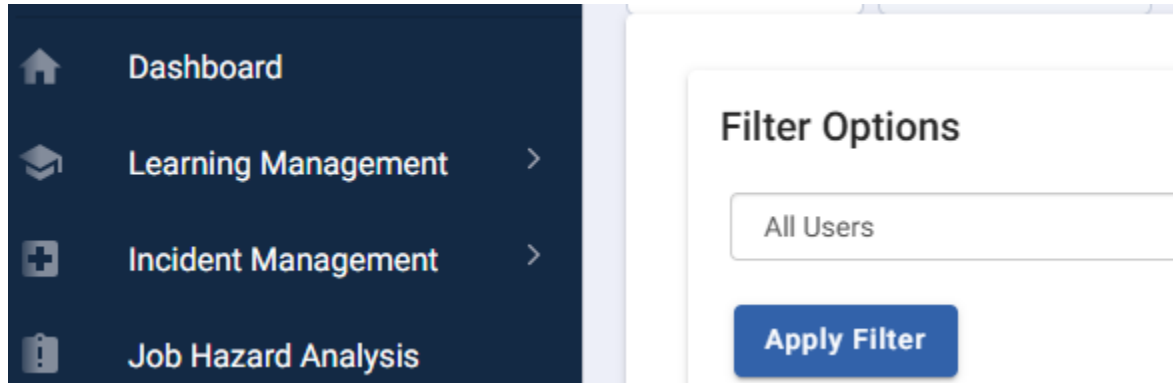


How to assign a course in Safety Skills.

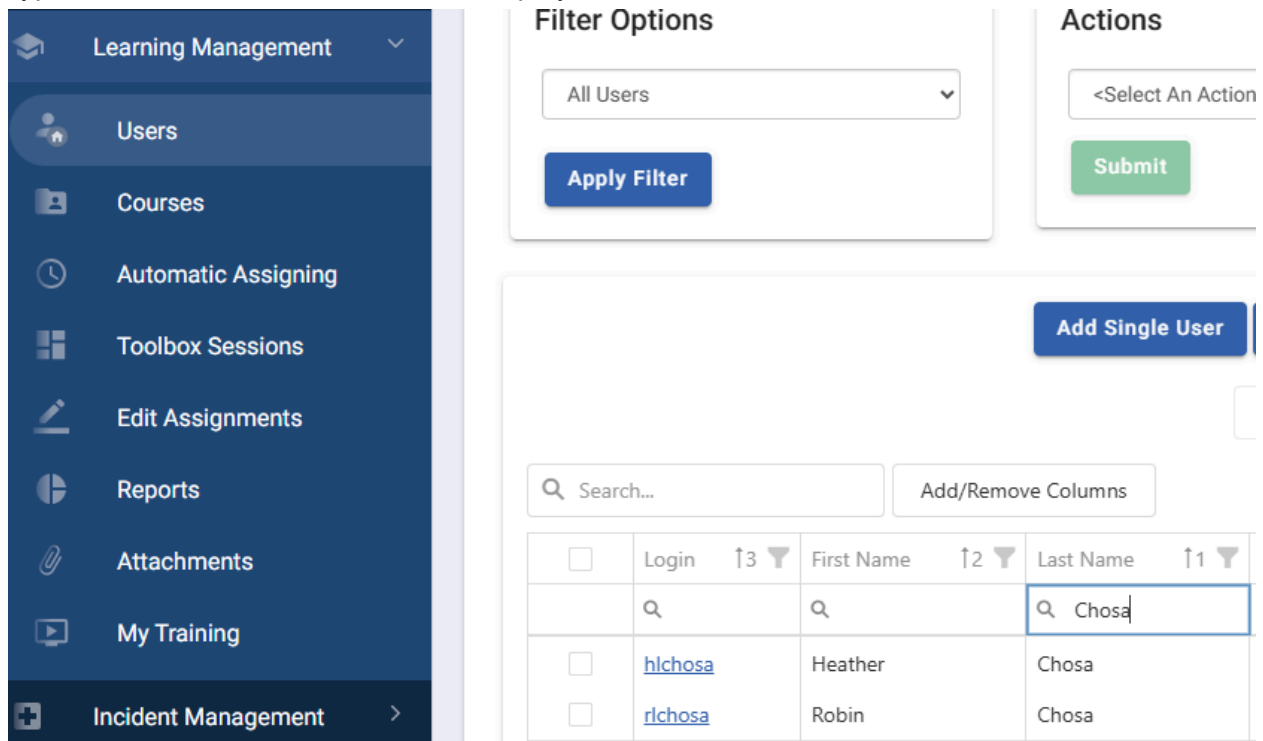
Log into Safety Skills

Click Learning Management (left side)



Click Users (under Learning Management)

Type in the last name of the student/employee



A list of students/employees will appear. Click the grey box to the left.

Dashboard

Learning Management

Users

Courses

Automatic Assigning

Toolbox Sessions

Edit Assignments

Reports

Attachments

My Training

Filter Options

All Users

Apply Filter

Actions

<Select An Action>

Submit

Add Single User

1 User(s) Selected

Search...

