The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Assigning Required Training by Job Title

This process allows required training to be assigned to anyone within the domain with the job title selected. This allows for large groups to be assigned a training without making individual assignments.

- Manage
- Training
- Manage Training Assignments
- Search Assignment
- Click on the assignment from the search results
- Select Assignee tab
- Click Add and select Assignees
- Click Drop Down on All Types and select Job Title
- Enter job title or keywords in the Search field and enter or click the magnifying glass to search
- Click the box next to all applicable titles
- Click "Add" at the bottom of the screen