setup Email Notification

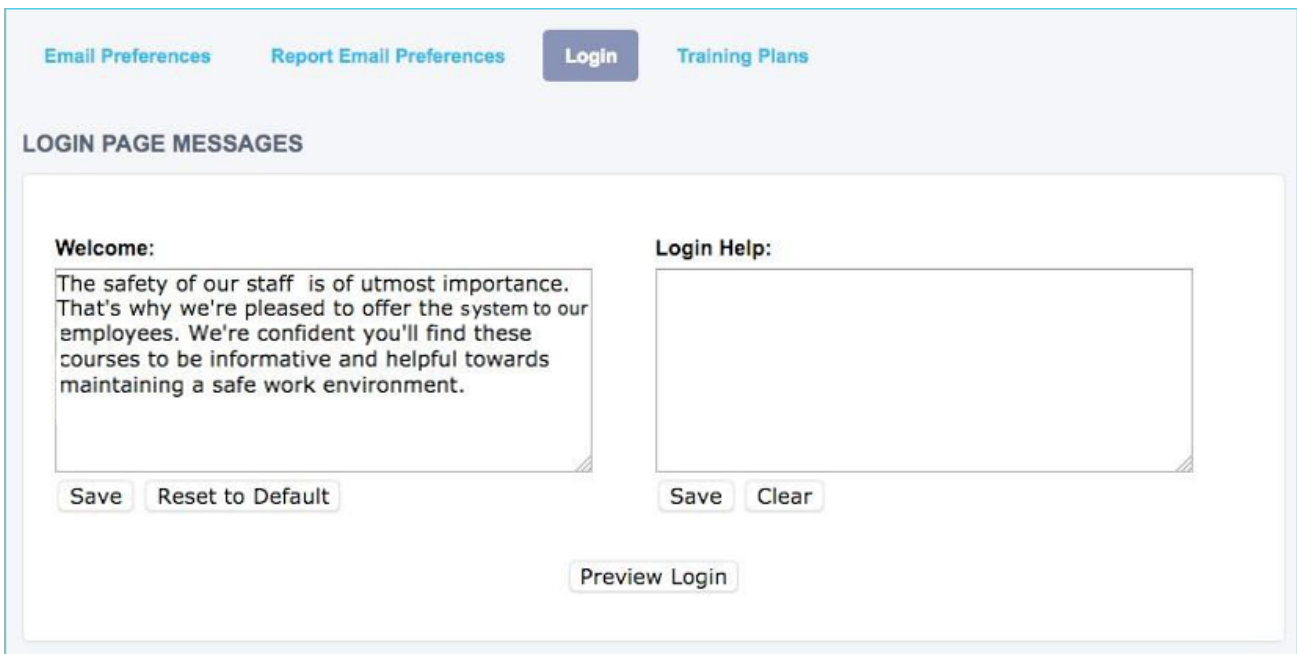
- First, double check to make sure email addresses are entered for your users in data management.
- Next, click on the Preferences tab.
- If you would like to limit the emails to a pilot group of users, select the Position and Location that you want to receive emails.
- Use the drop-down menu to select the frequency of the notifications.
- Click the **Activate Auto-Email** button.
- Emails will only go out to users with active, mandatory training.
- **Note:** Be sure your training plan is set up the way you want before activating this feature. Emails will be generated within 24 hours of activation.

To Setup Report Email Preferences

- Click on the Report Email Preferences link.
- If you would like to limit the report emails to a pilot group of users, select the Position and Location that you want to receive emails.
- Click the **Activate Auto-Email** button.
- Emails will only go out to users with Report Administrator access.
- The incomplete report for the administrator's building will be sent to them once a month.

Login Options

In this area, administrators can customize the text that appears on the login page and add a username hint for users.



