

## Job Aid: Assign Learning via Assignment Profiles

### Purpose

The purpose of the Assign Learning via Assignment Profiles job aid is to guide you through the step-by-step process of creating user assignment profiles.

In this Job Aid, you will learn how to:

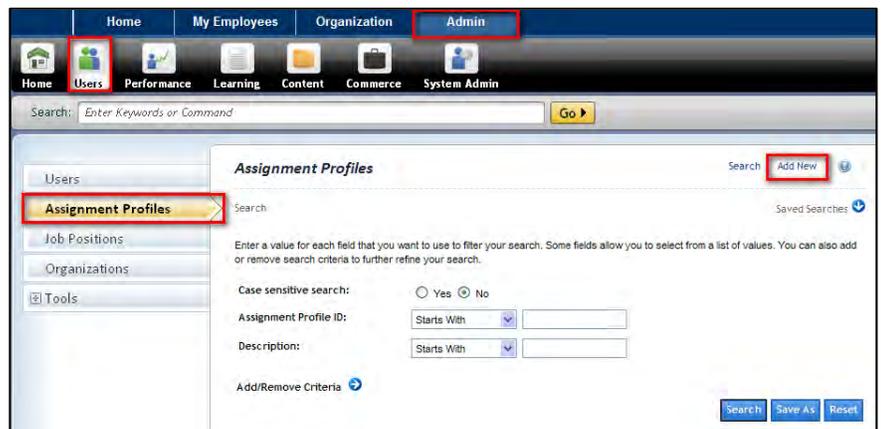
- Add New Assignment Profile
- Establish User Domains and Attribute Groups
- Assign Curricula to Users via Assignment Profile
- Assign Catalogs to Users via Assignment Profile
- Assign User Role to Users via Assignment Profile



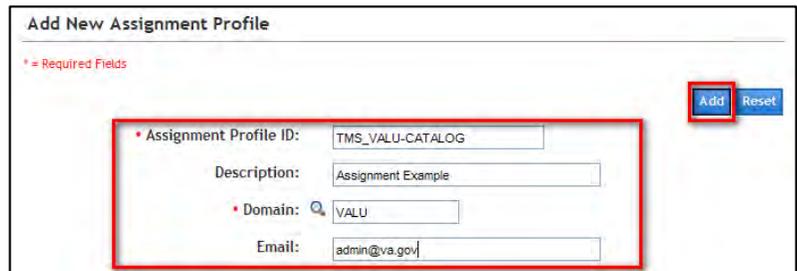
### Task A. Add New Assignment Profile

**Note:** Verify that the **Admin** tab is selected.

1. Navigate to **Users > Assignment Profiles**.
2. Click the **Add New** link.

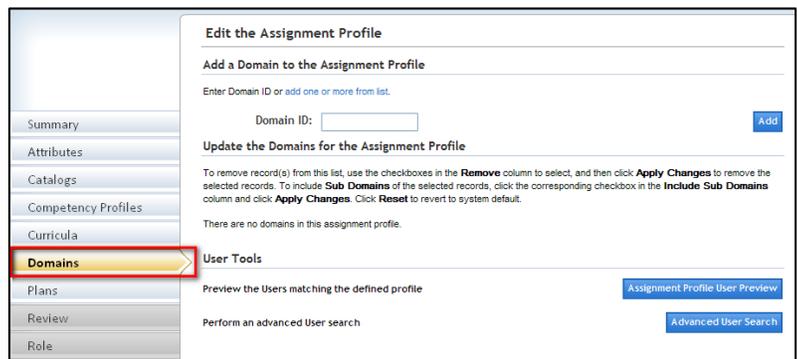


3. Complete the **Assignment Profile ID** field.
4. Enter a **Description**.
5. Select a **Domain**.
6. Enter a contact person's **Email** address.
7. Click **Add**. The new assignment profile has been added.




## Task B. Establish User Domains and Attribute Groups

1. Select the **Domains** tab.



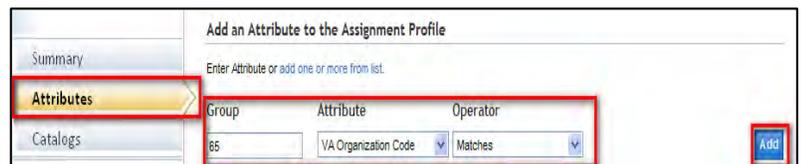
2. Enter the **Domain ID** exactly.
3. Click **Add** or click the **add one or more from list** link to search for and select a domain ID. The selected domain is listed.



4. Select the **Attributes** tab. Create at least one group of attributes of the target users.



6. Enter a unique **Group** name/identifier.  
 7. Select a user **Attribute** from the drop-down menu.  
 8. Select an **Operator** from the drop-down menu.  
 9. Click **Add**.



