

# 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

Domain Name	Display Sequence	Catalog ID	Catalog Name	Version	Catalog Type Name	Status	Action
		ALAB-TEST	Ames Laboratory Test		Course Catalog	Active	
		ALAB-0001	Burns, Hillary		Learning Track	Active	
		ALAB-0002	Granseth, Molly LT		Learning Track	Active	
		ALAB-ONBOARD	Ames Lab New Employee Onboarding		Learning Track	Active	
LearnerWeb Base Domain		ALAB	Ames Laboratory		Course Catalog	Active	

4. Choose the correct catalog and click on the Catalog Name link.
5. From the tabs at the top, choose Assignment Criteria

Course ID	Course Title	Version	Assignment Due	Days Valid	Days Due	Required	Credit Amount	Action
ALAB-101PTHWY-CL	101 P&T Highway and Air General Awareness and Familiarization Training		Not Set	1095		No		
ALAB-102PTHWY-CL	102 P&T Highway and Air Safety		Not Set	1095		No		
ALAB-105PTHWY-CL	105 P&T Highway Driver Training		Not Set	1095		No		
ALAB-113PTHWY-CL	113 P&T Highway and Air Security General Awareness		Not Set	1095		No		
ALAB-119PTHWY-CL	119 P&T Highway and Air Security General Awareness		Not Set	1095		No		

6. On the Assignment Criteria screen, click the Wand next to the red X.

Flexi-Group Type Name	Flexi-Group Name	Record Status Name	Action
Learners	ALAB	Active	

7. A pop-up window will open, choose Proceed with assignment, then click Next.

**Execute Assignment Criteria Step 1**

Select the desired action below and then click the **Next** button.

GroupPermissionExecute/Step1

Next Action

Proceed with assignment

Exit without assignment

**Next** **Reset**

8. The following window appears and the process is now complete. The catalog has been assigned to all learners in the group.

**Execute Assignment Criteria Step 2**

The wizard has completed the assignments.

Click the **Close Window** to continue.

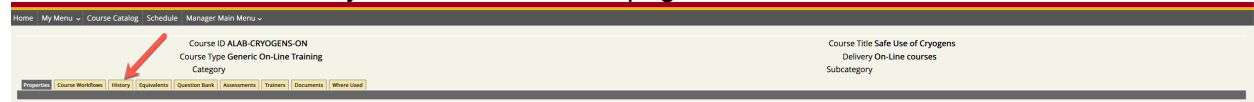
GroupPermissionExecute/Step2

**Close Window** **Reset**

# 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.

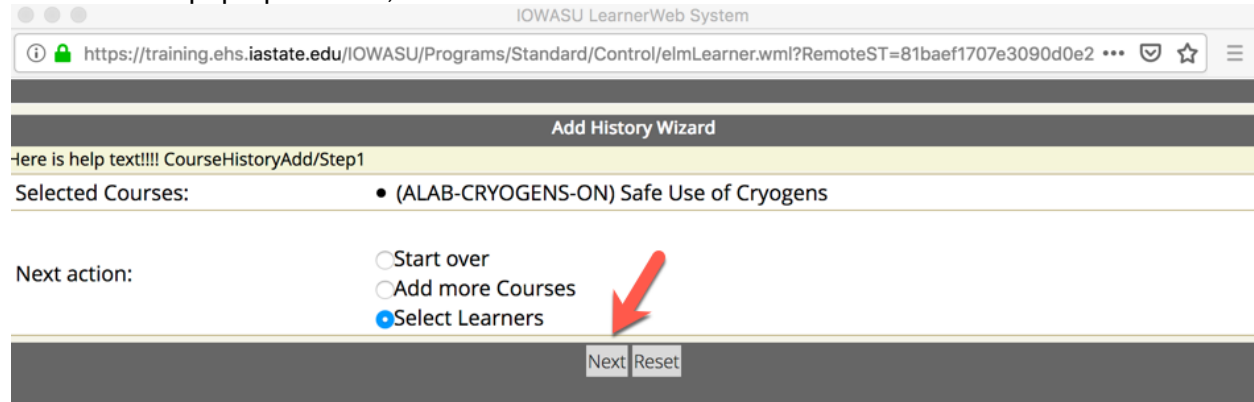
1. Click on Manager Main Menu
2. Choose Courses
3. Search for the course name in the list, click on the link when you have located the correct course.
4. Click on the History Tab on the courses page



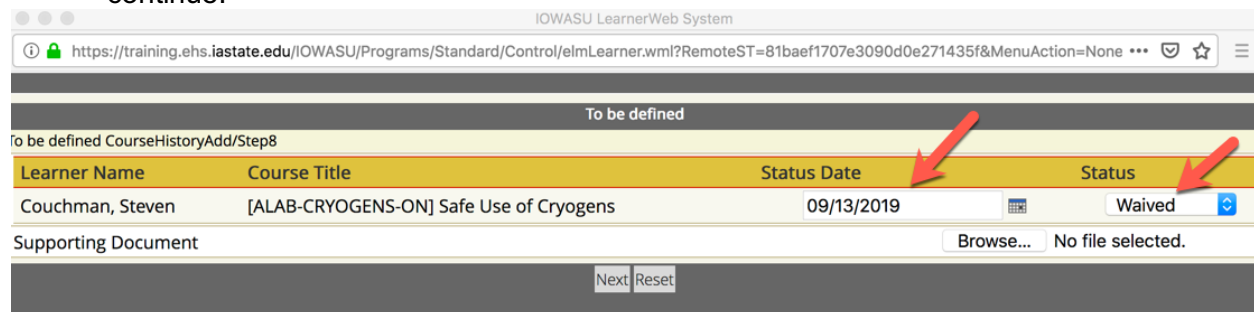
5. Click the green + sign near the search box.



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.

