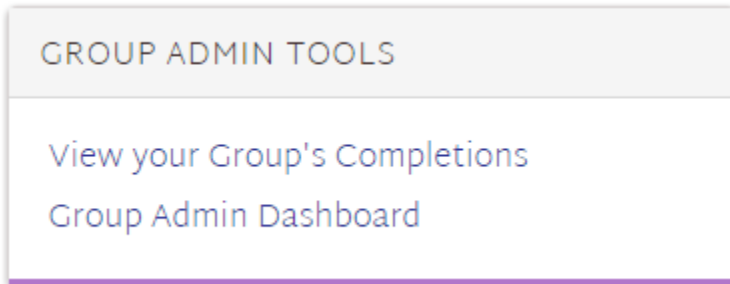


# Assign Courses by Job Roles

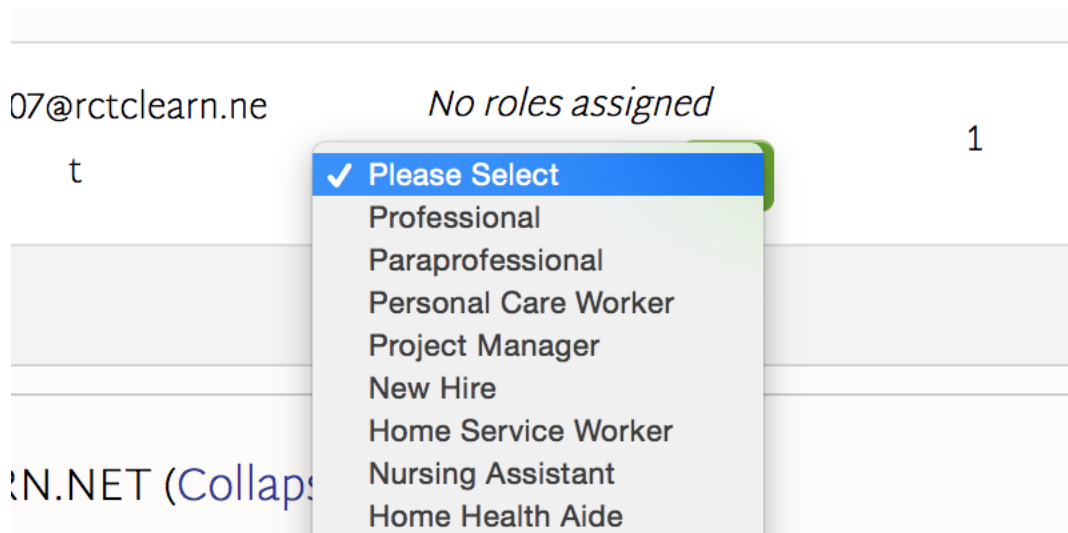
Click on “Group Admin Dashboard” in the Group Admin Tools Box



Find your group, and click “Expand Details” if it is not already expanded.

Betty Joe (green7007test)	green7007@rctclearn.net	No roles assigned	1	2	1
		<a href="#">Add Role</a>			

Click on the green “Add Role” button next to the employee’s name. Select an option from the drop down list. Once you have selected the employee’s role, please click on the green “Add” button



After adding the role, you will see the job role title appear along with a circled “x”. Clicking on the circled “x” allows you to remove the role you added. You can assign multiple roles to each employee if you desire.

Paraprofessional x

Please Select ▾ Add

After assigning the role, click on the green “Assign/Unassign Courses” button.












Select the courses you want to assign to the role by clicking on the box next to the course title. Next, click on the “Assign Courses” button on the right-hand side.

### Course Assignments for RCTCLEARN Home Health

Check off the courses you want to assign below, and then click on the assign button on the right

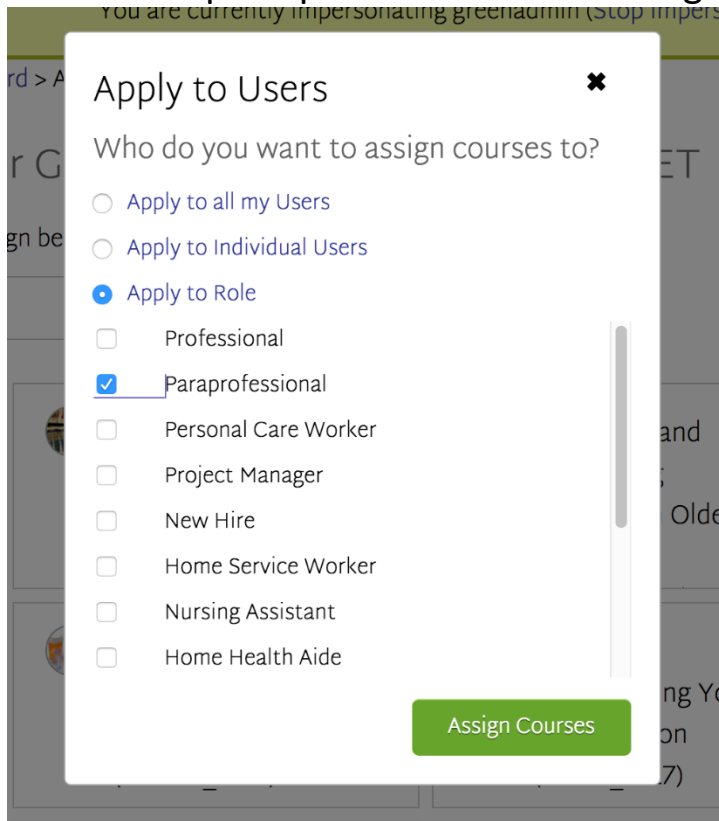
Search...

Assign Courses (0)

 Anxiety in Older Adults (RNAX_2017) <input type="checkbox"/>	 Improving Accuracy in ICD 10 Coding for Home Health Care (HD_QA_2017) <input type="checkbox"/>	 Detecting and Addressing Delirium in Older Adults (RNDD_2017) <input type="checkbox"/>
 Improving Care Transitions of Older Adults (RNCT_2017) <input type="checkbox"/>	 Medication Management in Home Care (RNMM_2017) <input type="checkbox"/>	 Positively Representing Your Organization (NAPR_2017) <input type="checkbox"/>
 Neurological Diseases and Conditions (HD_NC_2017) <input type="checkbox"/>	 Mental Disorders (HD_MD_2017) <input type="checkbox"/>	 Immunological Diseases and Conditions (HD_ID_2017) <input type="checkbox"/>

Currently Assigned Courses  
*No courses assigned currently*

You will be prompted with the following:



The screenshot shows a dialog box titled "Apply to Users" with a close button (✕) in the top right corner. The question "Who do you want to assign courses to?" is displayed. There are three radio buttons for the main selection: "Apply to all my Users", "Apply to Individual Users", and "Apply to Role". The "Apply to Role" option is selected. Below this, there is a scrollable list of job roles with checkboxes: "Professional", "Paraprofessional" (checked), "Personal Care Worker", "Project Manager", "New Hire", "Home Service Worker", "Nursing Assistant", and "Home Health Aide". A green "Assign Courses" button is located at the bottom right of the dialog box.

Select the “Apply to Role” radio button, and then check off the roles you want to assign the courses to.

When new employees create accounts, assign them a job role. Once they have been assigned a job role, they will automatically be assigned the courses you assigned to that job role.