Login to **Axess**. Under the STARS menu, select “**Assign Learning**”.

The **Assign Learning** page has two main features. One feature is to view the status of assignments by Learner and the other is to assign trainings.

Below are key terms to know when using this page:

**Learners**: a person who needs to take internal training at Stanford. Learners can be anyone who has a SUNet ID and can log into Axess.

**Objectives**: specific compliance related training programs that have been setup in STARS for assignments to Learners.

**Assignment**: identifying Learners who need to take training by formally assigning them a training objective.

To use the Assign Learning page, you must look up a Learner. To do this, start typing in either the name or SUNet ID of the Learner in the “**Learner name/SUNETID**” filter.

Below the input field, names will auto-populate. Click on the name to add the Learner (the name field background will turn gray when selected). You can add multiple names to the list by repeating this process.
**View Learner Objectives**

To view trainings that have been assigned to Learners, select one or more Learners (when selected the name field background will turn gray). Click on the “View Learner Objectives” button.

A page will appear that shows the Learner’s status for all that are assigned to them. The status types are:

- **Needed**: Learner has been assigned, but has not yet enrolled in the training.
- **In Progress**: Learner has enrolled or started the training, but has not completed it.
- **Met**: Learner has completed the training.

**Assigning Objective**

*Note: Assignment functionality for SHP-Supervisor and Faculty will not be available until after the April 2017 launch.*

To assign a Learner SHP-Supervisor & Faculty training, in the Objectives section, type “SHP” in the filter field. This will auto-populate the SHP objective “Harassment Prevention – Supervisor or Faculty Member” training.

Click on the “Details” button to see more information about this objective and who should be assigned. A pop-up screen will appear with this information. Click on the “Close” button to return to the “Assign Learning” page.

Click in the white area of the objective field. This changes the background to gray (indicating it is selected).

Due dates for this training:
- In an odd-numbered year, the due date will auto-populate to December 1st.
- In an even-numbered year, the due date will auto-populate 90 days.
- The due date can be changed to an earlier date.
With both the Learner name and the Objective selected (gray backgrounds), click the “Assign the Selected Objectives” button.

The Objective Assignment Summary screen appears. If the assignment looks correct click the “Assign” button to process the assignment. Click “Cancel” if you don’t wish to process the assignment.

A confirmation screen appears when the assignment was successfully processed. An email is sent to the Learner notifying them of the assignment. Click the “Close” button to close the confirmation screen.

Additional Information:

For more information on assignments you can complete a short web-based course or visit the STARS Track website.

For questions on the Sexual Harassment Prevention training for Supervisors and Faculty assignments, eligibility or training policies, please contact the SHPO office at shpo-training@stanford.edu.