The screenshot shows a web interface for configuring login options. At the top, there are four tabs: "Email Preferences", "Report Email Preferences", "Login" (which is active and highlighted in blue), and "Training Plans". Below the tabs, the section is titled "LOGIN PAGE MESSAGES". It contains two main text input areas. The first is labeled "Welcome:" and contains the text: "The safety of our staff is of utmost importance. That's why we're pleased to offer the system to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe work environment." Below this text are two buttons: "Save" and "Reset to Default". The second text input area is labeled "Login Help:" and is currently empty. Below it are two buttons: "Save" and "Clear". At the bottom center of the configuration area is a button labeled "Preview Login".

To Setup a New Login Page Message

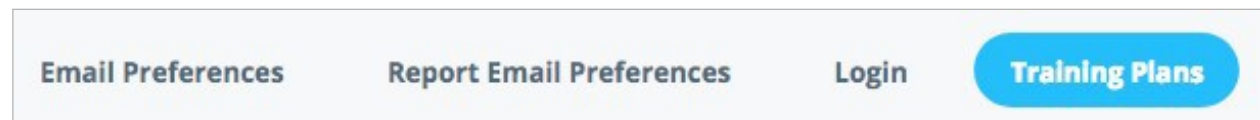
- Click on the Login link.
- The welcome message and login help language both appear on the loginscreen of your training site.
- Edit the messages as you see fit and click **Save**.

To Setup a Username Hint

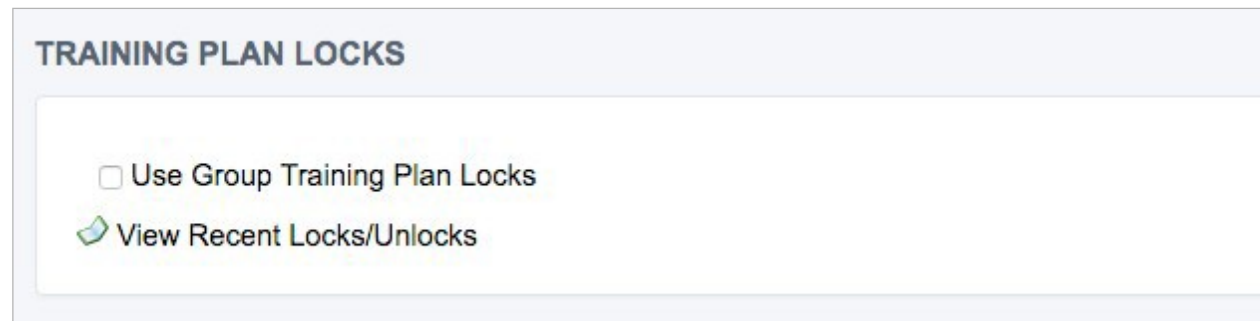
- Click on the Login link in the preferences tab.
- Enter the hint in the Login Help text box.
- Lastly, click **Save**.

Training Plans

This area allows administrators to lock their training plan and to create custom training categories.



Training Plan Locks



To lock the training plan simply check the **Use Group Training Plan Locks** box. Once checked, the system will create a log noting which administrators have updated the training plan most recently. Administrators will be asked to note why they are 'unlocking' the training plan. This feature was designed for sites that have multiple users with the Full Administrator permission.

Assignment Categories

The default assignment categories in the training site are **mandatory** and **suggested**. These headings appear over the assignments in the training area. Mandatory assignments are automatically tracked in reports. Suggested assignments are not.

ASSIGNMENT CATEGORIES

Customize how your Training Assignments are grouped with Assignment Categories.

 [New Assignment Category](#)

CATEGORY	DESCRIPTION	REQUIRED	REPORTABLE	REMOVE
Mandatory Training				
Suggested Training				

* Assignment categories with existing assignments cannot be removed.

To Add a New Category

- Click on the **New Assignment Category** button.
- Title the category in the name field.
- Check the desired boxes to distinguish the category as required and/or reportable.
- Lastly, enter a brief description of the category and click **OK**.