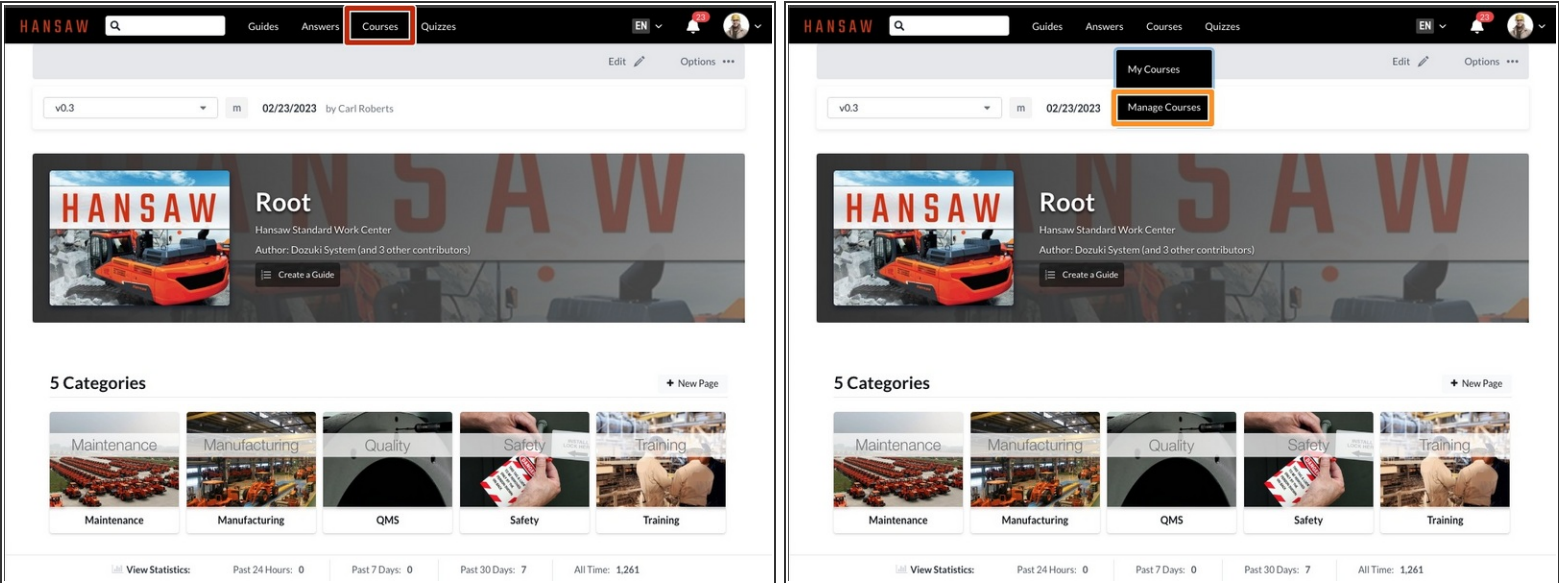# How to Assign a Course

Written By: Dozuki System
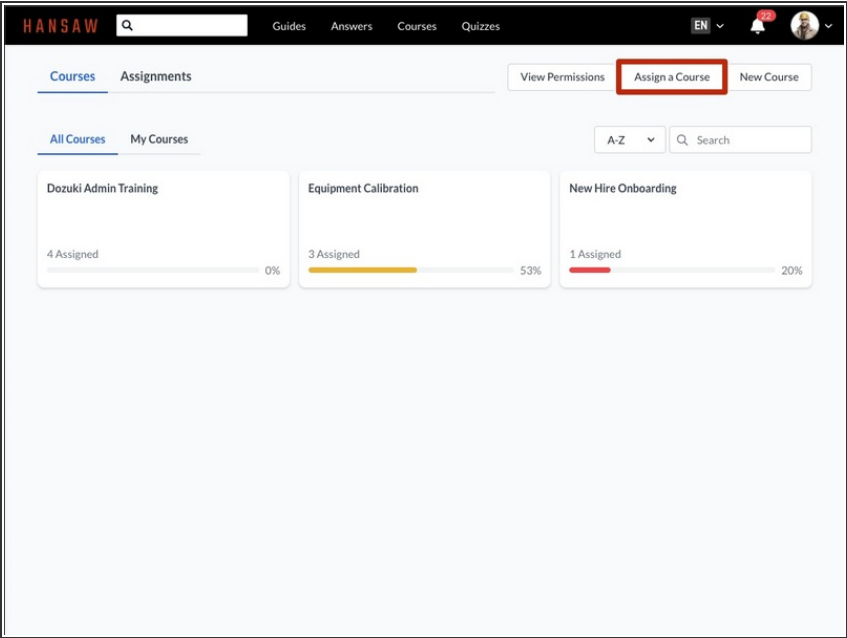
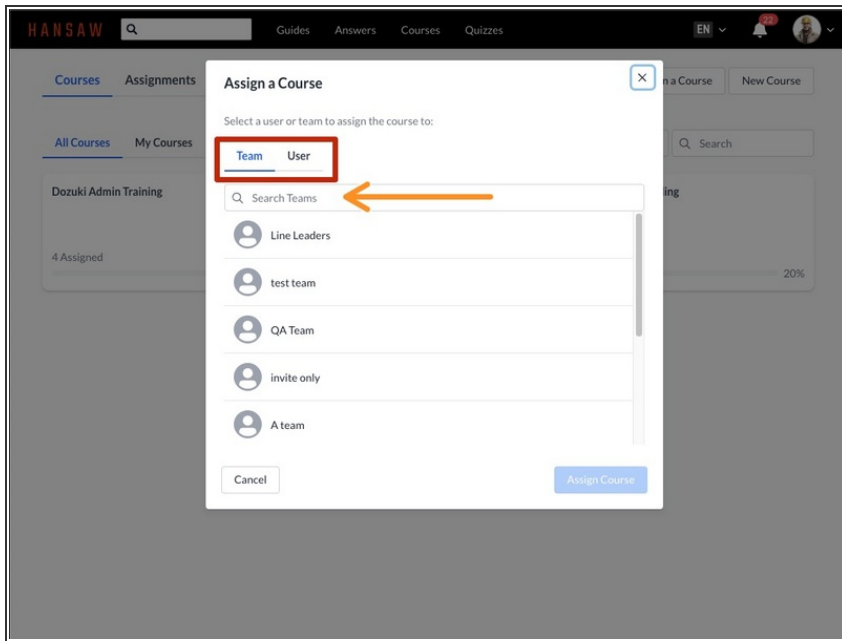## Step 1 — How to Assign a Course

