How do supervisors assign Skillport resources to an employee?

Tell Me

All faculty, staff and students have access to Skillport. However, accounts are created during the first time login process. Before assigning a resource to an employee, please verify the employee has logged in, at least once, to Skillport.

1. Meet with the employee to discuss goals and content assignment
2. Log into Skillport
3. In the top left, click Quick Links > Admin
4. Along the top, click Users & Groups > User Management
5. Enter the username in the search box for the employee you wish to assign a resource to; click Search
   a. You should only assign resources to employees who work for you
b. 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**
   a. 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**

- How do I access Skillport via Citrix?
- 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?