Assignments

Introduction

1. he application allows assigning the following educational components:

- Programs.
- Courses.
- Tests.
- Materials.

2. Only the application moderator can make assignments.

3. By default, all educational components published in catalogs are available for self-assignment. That is, when a learner starts completing them independently, self-assignment occurs.

4. When the moderator makes an assignment, the educational component receives the status "Assigned". When the learner starts completing the educational component themselves, it receives the status "Self-assigned".

5.The application offers four types of assignment:

- One-time assignment.
- Recurring assignment.
- Assignment for newcomers.
- Assignment for groups (for Bitrix 24).

One-time assignment. A single assignment of an educational component to a selected Group of learners.

Recurring assignment. Periodicity is added to a one-time assignment.

Assignment for newcomers. This assignment will occur for every new employee added to the portal.

Assignment for Groups (for Bitrix 24). The assignment will occur for all group members. Subsequently, when a new group member is added, this assignment will automatically occur for them.

Creating an assignment

1.Assignment of tests, courses, materials.

One-time assignment:

- Enter a title.
- Select courses, tests, or materials for assignment.
- BSelect the employees who will receive the assignment.
- Select the module supervisor (this is the Employee who will be assigned the task and will be an Observer in it - for Bitrix 24).
- Leave active or deactivate "Create tasks". For Bitrix 24 and Zoho CRM. Determines whether a task is created in Bitrix 24, Zoho CRM.
- Select the start and end of the assignment.

> Attention! The educational component (course, test, material) will appear in the Personal Account on the Assignment date. For example, the current date is May 1. Assignment is made from May 5. This means the educational component will appear in the Personal Account on May 5.

Recurring Assignment.

Add periodicity (monthly, every three months, every six months, or annually). The system will make this Assignment with the specified periodicity.

Assignment for newcomers

When creating the Assignment, activate "This is a template for assignment - to new employees". Enter a title, add the educational component.

Assignment for Group (for Bitrix 24)

When creating the assignment, activate "This is a template for assignment - for groups". Enter a title, add the educational component, select a group. When a new group member is added in Bitrix, the assignment will be made to them automatically.

> This scenario can also be implemented for newcomers. When different onboarding programs need to be assigned to newcomers. In this case, different groups are created in Bitrix for different target audiences, and when a newcomer is added to the Bitrix24 portal, they are added to this group in Bitrix.

2. Assignment of programs

1.Select the program for assignment, employees, and the assignment method (for Bitrix 24).

2. In the assignment, you can edit the deadlines for modules, the supervisors responsible for specific modules, and the program as a whole.

Assignment results

The results of the program assignment are available on the "Program results" tab. The results of assignments for other educational components are available in Reports.

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