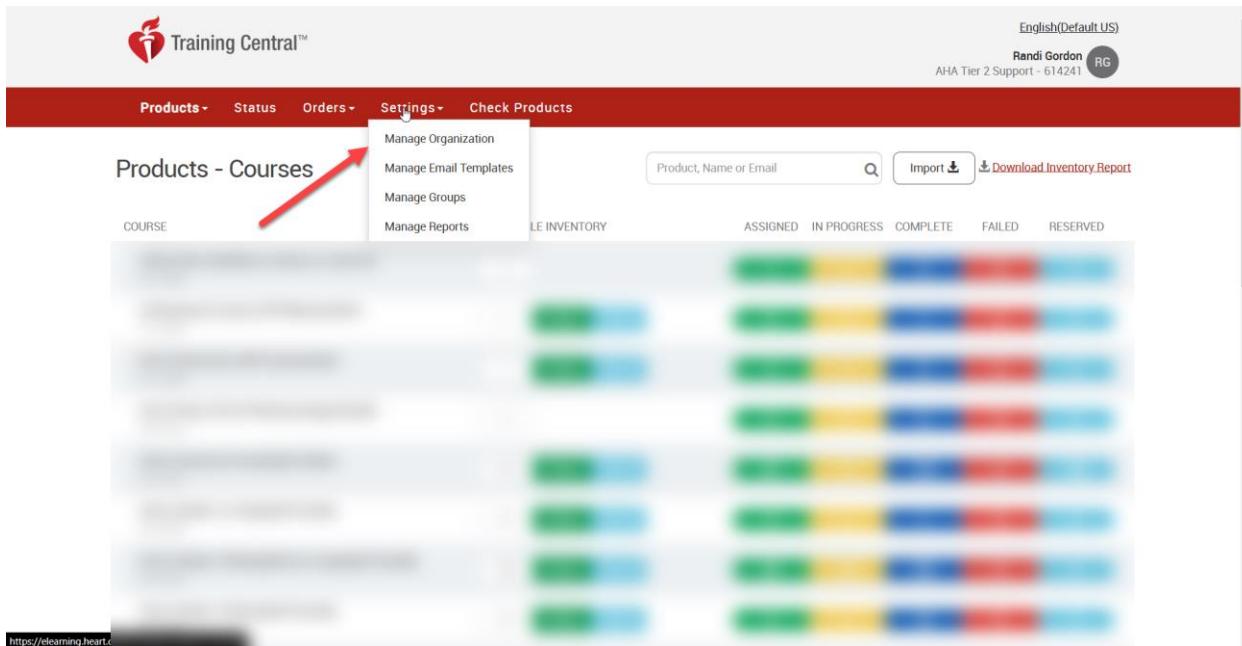




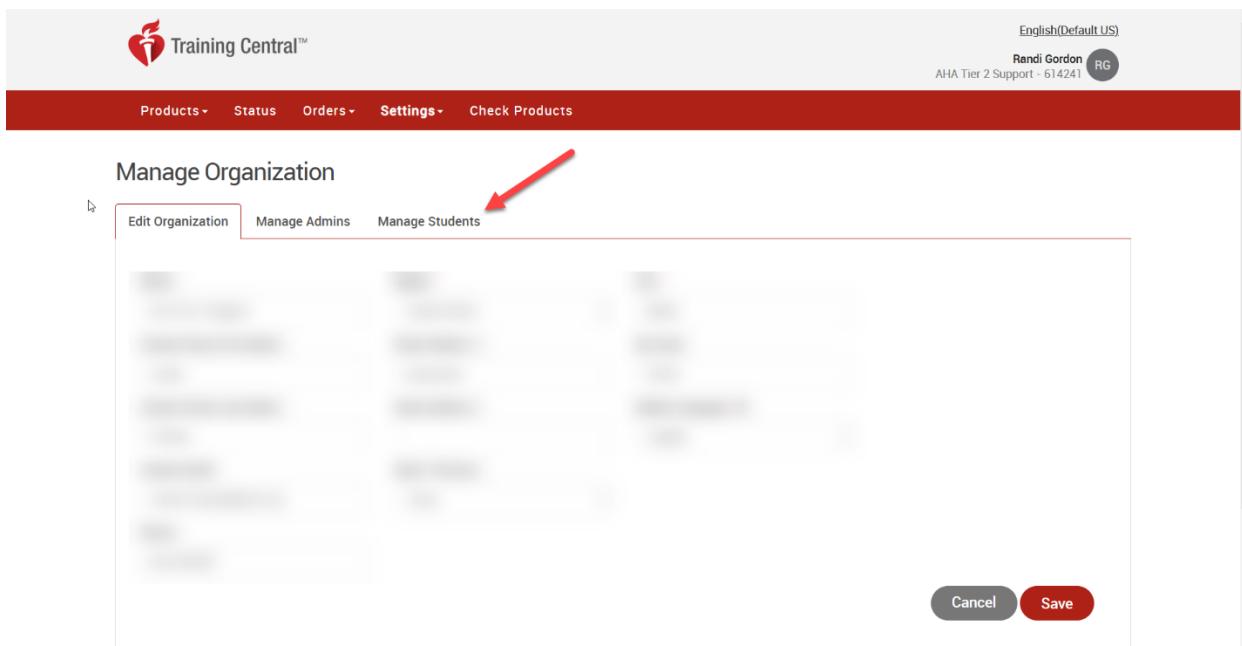
Training Central: How to Assign Courses from Learner Management

