



**TALENT
@GW**

Assigning Training to Direct Reports

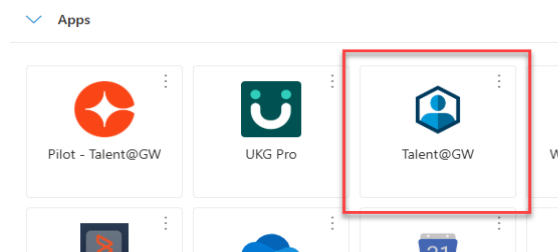
This guide provides instructions on assigning training (learning objects) to direct reports in TAG. Please contact tag_learning@gwu.edu should you have any questions.

Managers:

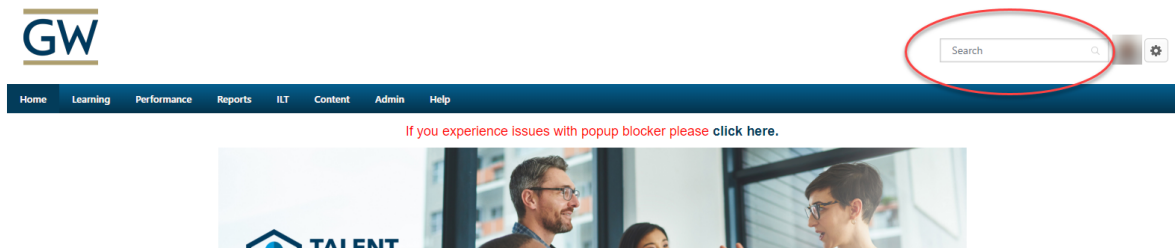
1. Use the following URL: go.gwu.edu/talentatgw to access the Talent@GW. Enter your GW credentials (@gwu.edu email and password) if prompted.

OR

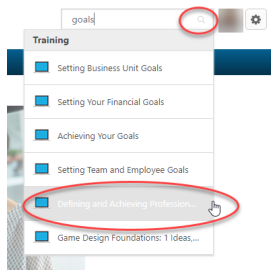
Go to [My Apps](#) and select the Talent@GW app.



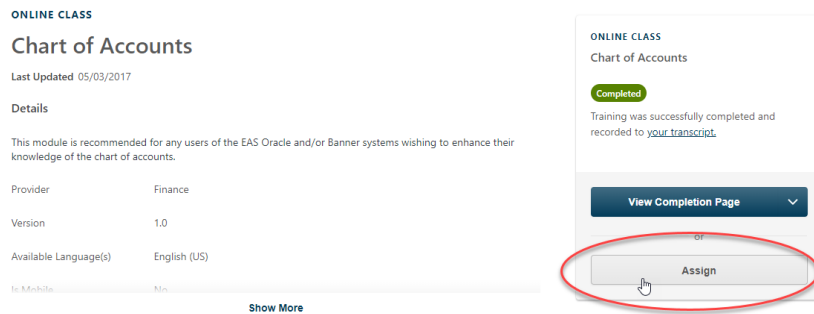
2. Use the search box in the upper right corner to find the title of the training you wish to assign.



3. Select the training item.



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



5. If desired, select a due date for the training and add comments on the assignment. Select the **Automatically register users** box. Lastly, search for and select the users for the training assignment.

A screenshot of the 'Setting Goals For Success' assignment page. The page header shows 'Setting Goals For Success' and 'Online Class • Human Resources • 16 minutes'. Below the header, there is a 'Due Date' field with a calendar icon, highlighted with a red circle. Below this is a text area for 'Add a Comment'. Further down, there is a checkbox labeled 'Automatically register users', also highlighted with a red circle. A blue banner states 'Users who have the training already in their transcript are not included in this assignment'. Below the banner is a table with columns: 'Direct Subordinates', 'Language Equivalency', 'Assignment History', 'Current Status', and 'Include Subordinates'. The table contains one row for 'Martha_test Washington'. At the bottom, there are two search fields: 'Select an Indirect Subordinate' and 'Select a User from a Cost Center I Appr...'. The 'Submit' button is highlighted with a red circle. The 'Cancel' button is also visible.

(Note: *Some managers may have the ability to select direct or indirect subordinates depending on the manager's position in the organization.*)

6. **Submit** the assignment. Users will receive an email stating that a training has been assigned.

Note: If a user has already completed the selected training, email tag_learning@gwu.edu for the training to be reassigned.