How to Assign Courses to Studies

GlobalLearn version 2.6

APPLICABLE TO:

- ● **Company Admin**
- ● **Manager**
- ○ **Instructor**
- ○ **Learner**

● **GlobalLearn**

Site Training Courses may not appear among the available courses for a specific Study.
Usually, this is because they have been created within another Study.
This Job Aids explains how to make a course available in any Study of your choice.

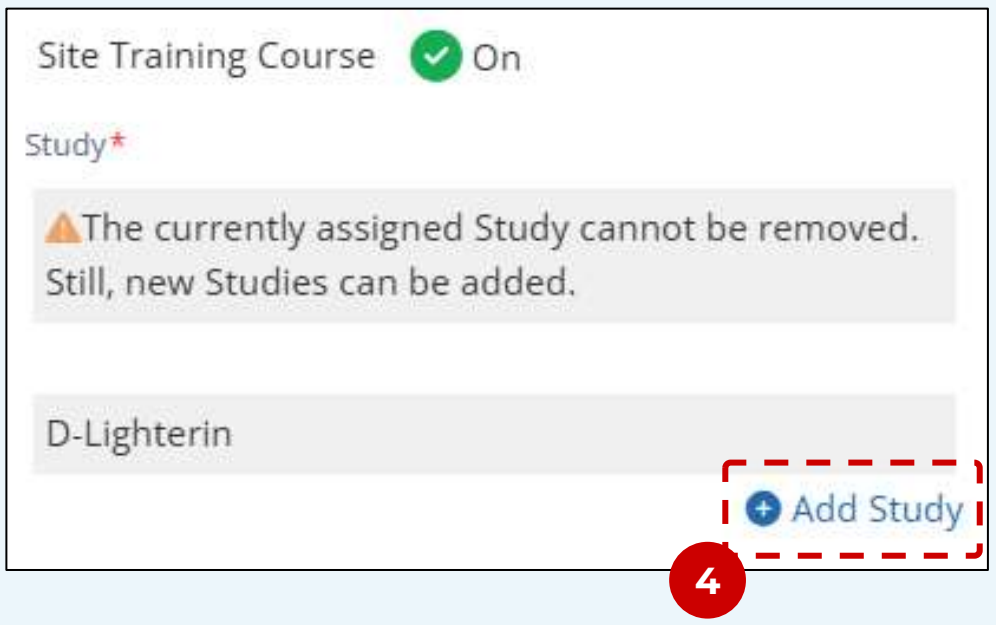
1 Log in to Global Learn and navigate to the **Course Management page.**

2 Select a Site Training Course via the checkbox.

3 From the menu at the top, select the **Edit** option.

4 In the Site Training Course area, click on the **Add Study** button.

⚠ If there is no Site Training Course area, then the selected course is a Catalog course and not eligible for use in a Study.



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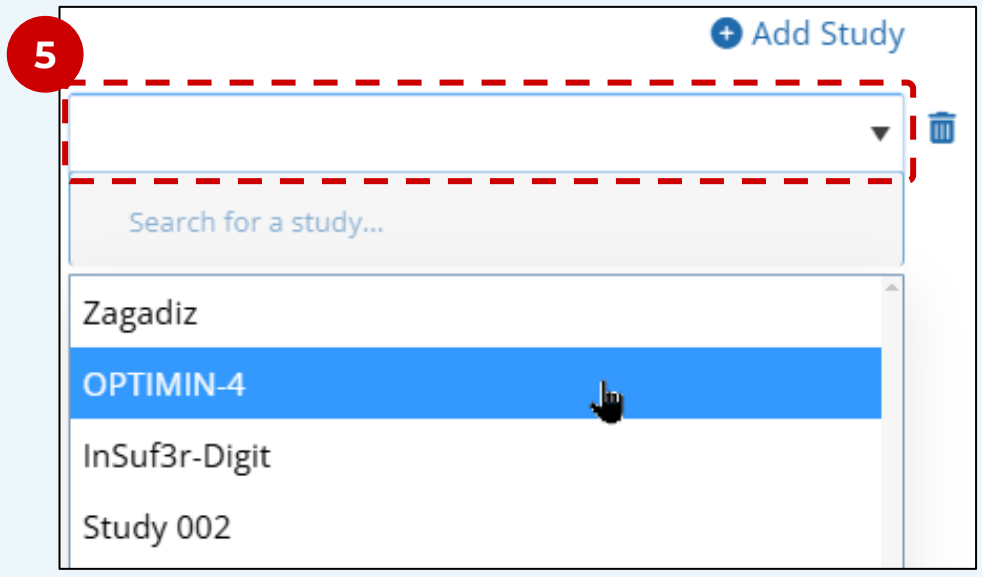
5 Click on the drop-down box to display available studies. You can also type to search.
Select a study.



6 Click **Save** to finish. Check the ‘Study’ column in the Course Management list to verify that the course has been added correctly.

The same process can be applied to Learning Plans via the Manage Learning Plans page.
Note: some users may not have access to that page.