Step 1: Navigate to <https://elearning.heart.org/trainingcentral> and select "Manage Organization" from the "Settings" drop-down menu.



A screenshot of the Training Central interface. At the top, there is a navigation bar with links for "Products", "Status", "Orders", "Settings" (which is currently active and has a dropdown menu), and "Check Products". The "Settings" menu is open, showing options: "Manage Organization", "Manage Email Templates", "Manage Groups", and "Manage Reports". Below the navigation bar, the main content area is titled "Products - Courses" and shows a grid of course items. The top right of the grid has buttons for "Product, Name or Email" search, "Import", and "Download Inventory Report". Below the search bar are buttons for "ASSIGNED", "IN PROGRESS", "COMPLETE", "FAILED", and "RESERVED". The bottom left of the page shows the URL "https://elearning.heart.org/trainingcentral".

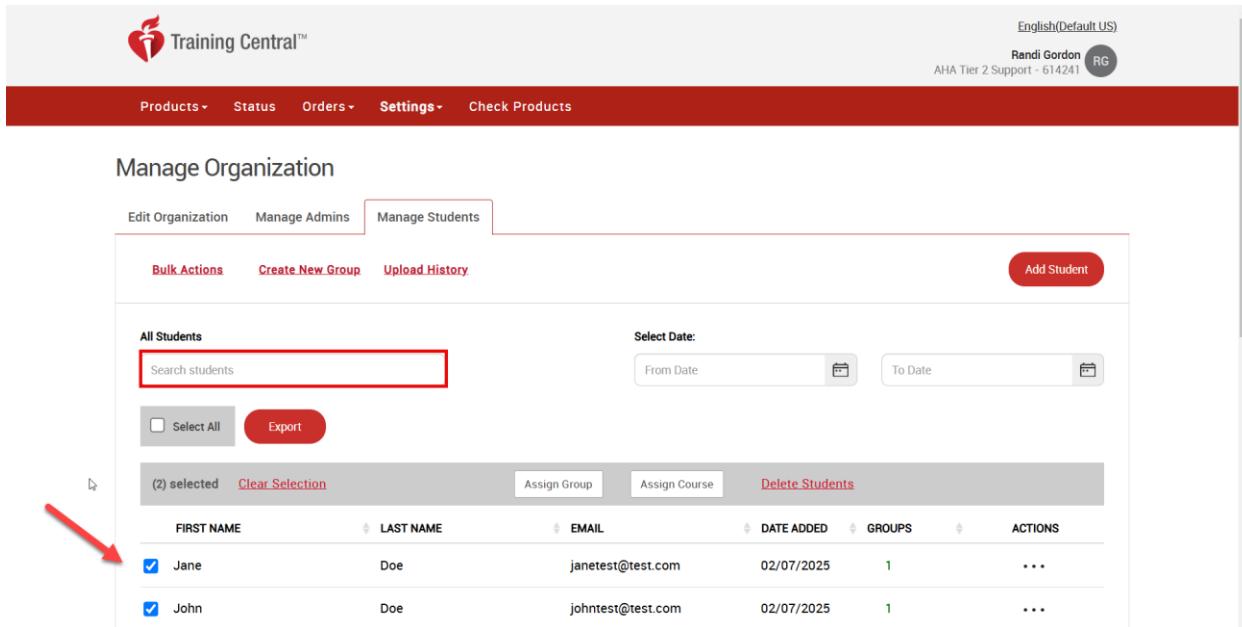
Step 2: Select Manage Students



A screenshot of the "Manage Organization" page. The top navigation bar is identical to the previous screenshot. The main content area is titled "Manage Organization" and contains three buttons: "Edit Organization", "Manage Admins", and "Manage Students". A red arrow points to the "Manage Students" button. At the bottom right of the page are "Cancel" and "Save" buttons.