10. Once an attribute is added, a value must be assigned. Click the **Values** link.



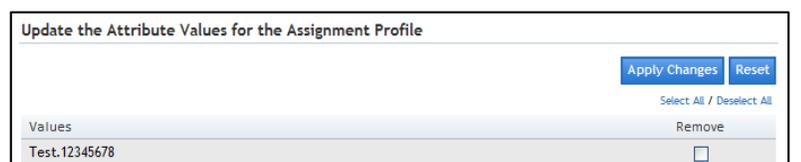
Group	Attribute	Operator	Remove
65	VA Organization Code	Matches	<a href="#">Values</a> <input type="checkbox"/>

11. Enter a **Value** for the attribute.

12. Click **Add** or click the **add one or more from list** link to search for a supervisor ID.



13. Review the value that was added under **Values**.

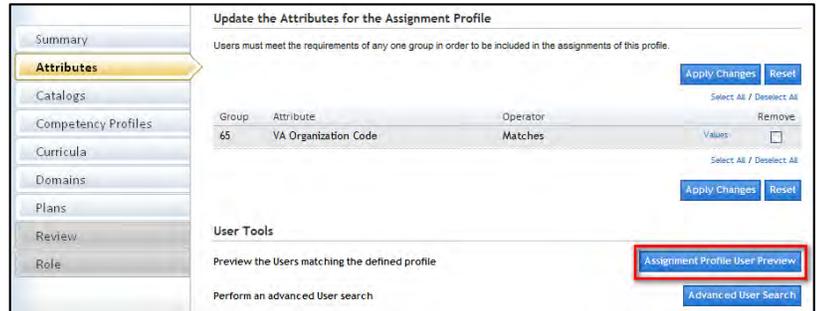


Values	Remove
Test.12345678	<input type="checkbox"/>

14. Click **Return to Main Attributes Page** to return to the main attribute page.



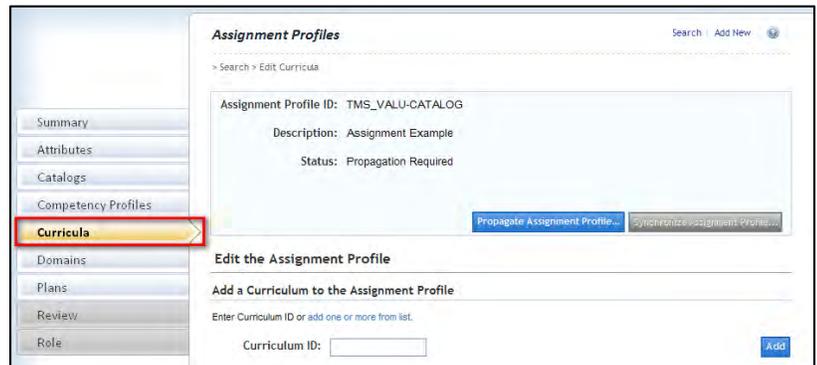
15. Now that an attribute and a value have been added to the assignment profile, click **Assignment Profile User Preview** to review the list of users to be affected by this profile.



## Task C. Assign Curricula to Users via Assignment Profile

Now that the assignment profile audience has been defined, the assignment can be defined.

1. Select the **Curricula** tab to assign one or more curricula.



2. Enter the **Curriculum ID** exactly.
3. Click **Add** or click the **add one or more from list** link to search for and select one or more curricula.



4. A status of **Add Pending** remains until the assignment profile is propagated.



Curriculum ID	Title	Status	Remove/Undo Action
000-test	Nuts and Bolts Modules (New Supervisor Training)	Add Pending	Details <input type="checkbox"/>



5. Click **Propagate Assignment Profile** to assign the curricula to users.

Assignment Profile ID: TMS\_VALU-CATALOG

Description: Assignment Example

Status: Propagation Required

[Propagate Assignment Profile...](#)

6. Select **Run this job immediately, if allowable** or **Schedule this job to be executed on:** and enter a specific **Date** and **Time**.
7. Click **Finish**. A status page appears.

Run this job immediately, if allowable

Schedule this job to be executed on: [View Available Time Slots](#)

Date:  (MM/DD/YYYY)

Time:  (hh:mm AM/PM)

Time Zone:

Job Description:

Notify via email upon completion

Email:

[Reset](#) [Finish](#)

8. Click **Back to Assignment Profile** to return to the assignment profile record.

Background Job Scheduled

Status:

- Your job has been scheduled to run in the background. The job ID is 2252201.

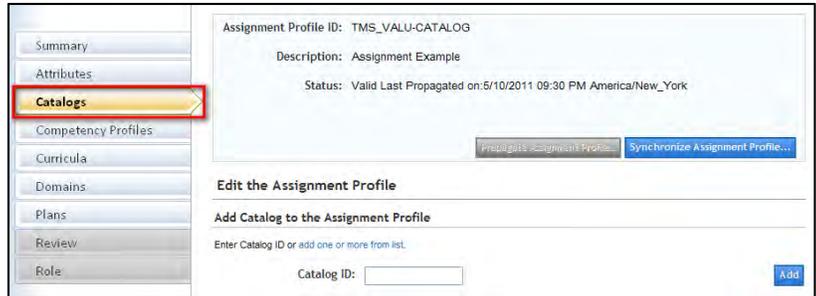
[Back to Assignment Profile](#)



## Task D. Assign Catalogs to Users via Assignments Profile

Now that the assignment profile audience has been defined, the assignments can be defined.

1. Select the **Catalogs** tab to assign one or more catalogs.



2. Enter the **Catalog ID** exactly.
3. Click **Add** or click the **add one or more from list** link to search for and select one or more catalogs.



4. A status of **Valid** is indicated. The catalog is automatically added to all users affected by this assignment profile.



Catalog ID	Description	Status	Remove/Undo Action
VALU-STANDARD	VA Learning University Catalog	Valid	<input type="checkbox"/>