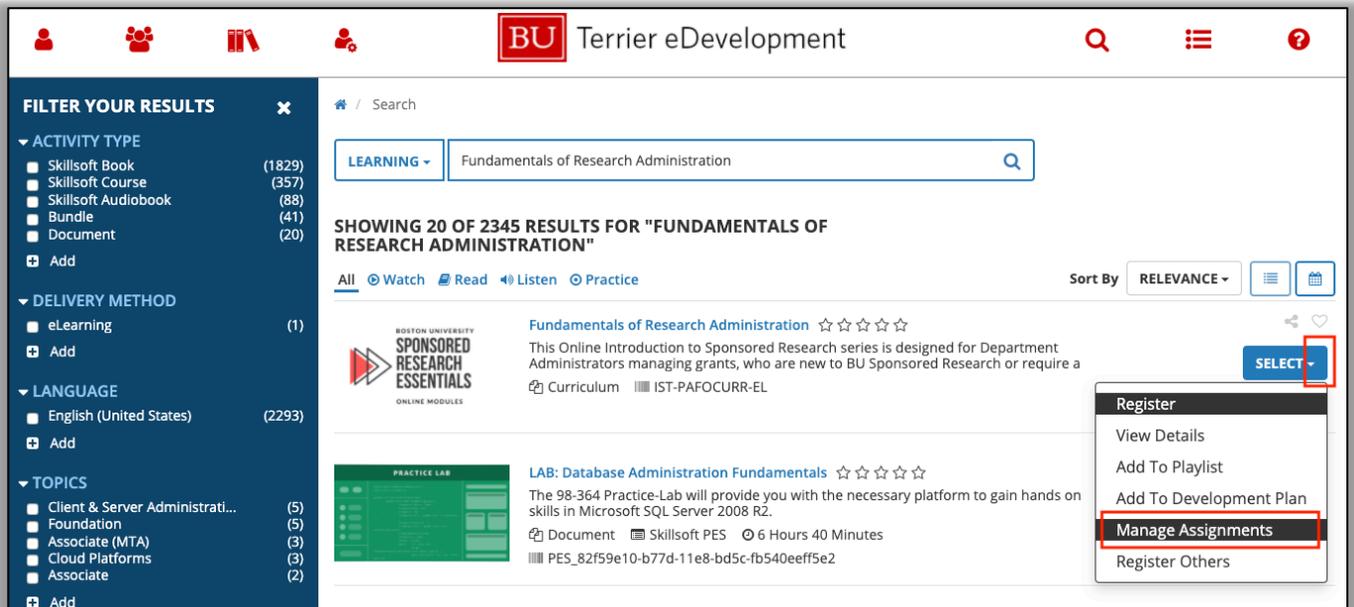


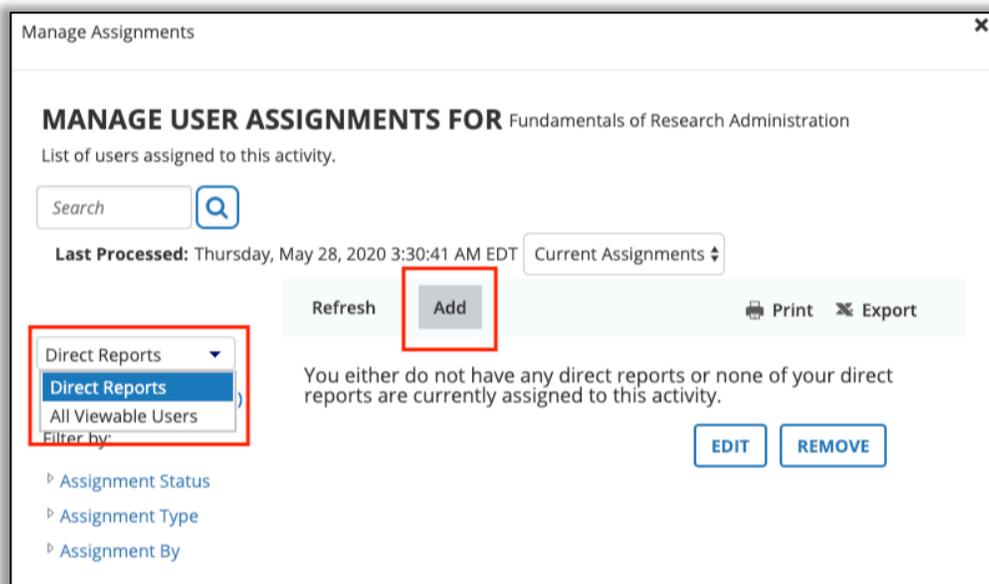
TERRIER EDEVELOPMENT ASSIGNMENT INSTRUCTIONS – FOR MANAGERS

This guide outlines how to assign any activity or curriculum to your staff in Terrier eDevelopment.

1. Search for the activity or [curriculum](#) you want to assign.
2. Click the arrow on the **Select** button and choose **Manage Assignments**.



3. Select **Add** in the Manage Assignments window.
 - a. Any existing assignments will appear here. For managers with multiple levels rolling up to them, switch view to **All Viewable Users** to see everyone.



4. Search and select the staff you want to assign the activity to and select **Next** in the bottom right corner.
 - a. Your **Direct Reports** will appear, but if you have multiple levels reporting up to you, you can switch to **All Viewable Users** to search.

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- You can select **All** to apply your settings to everyone you've selected, or click on individual names to apply different settings to each person. Enter if the activity is required or recommended, start and due dates, priority, and any notes. You must click on **Apply to Selection** apply the assignment settings and then click **Done**.

The screenshot shows the 'Manage Assignments' dialog box for 'Fundamentals of Research Administration'. At the top, it says 'EDIT ASSIGNMENTS FOR' followed by the course name. Below that, it instructs to 'Select either one or all users to set assignment options.' There are two tabs: 'All' (highlighted with a red box) and 'None'. A 'Sort by: Name' dropdown is also visible. The user 'SARA LUBIN' is listed with 'Type: Recommended' and 'Status: Assigned'. To the right, the 'Assignment Options' section includes: 'Type' (Required selected), 'Ignore Previous Completions' (checkbox), 'Start Date' (Today selected), 'Time zone' (UTC), 'Priority' (None), and 'Due Date'.

This screenshot shows the lower portion of the 'Manage Assignments' dialog box. The 'Priority' dropdown is set to 'None'. The 'Due Date' section has three options: 'No Due Date', 'Within' (with a text input), and 'By' (selected, with a date of 05/29/2020). The 'Time zone' dropdown is set to 'America/New York'. Below that is an empty 'Assignment Notes' text area. The 'Status' dropdown is set to 'Assigned'. A red box highlights the 'APPLY TO SELECTION' button. At the bottom are 'CANCEL', 'BACK', and 'DONE' buttons.