

PROGRAMS & PERSONNEL  
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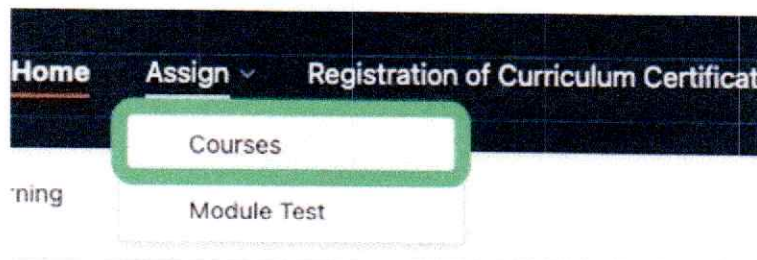
## How to assign and unassign courses through the NCCER Learning Platform

Jul 21, 2023 · Knowledge

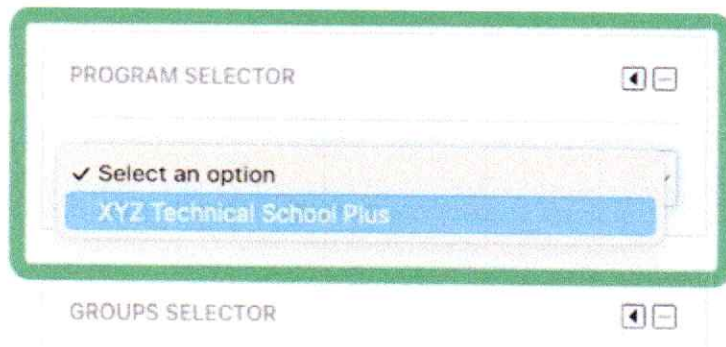
1. To assign or unassigned courses through the NCCER Learning Platform, log in to your NCCER account and navigate to the Learning Platform.



2. In the top navigation strap, click "Assign", then select the courses that you are wanting to assign. Note: more specific options may be available in your "Assign" list. This list is based on program type and endorsements (if applicable).



3. In the PROGRAM SELECTOR portion of the page, choose the program that you are assigning courses under. Note: the program selected here is the program that will be billed for the course. Courses are billed in arrears based on assignment, not based on use. Please be mindful of this when making course assignments.



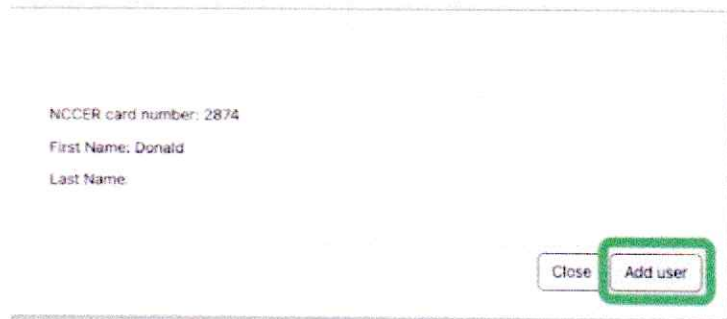
4. Next, you need to select the learners you'd like to assign the courses to by entering their NCCER # and then clicking "Search". Note: if you have created groups in the Learning Platform, you can use a group or groups in this step to more efficiently make assignments to learners. Please see the article about groups for more information.

Search user



A search form with a text input field containing the placeholder text "NCCER card" and a "Search" button below it. The entire form is enclosed in a green rectangular border.

5. This will bring up the user's details, which allows you to confirm this is the user you intended. You can cancel this to search for a new user by clicking "Close", or can continue adding this user by clicking "Add User".



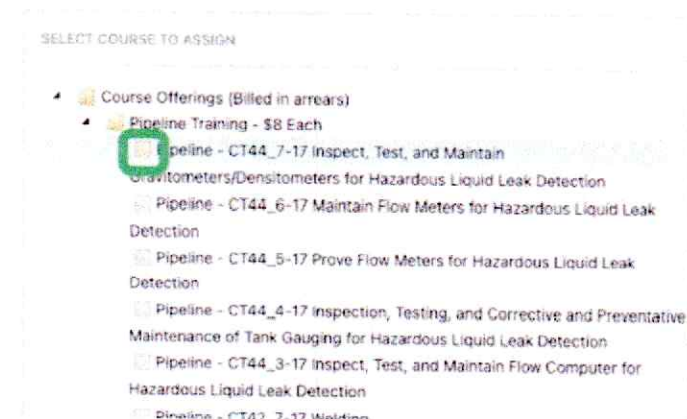
A form displaying user details. It includes the text "NCCER card number: 2874", "First Name: Donald", and "Last Name:". At the bottom right, there are two buttons: "Close" and "Add user". The "Add user" button is highlighted with a green rectangular border.

