How do supervisors assign Skillport resources to an employee?

Tell Me

1. Meet with the employee to discuss goals and content assignment
2. Log into **Skillport**
3. In the top left, click **Quick Links > Admin**

![Quick Links](image)

4. Along the top, click **Users & Groups > User Management**

![User Management](image)

5. Enter the username in the search box for the employee you wish to assign a resource to; click **Search**
   1. You should only assign resources to employees who work for you
2. Skillport does not maintain information about reporting structures so this is not a technical limitation; it is a process limitation.

6. Select the employee’s name (if they’re in multiple groups, you may see their name listed multiple times)

7. On the right side, click the Learning Plan Assignment tab.

8. Click Edit Individual Assignments link.

9. Along the top, enter the name of the resource (course, book, etc) you wish to assign and click Search.
   1. The Search is very specific, sometimes typing only part of the title can be more effective.

10. Select the desired resource from the search results and click the Assign arrow.

11. A new window of options will display. Make the desired selections, including if this is an option or required resource, and click OK.

12. Click Save.

Related FAQs
Are there any tutorials for how to use Skillport?

Why can’t I log into Skillport?

How do supervisors generate a Skillport completion report for a specific employee?

How do supervisors assign Skillport resources to an employee?

How do supervisors and faculty manage membership of a Skillport group?