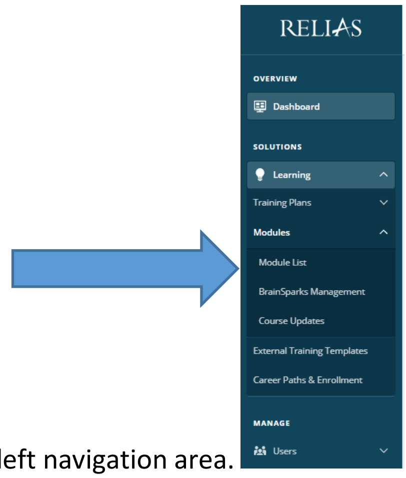
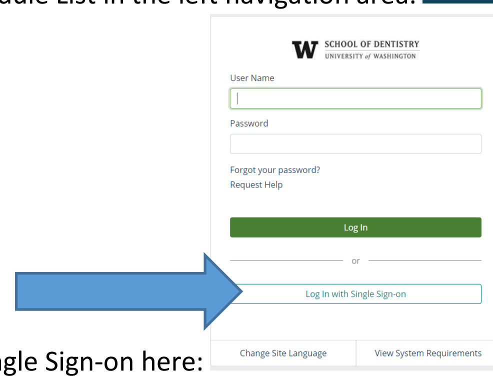
How to assign a module to a learner

Occasionally you might want one or more learners to be assigned an elective module. For example, maybe you see a particularly useful but non-UW training in the Relias library and you want to assign it to one (or more) of your learners.

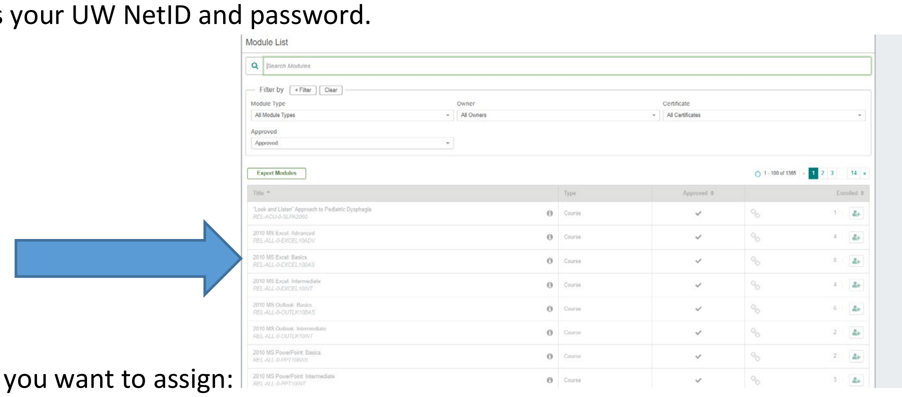
1. Log in to Relias with your UW NetID: https://dental.washington.edu/compliance/compliance-training/ If you do not have a UW NetID, log in to Relias here: https://uwdental.training.reliaslearning.com/



2. Once you are in, click on the Module List in the left navigation area.



3. You might have to log in with Single Sign-on here:
   Single Sign-on requires your UW NetID and password.



4. Search for the module you want to assign:
   In this example we are choosing "2010 MS Outlook: Basics"
5. Click on the little person icon at the far ***right*** of the training plan row

Problems or issues? Contact the SODIT Help Desk at sodit@uw.edu or 206.616.3591.

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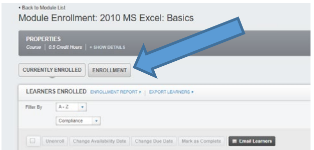
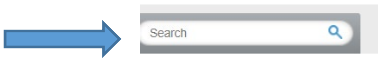
6. Go to the "**Enrollment**" tab (this is important because the default tab is “currently enrolled”).

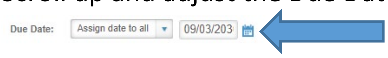


7. Search for the learner’s name

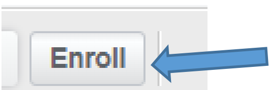


8. Click on the checkbox to the left of the learner’s name

9. Scroll up and adjust the Due Date to the date you would like them to have completed this training.



10. Click on the Enroll button



11. This enrolls the individual into the training module. The module will appear on their transcript.

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