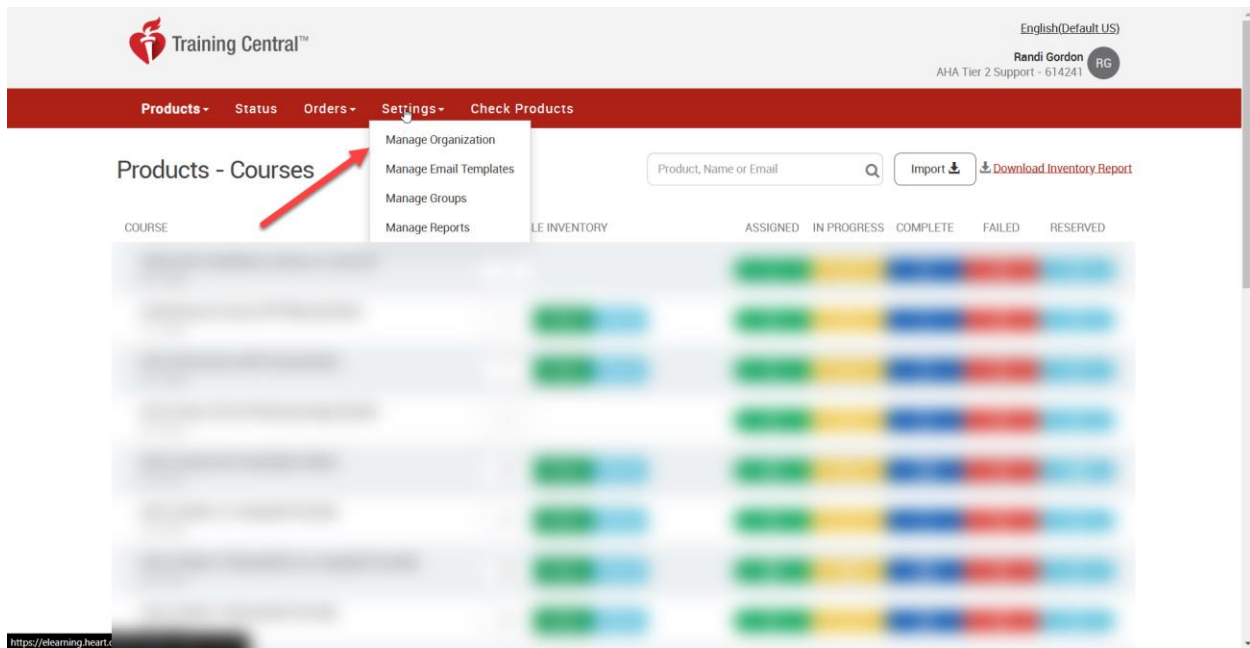
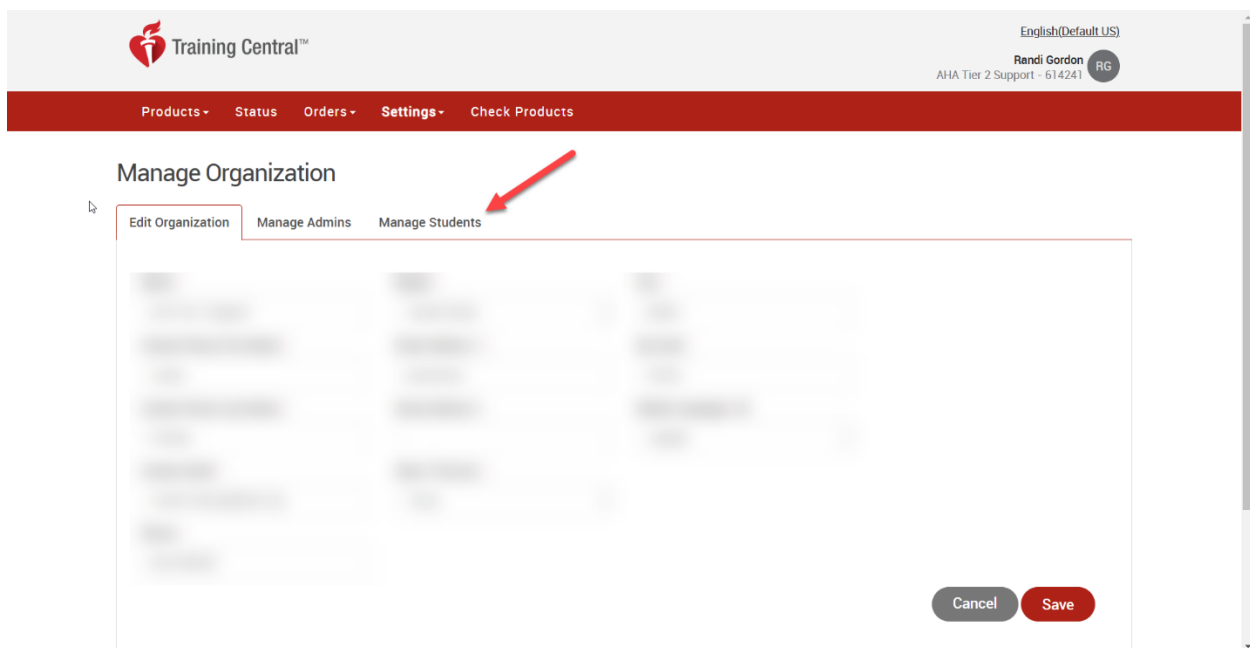