Step 3: Use the "All Students" search bar to search for the desired student(s). Select the check box(es) by the students to whom you wish to assign the course



Training Central™

English(Default US)
Randi Gordon RG
AHA Tier 2 Support - 614241

Products Status Orders Settings Check Products

Manage Organization

Edit Organization Manage Admins **Manage Students**

Bulk Actions Create New Group Upload History Add Student

All Students **Select Date:**

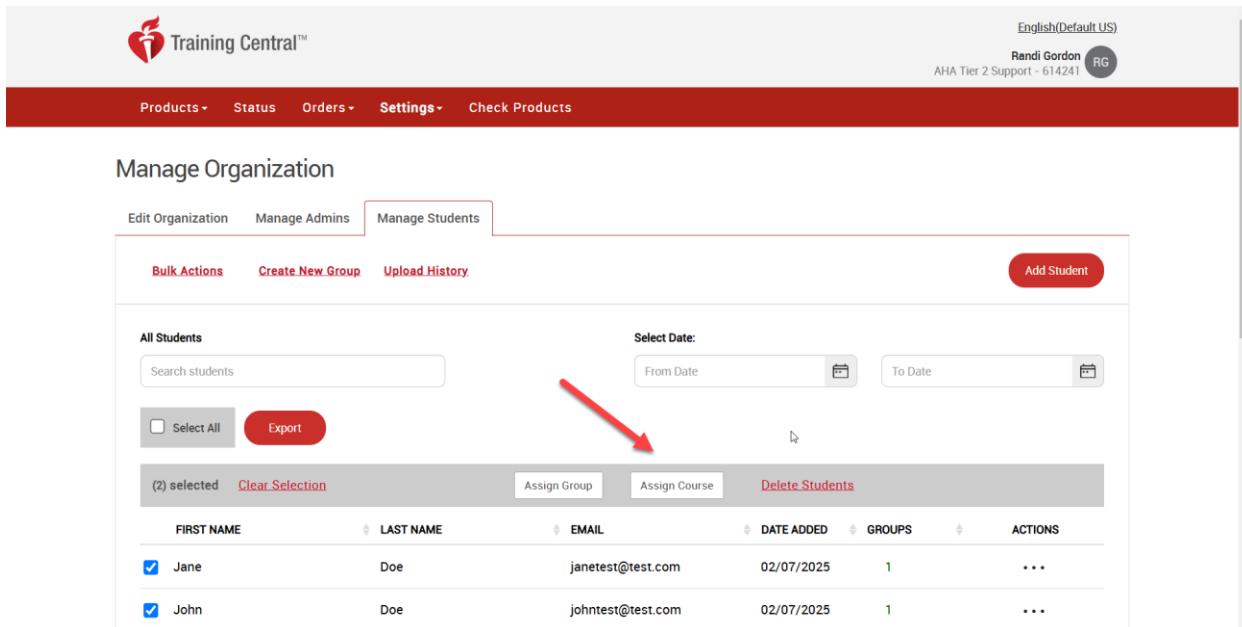
Search students From Date To Date

Select All Export

(2) selected Clear Selection Assign Group Assign Course Delete Students

FIRST NAME	LAST NAME	EMAIL	DATE ADDED	GROUPS	ACTIONS
<input checked="" type="checkbox"/> Jane	Doe	janetest@test.com	02/07/2025	1	...
<input checked="" type="checkbox"/> John	Doe	johntest@test.com	02/07/2025	1	...

Step 4: After the desired students are checked, select "Assign Course"



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Products Status Orders Settings Check Products

Manage Organization

Edit Organization Manage Admins **Manage Students**

Bulk Actions Create New Group Upload History Add Student

All Students **Select Date:**

Search students From Date To Date

Select All Export

(2) selected Clear Selection Assign Group **Assign Course** Delete Students

FIRST NAME	LAST NAME	EMAIL	DATE ADDED	GROUPS	ACTIONS
<input checked="" type="checkbox"/> Jane	Doe	janetest@test.com	02/07/2025	1	...
<input checked="" type="checkbox"/> John	Doe	johntest@test.com	02/07/2025	1	...



