

To Assign Training to Your Subordinates

1. From the Welcome page of Talent Management (My Sam>Employees tab>Human Resources>Talent Management), click on the Course Catalog icon.

The screenshot shows the top navigation bar of the Sam Houston State University Talent Management Resource Center. The navigation bar includes links for Home, Learning, Performance, Reports, ILT Admin, and Admin. A search box is located on the right side of the navigation bar. Below the navigation bar, there is a large banner image showing a group of people sitting in a circle, engaged in a discussion. Overlaid on the left side of the banner is a text box with the following content:

Welcome to your Talent Management Resource Center.

At Sam Houston State University, we are dedicated to "Maximizing Employee Potential" and "Enhancing Effective Leadership" through professional development and performance management.

Below the banner, there is a horizontal row of six circular icons, each with a corresponding label below it. The icons are: Learning (a person with arrows pointing out), Course Catalog (a computer monitor with a magnifying glass), Add External Training (a target with an arrow), Performance (a person climbing a bar chart), My Team (a person with three smaller people below them), and FAQ (a question mark). The Course Catalog icon is highlighted with a red border.

SHSU honored in the category

Home Learning Performance Reports ILT Admin Admin

Search

Welcome to your Talent Management Resource Center.

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Learning Course Catalog Add External Training Performance My Team FAQ

2. Select a subject or search for training by name using the SEARCH box at the top right corner of the page. In this case, we'll use the Subject feature to search for the *Sam Houston New Employee Orientation* curriculum. Select the [New Hire Training](#) subject.

The screenshot displays the Sam Houston State University training portal. At the top left is the university logo and name. A search bar is located in the top right corner. A navigation bar below the logo contains links for Home, Learning, Performance, Reports, ILT Admin, and Admin. A "Quick Tip" banner reads: "Quick Tip: To search for a class by name, use the **SEARCH** box in the top right corner of this page." Below this is a "Browse for Training" section showing 2398 results. On the left, a sidebar lists various subjects, with "New Hire Training" highlighted in a red box. A blue callout box points to this box with the text "Click to view training in this category." The main content area shows a grid of training cards, each with an image and a title. The first three cards are: "*Building Trust: Leading High-Performance Teams with Commitment 2016", "*Leadership in Times of Stress and Change", and "*Managing Legally in 2016".

Sam Houston State University
A Member of The Texas State University System

Home Learning Performance Reports ILT Admin Admin

Quick Tip: To search for a class by name, use the **SEARCH** box in the top right corner of this page.

Browse for Training

Browse for Training 2398 Results

By Title ▾

Training clear

- My Subjects
- Featured
- Suggested
- Popular
- Newest

Subject clear

- Training University
- Management Academy
- Human Resources
- Skillsoft: Books 24 x 7
- Skillsoft E-Learning: General
- Skillsoft E-Learning: IT
- Computer Training
- New Hire Training**
- Computer
- PACE
- Staff Council

View all (17)

*Building Trust: Leading High-Performance Teams with Commitment 2016

*Leadership in Times of Stress and Change

*Managing Legally in 2016

Click to view training in this category.

3. Locate the title of the training you wish to assign and click the tile to display it.

The screenshot shows a training selection interface. On the left is a sidebar with a search bar, a calendar icon, a 'View Full Calendar' link, a 'Location' filter with a 'clear' button, and a 'Select a location' dropdown. The main area contains a grid of nine training tiles. Each tile features a representative image, a category label (e.g., 'Online Class', 'Event', 'Curriculum'), and a title. A blue callout bubble points to the 'Sam Houston New Employee Orientation' tile with the text 'Click tile to select the training.'

Category	Title
Online Class	New Employee University Police Dept Orientation
Online Class	New Employee: Insurance and Other Benefits Options
Online Class	Non Disclosure Agreement 2.0
Event	Non-Exempt Timesheet Training
Curriculum	Recognizing and Reporting Child Abuse Curriculum
Curriculum	Sam Houston New Employee Orientation
Online Class	Security Awareness Training - Basic (Revised)
Online Class	Title IX, Campus SaVE, and VAWA: Preventing and Reporting Gender-Based...


- The training details will display. Click Assign to assign the training.

The screenshot shows a web interface for training details. At the top, there is a blue navigation bar with the text 'Admin'. Below it is a breadcrumb trail: 'Home > Browse > Training Details'. The main heading is 'Training Details'. The training title is 'Sam Houston New Employee Orientation' with a curriculum icon. Below the title are two buttons: 'Request' and 'Assign'. The 'Assign' button is highlighted with a red square, and a blue callout box points to it with the text 'Click to assign the selected training.' Below the buttons, there is a paragraph of text: 'We are excited that you have accepted our job offer and welcome to Sam Houston State University (SHSU). Preparing for your Day 1 Appointment with Human Resources: Begin the New Employee Orientation by clicking the BLUE button next to the first item in the curriculum.' This is followed by a section titled 'TIPS FOR MOVING THROUGH THE ORIENTATION:' with a bulleted list of instructions. Below the tips, there is a link to view the entire curriculum and a note about disabling popup blockers. At the bottom of the main content area, there is a button that says 'GO BEARKATS!'. In the bottom left corner, there is a 'Points' section showing '100' and a 'Badge' section with a yellow circular icon depicting a person holding a document.

Admin

Home > Browse > Training Details

Training Details

 **Sam Houston New Employee Orientation**
Curriculum - Sam Houston State University

[Request](#) [Assign](#)

We are excited that you have accepted our job offer and welcome to Sam Houston State University (SHSU).

Preparing for your Day 1 Appointment with Human Resources:

Begin the New Employee Orientation by clicking the **BLUE** button next to the first item in the curriculum.

TIPS FOR MOVING THROUGH THE ORIENTATION:

- After reading an instruction note, click the blue button where indicated to mark it **Complete** in order for the next step to open.
- To access an item, click the blue button that says **View Details**, **Activate**, or **Launch**, to open it. It may take more than one click to open the item.
- Finally, be aware that a training video may take up to 30 seconds to load. Please be patient.


If you wish to view the entire curriculum, click **Sam Houston New Employee Orientation** in the dark gray box on the left.

You must disable your popup blockers to launch the courses in the curriculum. For quick tutorials on disabling popup blockers, consult the [Newton Gresham Library's FAQ sheet](#).

[GO BEARKATS!](#)


Points
100


Badge



5. A list of your subordinates will display. Click the checkbox next to the user or users to whom you want to assign the training. Add a due date and a comment. Click Submit.


Assign Training





 **Sam Houston New Employee Orientation**
Curriculum - Sam Houston State University - 1 hour, 23 minutes


Due Date 

Add a Comment

Automatically register users

 Users who have the training already in their transcript are not included in this assignment

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	 Samantha Bearkat		0	None	
<input type="checkbox"/>	 Steve Austin IV		0	None	
<input type="checkbox"/>	 Sam Houston		0	None	
<input checked="" type="checkbox"/>	 Jane Dough		0	None	

Select an Indirect Subordinate 

Indirect Subordinates	Language Equivalency	Assignment History	Current Status
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Cancel **Submit**

6. The employee(s) will receive an e-mail notifying them that they have been assigned the training. You will also receive an e-mail notification indicating that you have assigned the training to your employee(s).