Training Central: How to Assign Courses from Learner Management
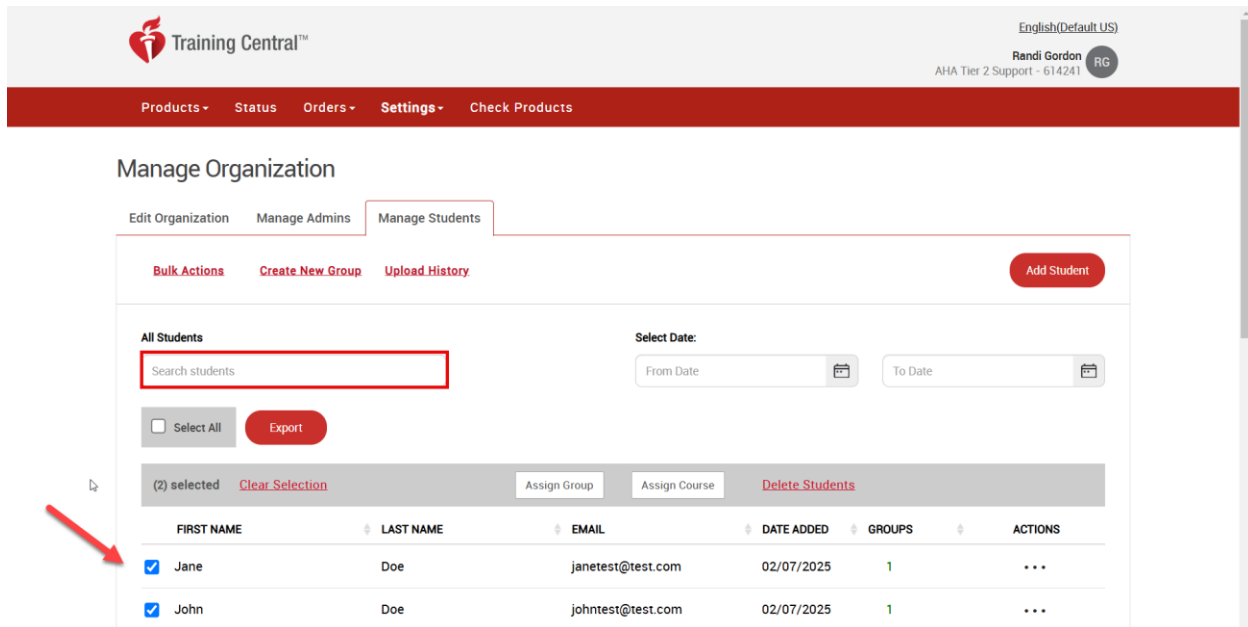
Step 1: Navigate to https://elearning.heart.org/trainingcentral and select "Manage Organization" from the "Settings" drop-down menu.
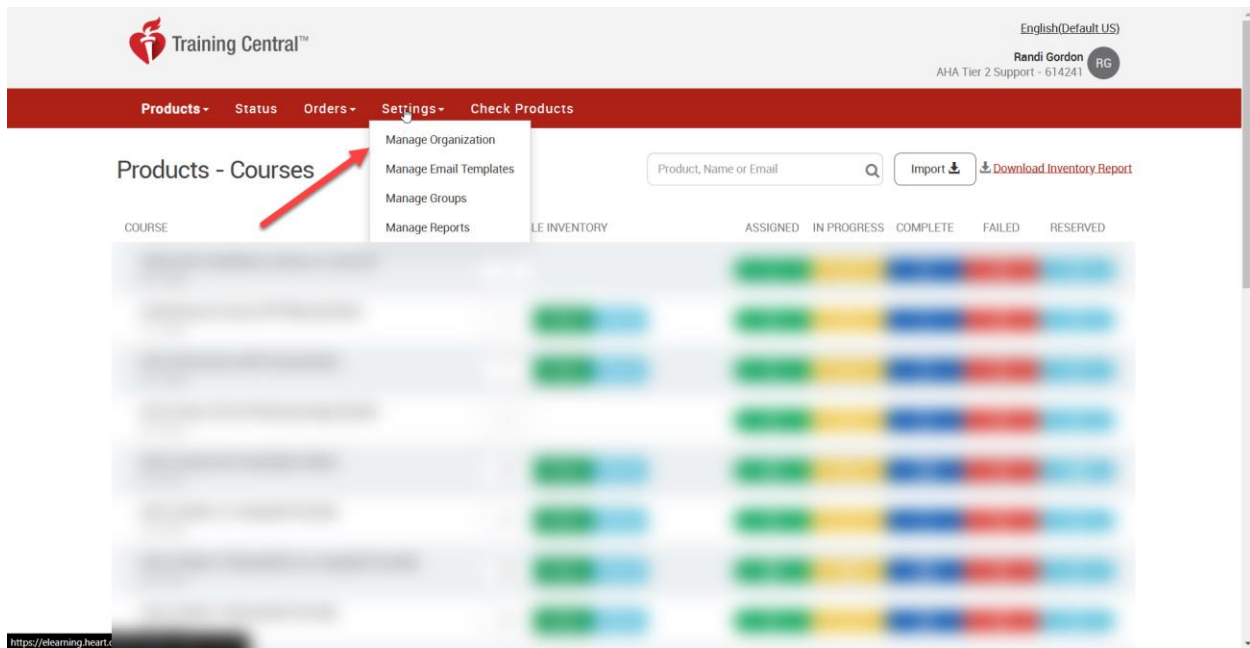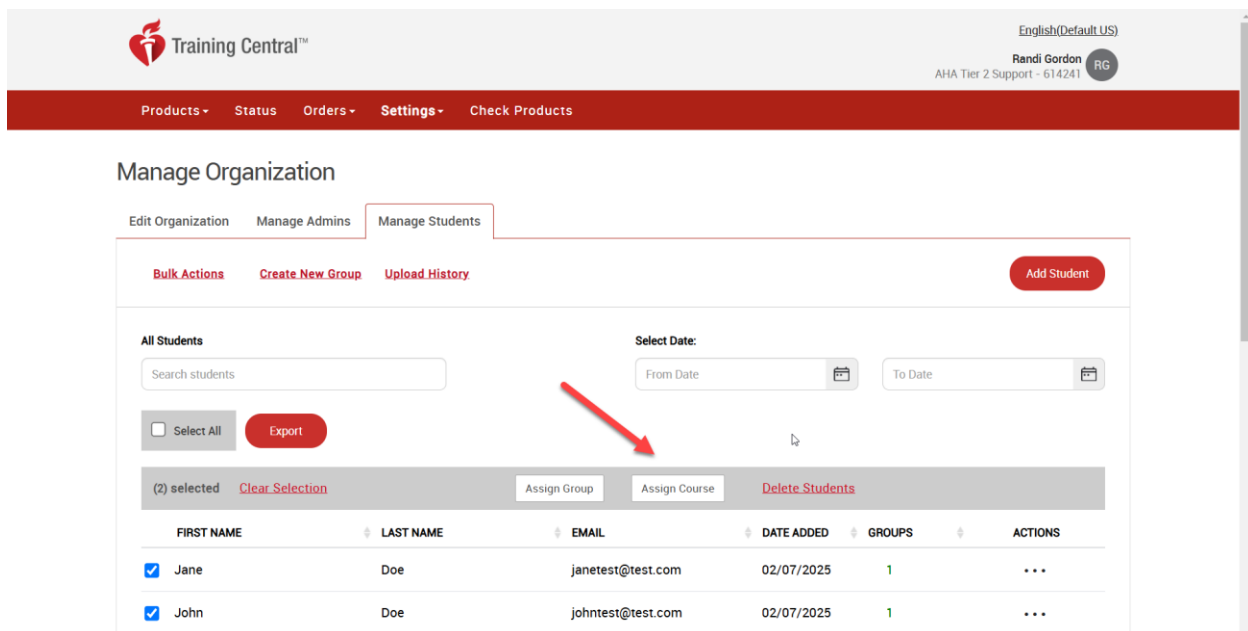

