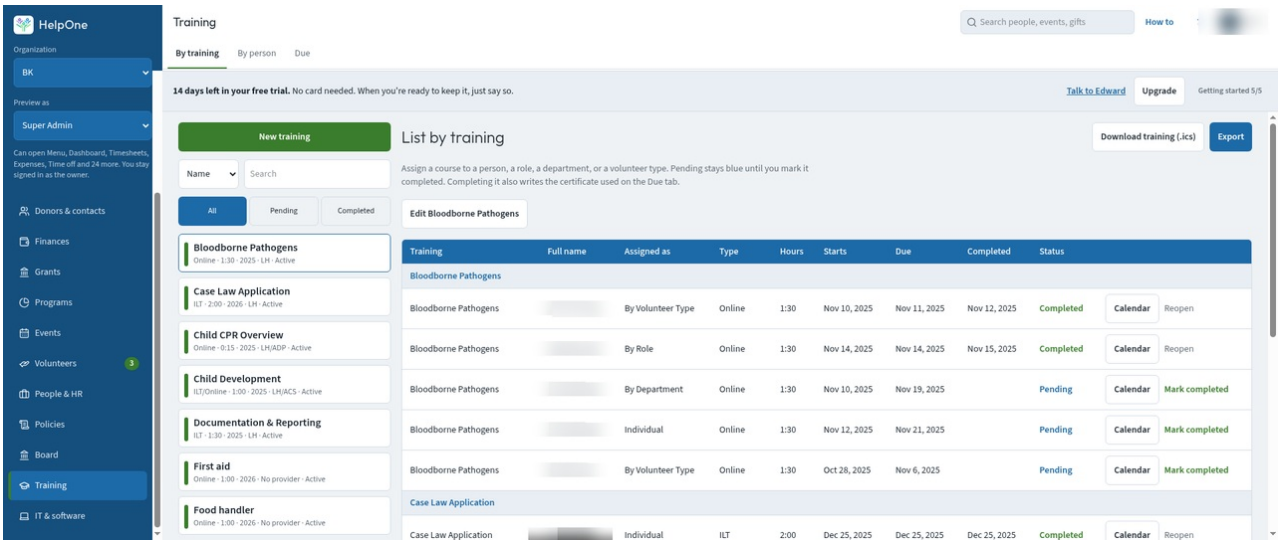
How to create a training assignment

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Create a training

1. In the sidebar, go to Training.
2. Click New training.
3. Fill in the course details and save.



Assign it

Assign the course to a person, a role, a department, or a volunteer type. Each assignment shows a Due date and a Status of Pending or Completed.

Use the By person tab to see what each person has.

Click Edit (for example, Edit Bloodborne Pathogens) to change a course.

Training also shows on My calendar when Trainings is checked.