Training Central: How to Assign Courses from Learner Management

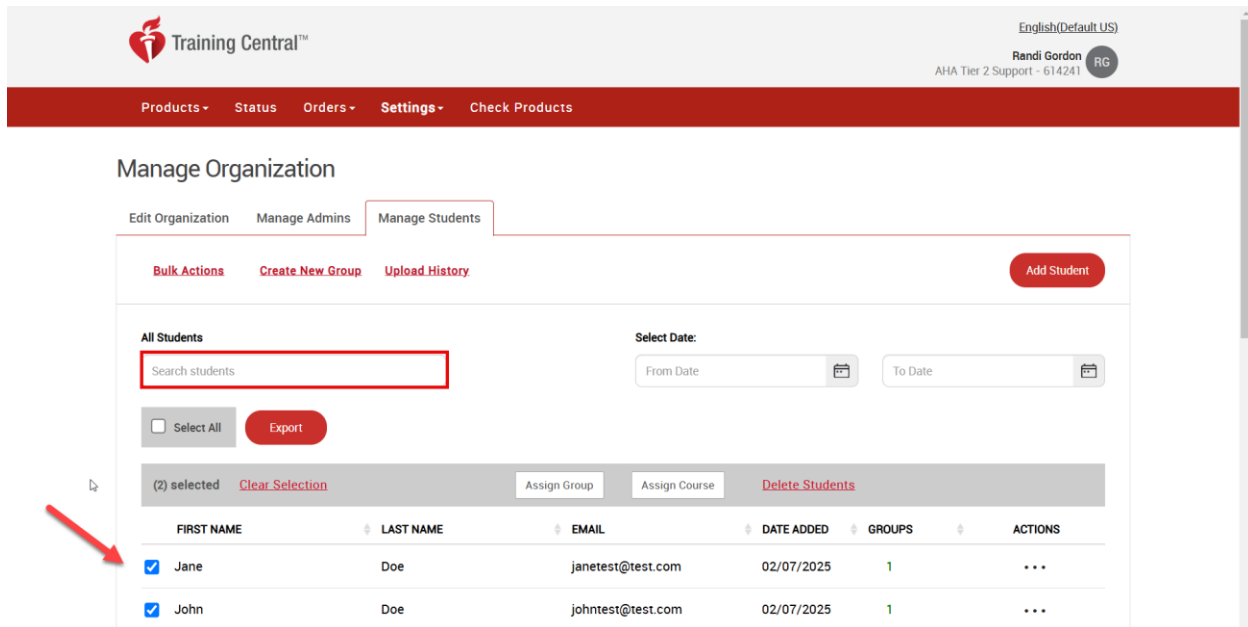
Step 1: Navigate to <https://elearning.heart.org/trainingcentral> and select "Manage Organization" from the "Settings" drop-down menu.



