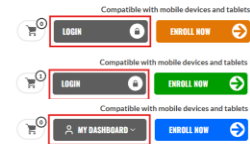




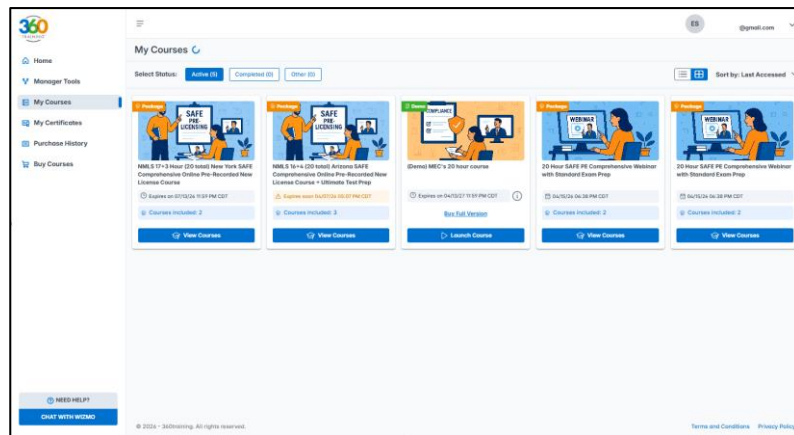
This guide provides instructions for assigning courses to learners as a Manager in the 360training Learning Management System (LMS).

From the homepage, click **LOGIN** in the upper right corner.

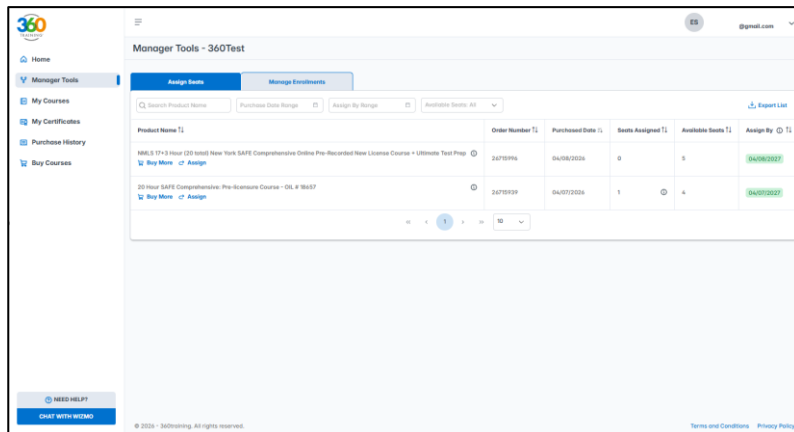


Enter your email address and password, then click **Login**.

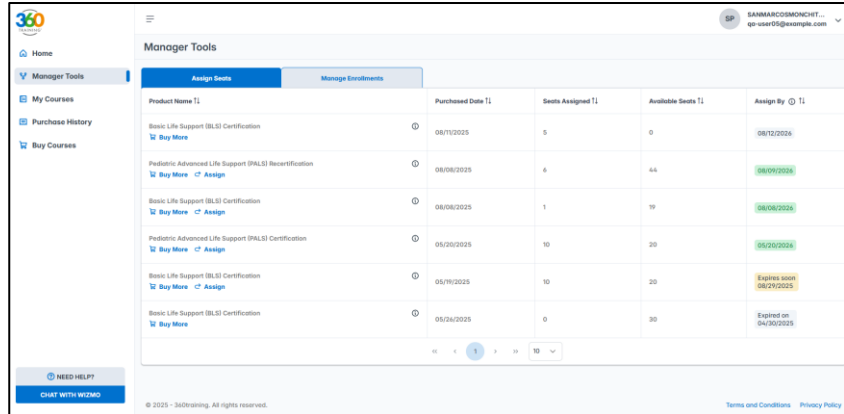
Once you have logged in, you will see your **Dashboard**.



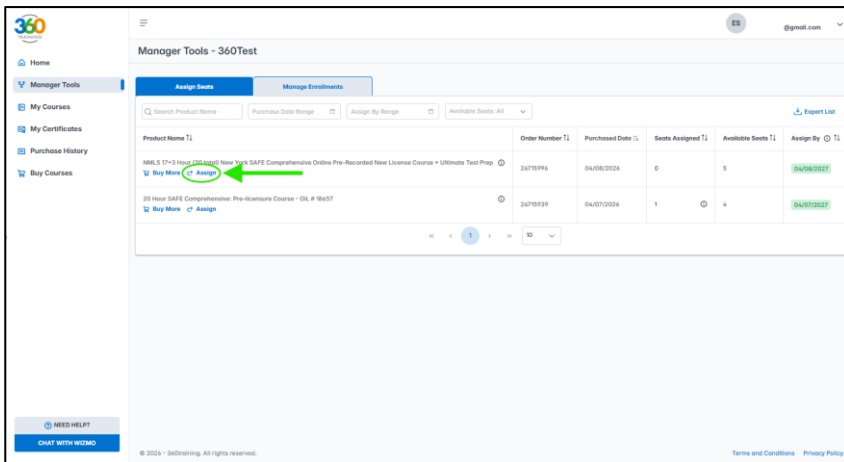
Click on **Manager Tools**, in the menu on the left, to view available seats to enroll learners, manage open invitations and assignments, view learner progress, and view/print learner certificates.



To assign courses to learners, select the **ASSIGN SEATS TAB**.

