




As a supervisor you can assign required training to your direct and dotted line reports through the Ad-Hoc Course Setup function.

Tip: Creating a Training (Ad Hoc) Assignment

1. Log into **complyND** and from the Training tab, click **Supervisor**.
2. Click the **Ad-Hoc Course Setup** link in *Setup*.
3. Enter a course name in the **Course Setup Name**. NOTE: The course name should be unique to your group & specific for this assignment - i.e.: *RMS Laboratory Safety 2016 for OIT*.
5. In the *Details* section, click  to search for the course. Click **Select** to select the course to assign.
6. Identify the number of calendar days until the course is due to be completed.
7. Include the number of times (attempts) the user is permitted to take the course.
8. In the *Send To* section, click  in the *Trainees* field to bring up the list of individuals you can assign training to.
9. Click the box by the name of the Trainee to add then click **Select**. The Trainee name(s) will display in the *Send To* section.
10. Click  to submit information.
11. Click **Continue** to accept confirmation message. Once submitted, an email will be sent to the trainees indicating they were assigned a course.

Please refer to the **complyND Quick Reference Guides** and **How To Videos** for more detailed information.

Previous **complyND** Tips on other helpful advice can be accessed by clicking the links below:

- Supported Browsers, Launching a Course, and Tracking Training Completion ([February 2016](#))
- Submitting a Completed Course ([April 2016](#))

For additional information visit the complyND website:
<http://comply.nd.edu/training/info-for-trainees/>