Step 2: Select Manage Students



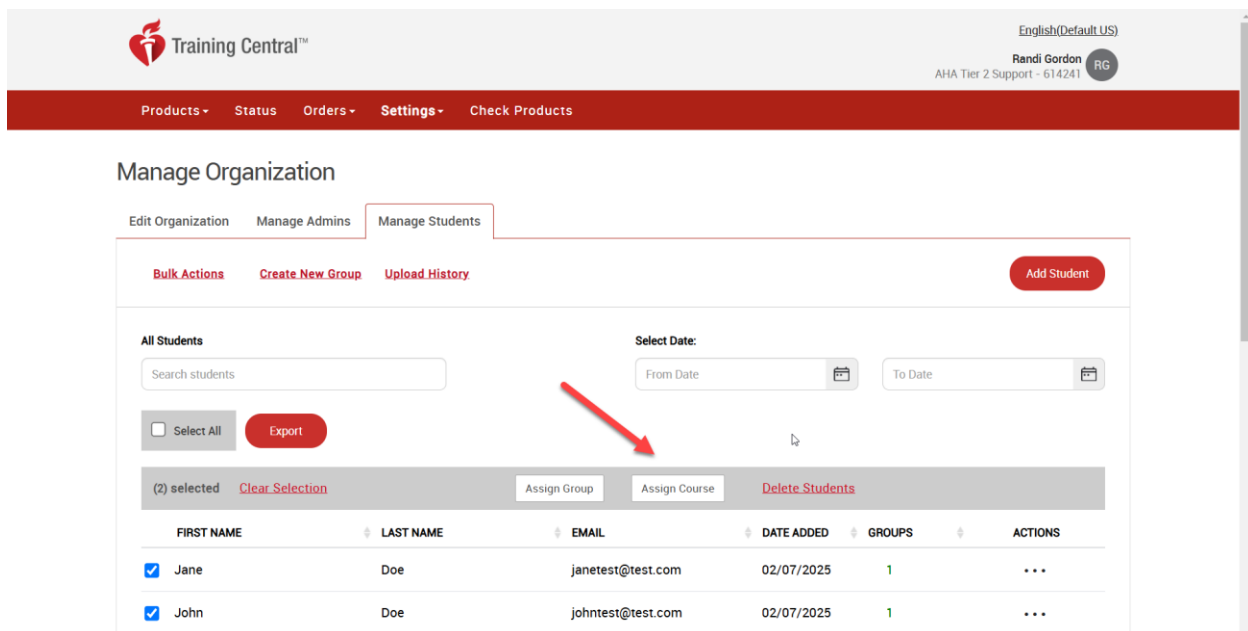
Step 3: Use the “All Students” search bar to search for the desired student(s).
Select the check box(es) by the students to whom you wish to assign the course



The screenshot shows the 'Manage Organization' page in Training Central. The 'Manage Students' tab is active. A red box highlights the 'Search students' input field under the 'All Students' section. Below the search bar, there are checkboxes for 'Select All' and an 'Export' button. A table lists two students: Jane Doe and John Doe, both with their respective email addresses and dates added. A red arrow points to the checkboxes next to each student's name, indicating selection.

FIRST NAME	LAST NAME	EMAIL	DATE ADDED	GROUPS	ACTIONS
Jane	Doe	janetest@test.com	02/07/2025	1	...
John	Doe	johnetest@test.com	02/07/2025	1	...