Step 5: Use the drop-down menu to search for and select the course you would like to assign the students to. After selecting desired Course, select "Assign"

The screenshot shows the 'Manage Organization' page of the American Heart Association Training Central website. A modal window titled 'Assign course' is open, showing a dropdown menu with 'direct' selected. Below the dropdown is a list of courses: 'Heartsaver Direct® CPR AED Training(20-1178)'. At the bottom of the modal are 'Cancel' and 'Assign' buttons. The background page shows '2 Students Selected' and a table with two rows of student data: Jane Doe and John Doe. The 'Assign Course' button is highlighted in the background.

FIRST NAME	LAST NAME	EMAIL	DATE ADDED	GROUPS	ACTIONS
<input checked="" type="checkbox"/> Jane	Doe	janetest@test.com	02/07/2025	1	...
<input checked="" type="checkbox"/> John	Doe	johntest@test.com	02/07/2025	1	...



Step 6: Select the Course Assignment email template, or another desired email template you would like to use. Once all, if any, desired edits are made to the email template, select Continue.

Note: The default Assignment Email template will auto populate on this page

Training Central™

English(Default US)

Randi Gordon RG

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Products Status Orders Settings Check Products

Assign Product - Heartsaver Direct® CPR AED Training

1. Student Info 2. Compose Email 3. Confirm & Send

Language: English

Select email template or create a new one: Course Assignment

To: 2 student(s) Show List

Template Name: Course Assignment Subject: AHA Course Assignment on eLearning

From (Name): eLearning heart.org From (Email): donotreply@heart.org

Reply To: donotreply@heart.org CC:

Attachment: Choose File

Body

Variables

Dear {firstname} {lastname},
You have been assigned a course on {sitename} by {from_user} - {from_email}
Course: {coursesename}
Assigned to: {firstname} {lastname} - {told}
Click the link below to automatically enroll in your course. If you do not already have an account set up on {sitename}, you will be asked to register *prior to beginning your course*.
Click here to enroll in this course: {courseenrollurl}
[Note: If the above link is not working for you, please copy the URL below and paste it in your browser]
{courseenrollplainurl}
To access your course anytime, login at {sitename} and go to the My eLearning section.
Please let me know if you have any questions.

108 WORDS POWERED BY TINYMC

Footer

Variables

Thank you,
The {SITE_NAME} Team
American Heart Association
eLearning

5 WORDS POWERED BY TINYMC

Continue Back

American Heart Association



Step 7: Review and confirm that all the information is accurate, then select "Assign Products and Send Emails"

Training Central™

Products Status Orders Settings Check Products

Assign Product - Heartsaver Direct® CPR AED Training

1. Student Info 2. Compose Email 3. Confirm & Send

Please confirm the students details and send the product access email.

Confirm & Send

Please review the information below and the email preview to ensure everything is accurate.

Product: Heartsaver Direct® CPR AED Training

Student: Jane, John

[View List Of Students](#)

Email Preview

To: Jane Doe

From: eLearning.heart.org <donotreply@heart.org>

CC:

Reply to: donotreply@heart.org

Subject: AHA Course Assignment on eLearning heart.org

File:

Dear Jane Doe,
You have been assigned a course on eLearning heart.org by AHA Tier 2 Support - Justin.Pontius@heart.org
Course:
Assigned to: Jane Doe - janetest@test.com
Click the link below to automatically enroll in your course. If you do not already have an account set up on eLearning heart.org, you will be asked to register **prior to beginning your course**.
[Click here to enroll in this course: https://elearning.heart.org/course_enrolment?course=250086&code=4076852&rand=MjUwMDg2](https://elearning.heart.org/course_enrolment?course=250086&code=4076852&rand=MjUwMDg2)
[Note: If the above link is not working for you, please copy the URL below and paste it in your browser]
https://elearning.heart.org/course_enrolment?course=250086&code=4076852&rand=MjUwMDg2
To access your course anytime, login at eLearning heart.org and go to the My eLearning section.
Please let me know if you have any questions.

Thank you,
The {{SITE_NAME}} Team
American Heart Association,
eLearning

Cancel Edit Email **Assign Products and Send Emails**