6. If you make any mistakes, you can remove learners from the list for assignment by clicking "Remove". When your list of learners to assign is finalized, click the "Next" button.



A list titled "USERS TO ASSIGN". It contains one entry: "Donald Sr. (2874)" with a red "Remove" button to its right. Below the list is a "Next" button, which is highlighted with a green rectangular border.

7. Under "SELECT COURSE TO ASSIGN", you need to select the course or courses to assign to the selected learners. To do this, expand the top level folder and any subsequent folders related to the course(s) you are looking for. Next to the course names of those you are looking to assign, you can select the course by clicking the checkbox next to the course name. You can select as many courses as you would like to assign at once.



A list titled "SELECT COURSE TO ASSIGN". It shows a tree structure of course offerings. The top level is "Course Offerings (Billed in arrears)", which is expanded. Under it is "Pipeline Training - \$8 Each", also expanded. The first item under "Pipeline Training" is "Pipeline - CT44\_7-17 Inspect, Test, and Maintain Gravimeters/Densitometers for Hazardous Liquid Leak Detection", which has a green checkmark in its checkbox. Other items in the list include "Pipeline - CT44\_6-17 Maintain Flow Meters for Hazardous Liquid Leak Detection", "Pipeline - CT44\_5-17 Prove Flow Meters for Hazardous Liquid Leak Detection", "Pipeline - CT44\_4-17 Inspection, Testing, and Corrective and Preventative Maintenance of Tank Gauging for Hazardous Liquid Leak Detection", "Pipeline - CT44\_3-17 Inspect, Test, and Maintain Flow Computer for Hazardous Liquid Leak Detection", and "Pipeline - CT44\_2-17 Maintain".

8. Once all desired courses are selected, click the "Assign" button to assign the selected courses to the learners you added to your list.

General Assignment

ASSIGN

Add more users **Assign**

SI [2874 ] Remove

COURSE TO ASSIGN

Course Offerings (Billed in arrears)

- Pipeline Training - \$8 Each
  - Pipeline - CT44\_7-17 Inspect, Test, and Maintain Gravimeters/Densitometers for Hazardous Liquid Leak Detection
  - Pipeline - CT44\_6-17 Maintain Flow Meters for Hazardous Liquid Leak Detection
  - Pipeline - CT44\_5-17 Drive Flow Meters for Hazardous Liquid Leak

9. You will receive a confirmation message with a reminder about billing, which can simply be closed out.



it

Add more users **Assign**

selected courses. Please note: your organization will be billed regardless of the access or use of training.

**Close**

ometers for Hazardous Liquid Leak Detection

CT44\_6-17 Maintain Flow Meters for Hazardous Liquid Leak

10. If you realize that you made an assignment in error, you can correct your mistake by using the "Unassign" feature. This is available on all assignment consoles EXCEPT for the one for Program Personnel Training. To access this, navigate to the "MENU" section on the left side of the page and click "Unassign".

MENU ◀ □

Assigned Tests/Courses Report

Assign user

**Unassign**



11. On the next screen, search of the NCCER number of the learner you are wanting to unenroll from any assigned courses by adding their NCCER number then clicking "Search". Note: this functionality can only be used until a course has been accessed by the learner; once accessed, the course can no longer be unassigned.

assign

ARCH FOR LEARNER

SEARCH

NCCER card

search

12. A list will appear of all assigned courses that have not yet been access by the learner. Select the course or courses you are wanting to unenroll the learner from, then click "Unassign". You will receive a confirmation message, which you can simply close out.

SIGNED

- Pipeline - CT44\_8-17 Inspect, Test and Maintain Temperature Transmitters for Hazardous Liquid Leak Detectio
- Pipeline - CT50\_0-17 Purge Gas from a Pipeline
- 00101 - Basic Safety
- 00104 - Introduction to Power Tools
- 00105 - Introduction to Construction Drawings
- Pipeline - CT44\_7-17 Inspect, Test, and Maintain Gravimeters/Densitometers for Hazardous Liquid Leak Detection



Alert: IMPORTANT NOTE: If unenrollment is done during the same month the course was assigned, no fee will be incurred. Otherwise, fees apply at assignment/enrollment and no credit will be issued for unenrollment.

**Title**

How to assign and unassign courses through the NCCER Learning Platform

**URL Name**

How-to-assign-and-unassign-courses-through-the-NCCER-Learning-Platform

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How to view course results for users assigned training at your program (/Support/s/article/HOW-TO-VIEW-COURSE-RESULTS-FOR-USERS-ASSIGNED-TRAINING-AT-YOUR-PROGRAM)

How to add time to a module test in the NCCER Learning Platform (/Support/s/article/How-to-Add-Time-to-a-Test)

How to create, manage, and use a group of learners in the NCCER Learning Platform (/Support/s/article/Create-and-manage-a-group)