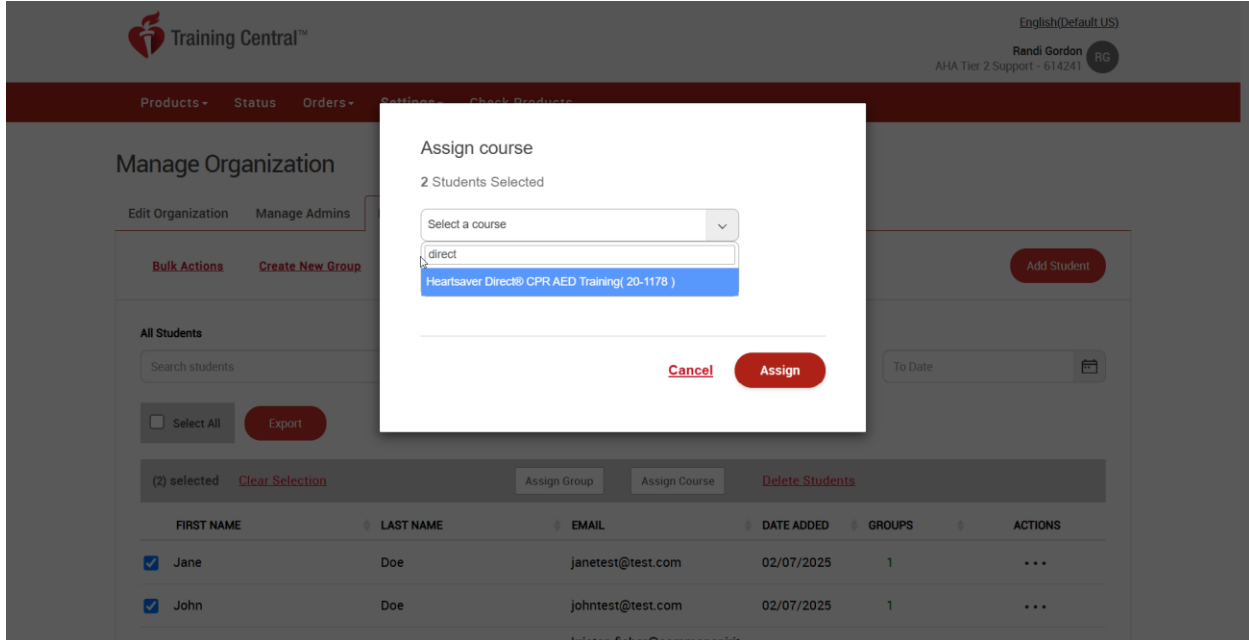
Step 4: After the desired students are checked, select “Assign Course”



The screenshot shows the same 'Manage Organization' page. A red arrow points to the 'Assign Course' button in the table's action bar, which is located above the student list. The 'Assign Course' button is highlighted, indicating the next step in the process.

FIRST NAME	LAST NAME	EMAIL	DATE ADDED	GROUPS	ACTIONS
Jane	Doe	janetest@test.com	02/07/2025	1	...
John	Doe	johnetest@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 'Training Central' interface. The 'Manage Organization' section is active, displaying a list of students. A modal window titled 'Assign course' is open, showing a search for 'direct' with the result 'Heartsaver Direct® CPR AED Training(20-1178)' selected. The modal includes 'Cancel' and 'Assign' buttons. The background shows a table with 2 selected students: Jane Doe and John Doe.

Assign course
2 Students Selected

Select a course

direct

Heartsaver Direct® CPR AED Training(20-1178)

Cancel Assign

Manage Organization

Edit Organization Manage Admins

Bulk Actions Create New Group

All Students

Search students

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	johnetest@test.com	02/07/2025	1	...

kristen.fisher@ecommunity.org



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


Training Central™

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

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

Dear {firstname} {lastname},

You have been assigned a course on {sitename} by {from_user} - {from_email}

Course: {coursename}

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 TINYMCE

Footer

Thank you,

The {SITE_NAME} Team


American Heart Association.

eLearning

5 WORDS POWERED BY TINYMCE

Continue
Back

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

 Training Central™

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

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

[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

CancelEdit EmailAssign Products and Send Emails

 American
Heart
Association.