Add/Remove Columns

	Login	First Name	Last Name	User Type
☒	hlchosa	Heather	Chosa	Super Administrator

Click the green **Next** button - The box will show 1 Users(s) Selected

Dashboard

Learning Management

Users

Courses

Automatic Assigning

Toolbox Sessions

Edit Assignments

Reports

Attachments

My Training

Filter Options

All Users

Apply Filter

Actions

<Select An Action>

Submit

Add Single User

Add Multiple Users

1 User(s) Selected

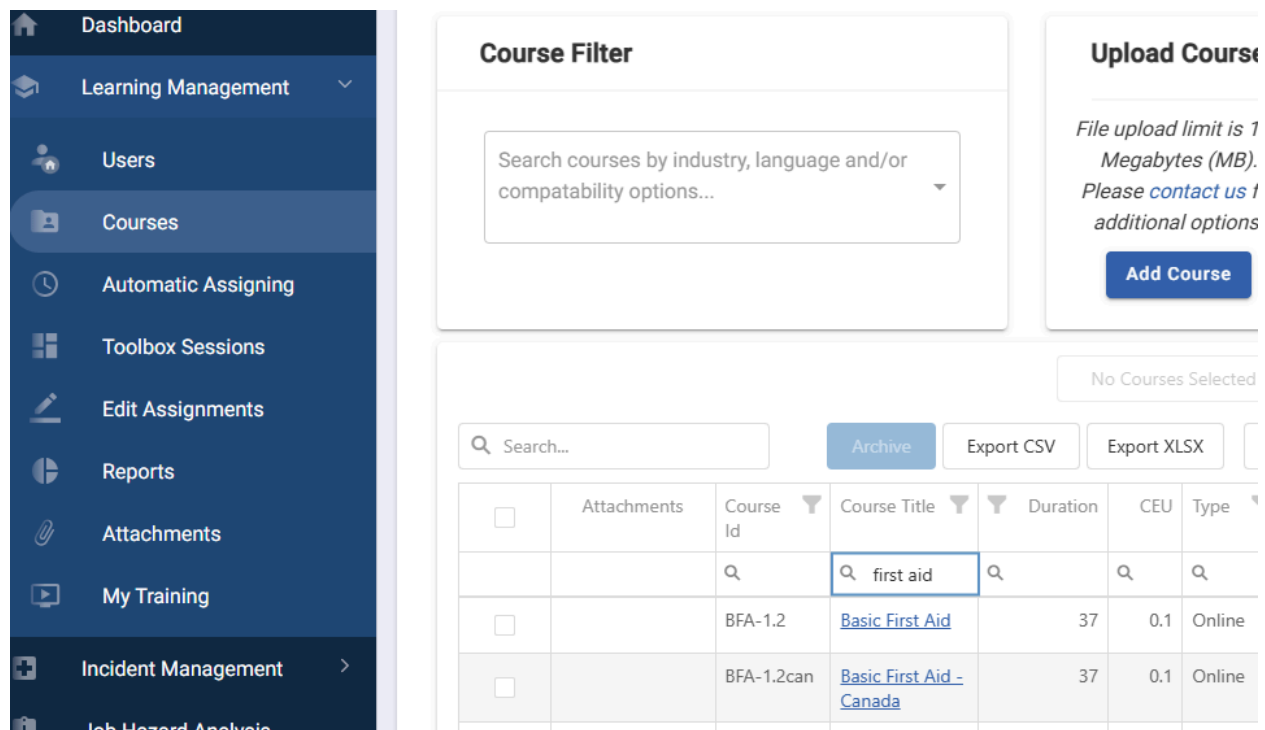
Next

Search...

Add/Remove Columns

	Login	First Name	Last Name	User Type
☒	hlchosa	Heather	Chosa	Super Administrator

Type the course title or description of the course you want the person to take. For example type first aid to find a course in BASIC FIRST AID.



Course Filter

Search courses by industry, language and/or compatability options...

Upload Course

File upload limit is 1 Megabytes (MB). Please [contact us](#) for additional options.

