

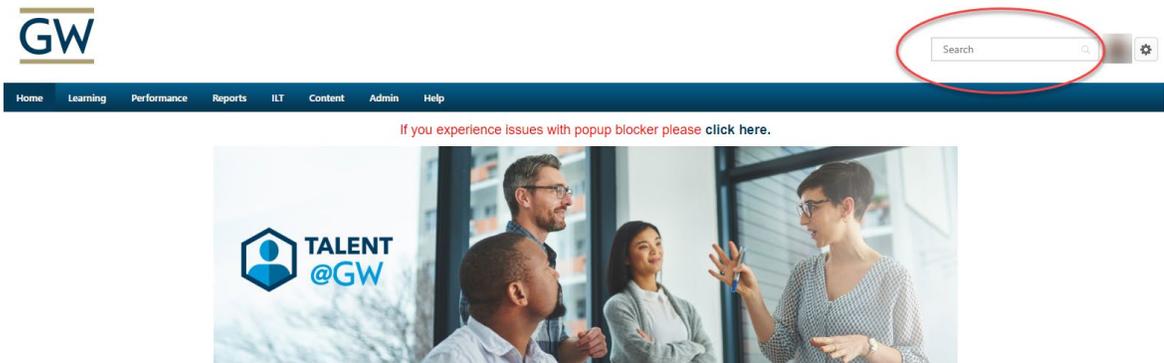


## Assigning Training to Direct Reports

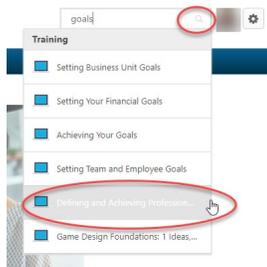
This guide provides instructions on assigning training (learning objects) to direct reports in TAG. Please contact [tag\\_learning@gwu.edu](mailto:tag_learning@gwu.edu) should you have any questions.

### Managers:

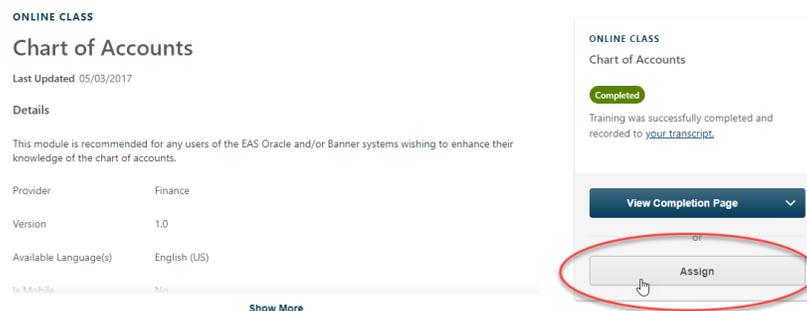
1. Log into Talent@GW. In the search box in the upper right corner, type the title of the training that will be assigned to the employee.



2. Select the training item.



3. From the Learning Details Page, choose the Assign option.



4. If desired, select a due date for the training and add comments regarding the assignment. Select the “**Automatically register users**” box. Lastly, select the users for the training assignment. (*Managers may have the ability to select a direct or indirect subordinate due the manager’s position in the organizational structure.*)

**Assign Training**

**Setting Goals For Success**  
Online Class · Human Resources · 16 minutes

Due Date

Add a Comment

Automatically register users

**Users who have the training already in their transcript are not included in this assignment**

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Martha_test Washington		0	None	<input type="checkbox"/>

Select an Indirect Subordinate | Select a User from a Cost Center | Appr...

Indirect Subordinates	Language Equivalency	Assignment History	Current Status
-----------------------	----------------------	--------------------	----------------

Cancel Submit

5. Select “**Submit**” when the assignment is complete. User’s will receive an email stating that they have been assigned training.

**NOTE:** If a user has already completed the selected training, email [tag\\_learning@gwu.edu](mailto:tag_learning@gwu.edu). The Learning Administrator will be able to reassign the training.