Assignment Criteria

After you have added people to the Ames Lab Flexi Group, you need to assign them to the Ames Laboratory Course Catalog.

1. Click on Manager Main Menu
2. Choose Catalog Manager
3. In the Search Box type ALAB
4. Choose the correct catalog and click on the Catalog Name link.
5. From the tabs at the top, choose Assignment Criteria
6. On the Assignment Criteria screen, click the Wand next to the red X.
7. A pop-up window will open, choose Proceed with assignment, then click Next.
8. The following window appears and the process is now complete. The catalog has been assigned to all learners in the group.
Waive a person from a course

This process is done to waive a person from a course who does not need to complete it as part of their training.

1. Click on Manager Main Menu
2. Choose Courses
3. Search for the course name in the list, click on the link when you have located the correct course.
4. Click on the History Tab on the courses page

5. Click the green + sign near the search box.

6. In the pop-up window, choose Select Learners then click Next.

7. Enter the learners 9-digit UID in the Learner ID field and click Next.
8. The learners name will appear, click Next.
9. The learner will appear with a Status Date and a Status. Adjust the date if needed to the day the requirement was waived, and change the Status to “Waived”. Click Next to continue.

10. Close the Window and you are done. 
11. The learner will show up in course history like this.