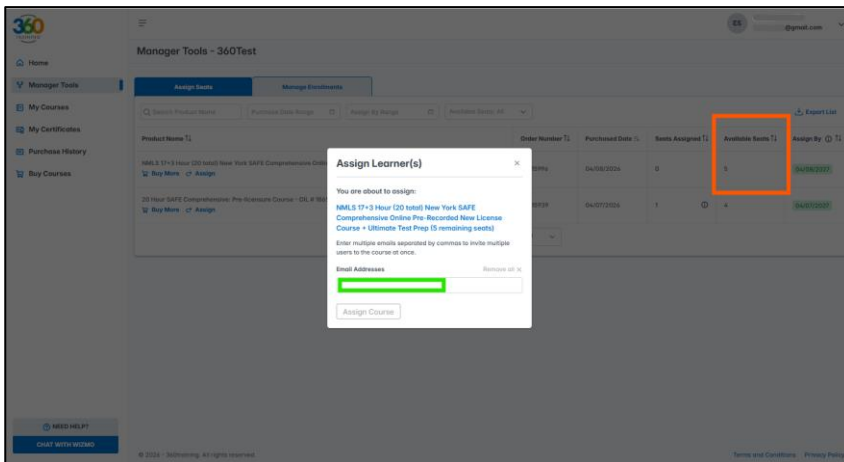


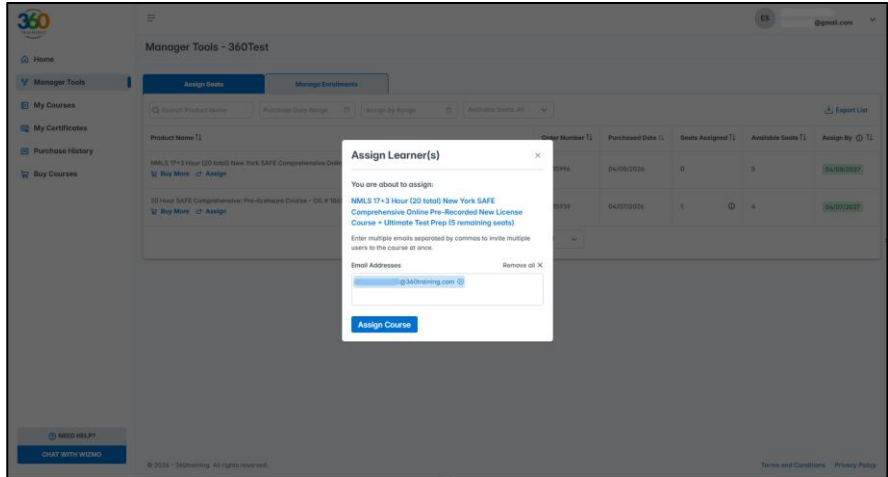
Select **Assign** under the product name.



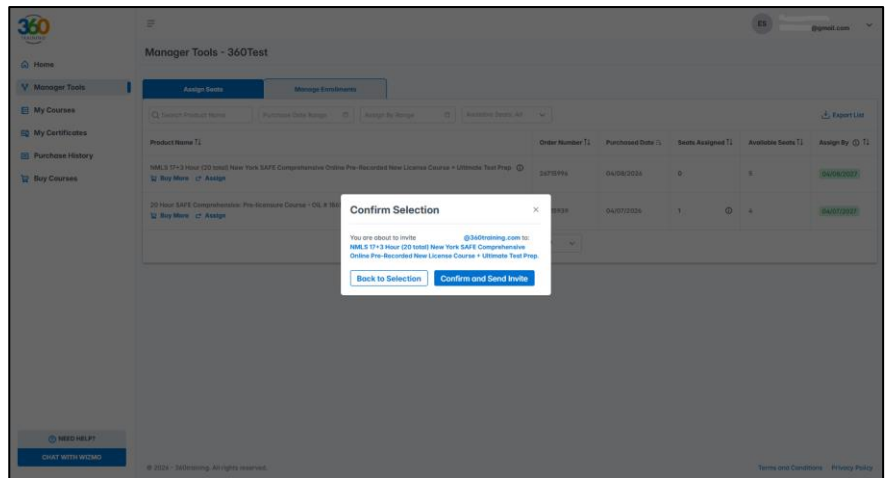
Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click **Assign Course**.

NOTE: You cannot exceed the number of remaining seats listed.

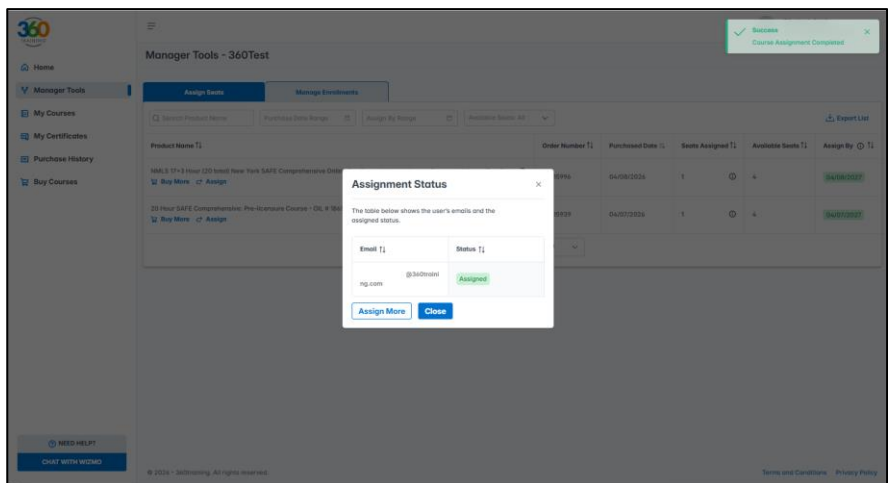




Click **Confirm and Send Invite**. This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course.



The system will confirm the action was successful. Click **Close** when finished.



That's all there is to it.

To log out, expand the menu on the top right and click **SIGN OUT**.