Step 2: Select Manage Students
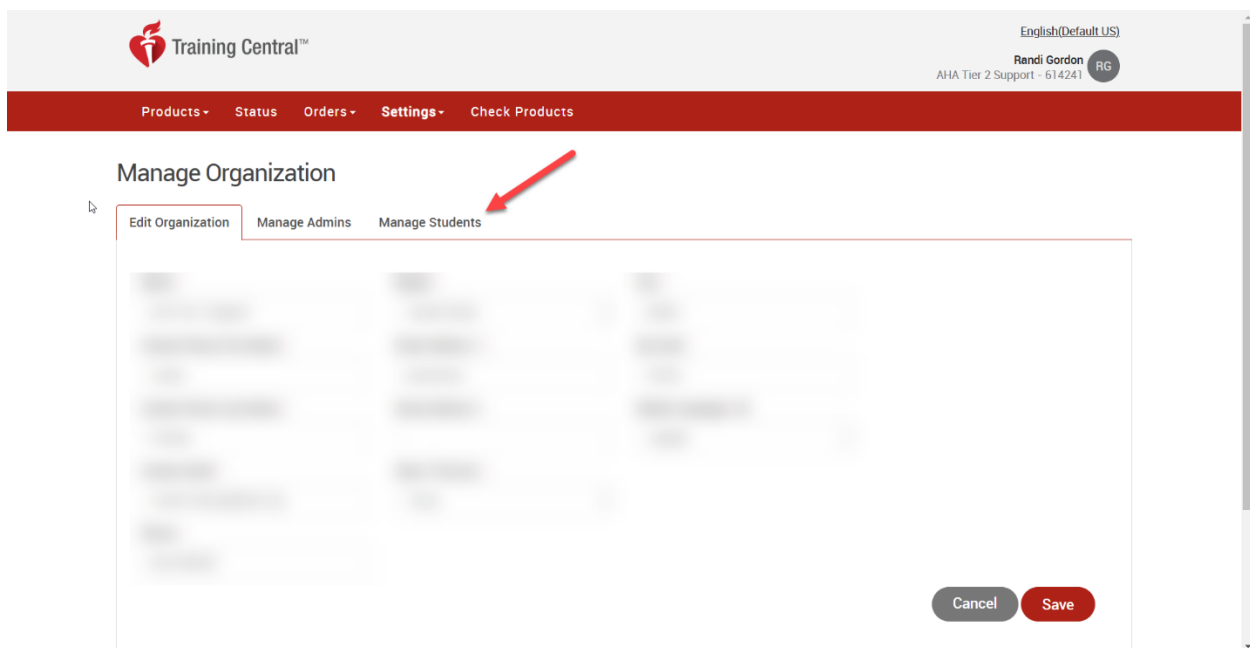
Step 3: Use the "All Students" search bar to search for the desired student(s). Select the check box(es) by the students to whom you wish to assign the course

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

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"

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

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

Assign Product - Heartsaver Direct® CPR AED Training

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

[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**