- Click on **Courses** in the site header.

- Select **Manage Courses** from the drop-down menu.
  - ⓘ *This is only available to Admins.*
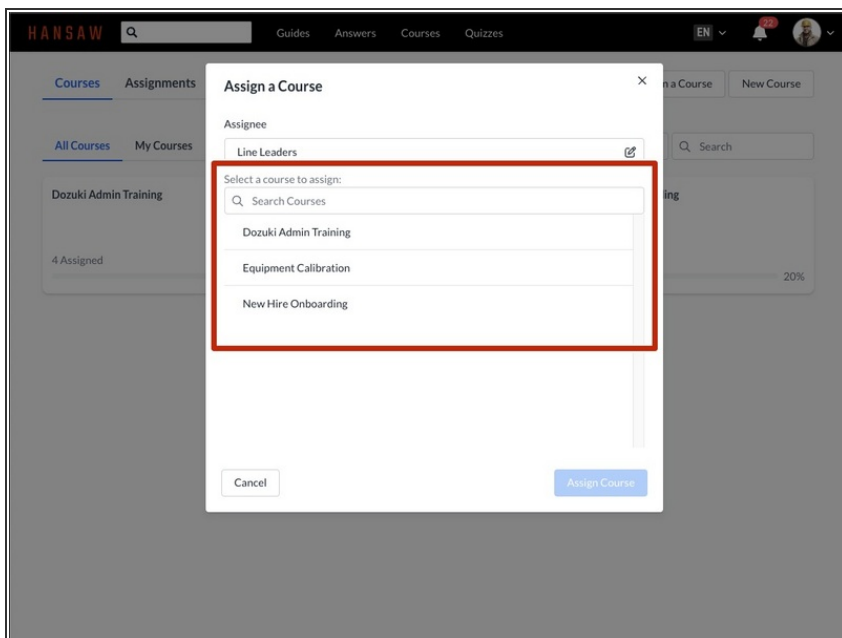
Step 2