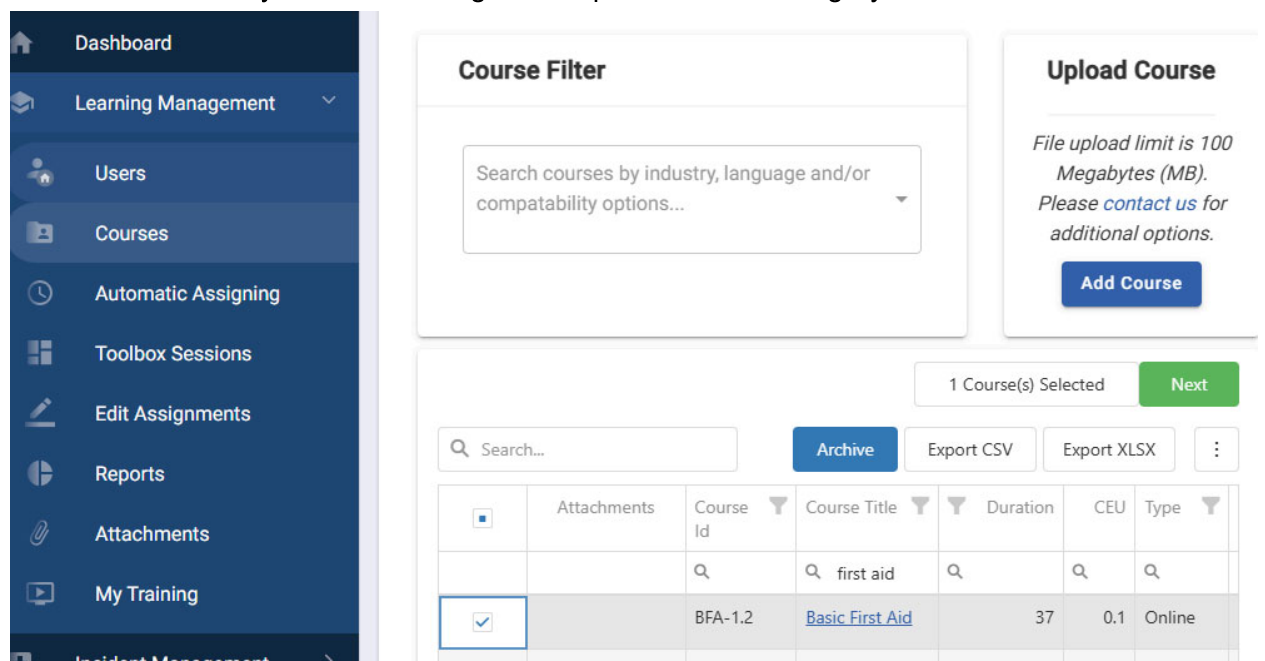
Add Course

No Courses Selected

Search... Archive Export CSV Export XLSX

	Attachments	Course Id	Course Title	Duration	CEU	Type
☐		BFA-1.2	Basic First Aid	37	0.1	Online
☐		BFA-1.2can	Basic First Aid - Canada	37	0.1	Online

Choose the course you want to assign to the person. Click the grey box to the left.



Course Filter

Search courses by industry, language and/or compatability options...

Upload Course

File upload limit is 100 Megabytes (MB). Please [contact us](#) for additional options.

Add Course

1 Course(s) Selected Next

Search... Archive Export CSV Export XLSX

	Attachments	Course Id	Course Title	Duration	CEU	Type
☒		BFA-1.2	Basic First Aid	37	0.1	Online

When you click the box the **Next** button will turn green. It will show 1 course(s) Selected. If you have multiple courses that you want to assign look up the course title and click the grey box to the left. The box to the left of the **Next** button will show how many courses that were marked.

Course Filter

Search courses by industry, language and/or compatability options...

Upload Course

File upload limit is 100 Megabytes (MB). Please [contact us](#) for additional options.

Add Course

3 Course(s) Selected **Next**

	Attachments	Course Id	Course Title	Duration	CEU	Type
☐		Q	Q van	Q	Q	Q

When all the courses are checked click the **Next** button. The next screen will be Course Assign. **Activation Date** enter todays date. **Course Due** is the date you want the course to be completed. Click the box for **Assign only if never taken before** and **Send Summary Email**. When you click **Send Summary Email** you will have a pop up appear. Click **YES**.

ard

g Management

s

ses

matic Assigning

box Sessions

Assignments

rts

hments

raining

t Management

zard Analysis

efings

300 Reporting

& Inspections

s

Course Assign

Activation Date

8/5/2025

Course(s) Due

8/26/2025

☒

Assign only if never taken before

☒

Send Summary Email

Assign

Assignme

Selected

Selected

Total N

Assign

Attention

x

Selecting this option will send all currently selected users a summary email. The summary email will list all items that the selected user has the ability to complete at this time. The summary email will not include any assignments scheduled to activate in the future. Do you still want to send the summary email for this assignment?

NO

YES

Go back to the student/employee and verify the courses were added.

To view the courses go to Learning Management (on left) go to Users and type in the last name. Click on the Login (MTU user name) that is highlighted in blue

The screenshot displays the Learning Management system interface. On the left is a dark blue sidebar with a menu containing: Learning Management (with a dropdown arrow), Users, Courses, Automatic Assigning, Toolbox Sessions, Edit Assignments, Reports, Attachments, and My Training. The main content area has a white background. At the top, there are 'Filter Options' and 'ACTIONS' sections. The 'Filter Options' section includes a dropdown menu set to 'All Users' and a blue 'Apply Filter' button. The 'ACTIONS' section includes a '<Select Ar' button and a green 'Submit' button. Below these is a blue 'Add Single U' button. The main area contains a search bar with a magnifying glass icon and the text 'Search...', and a button labeled 'Add/Remove Columns'. Below the search bar is a table with the following structure:

☐	Login ↑3 ▼	First Name ↑2 ▼	Last Name
	🔍	🔍	🔍 chosa
☐	hlchosa	Heather	Chosa

Scroll down to Assignment History and review the courses.