- Click on the **Assign a Course** button.
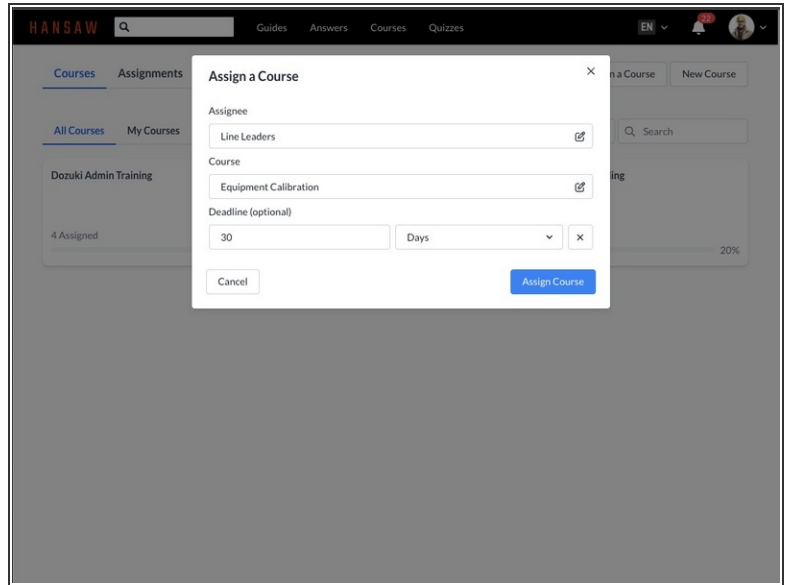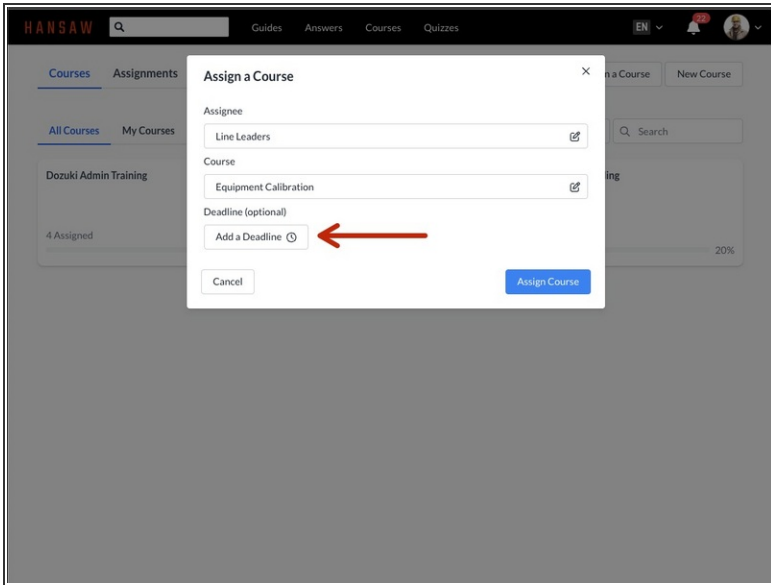
Step 3

- Select **Team** or **User**.

- Type the name of the Team or User that you are assigning and select from the drop-down.
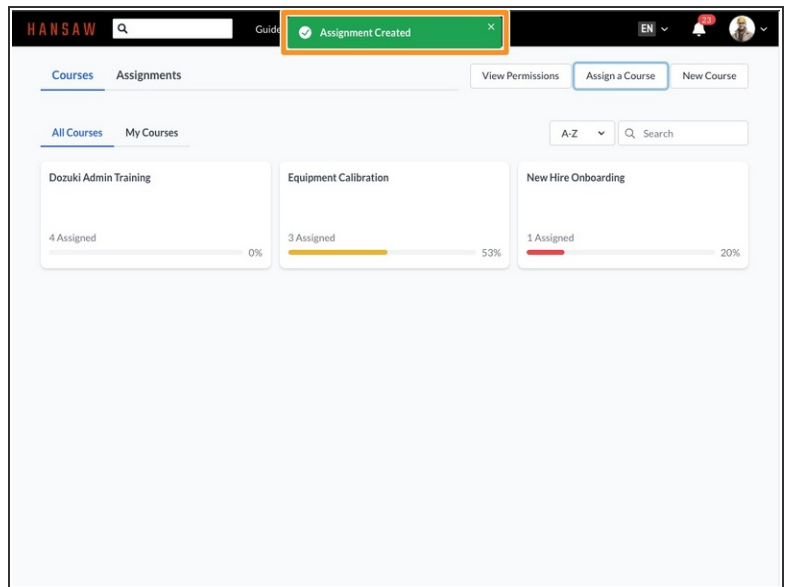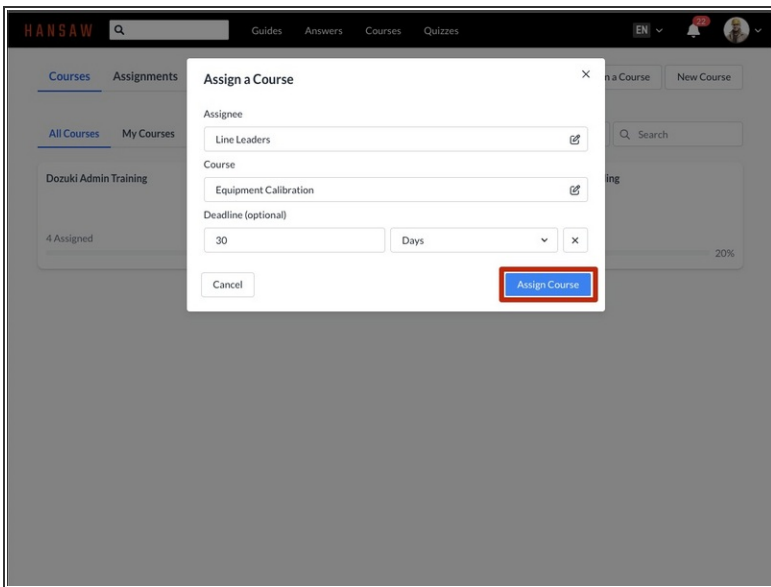
Step 4

- Assign a course to that user or team by searching for the course name or by selecting a course from the suggestions.

Step 5

- Add a **Deadline**—the time by which the user must complete the course.
  - ⓘ *This can be in days, weeks, months, or years.*

Step 6

- Click the **Assign Course** button, and the course will be assigned to the specified user or team.

- A green banner will appear at the top of the screen notifying you that the assignment has been created.

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