

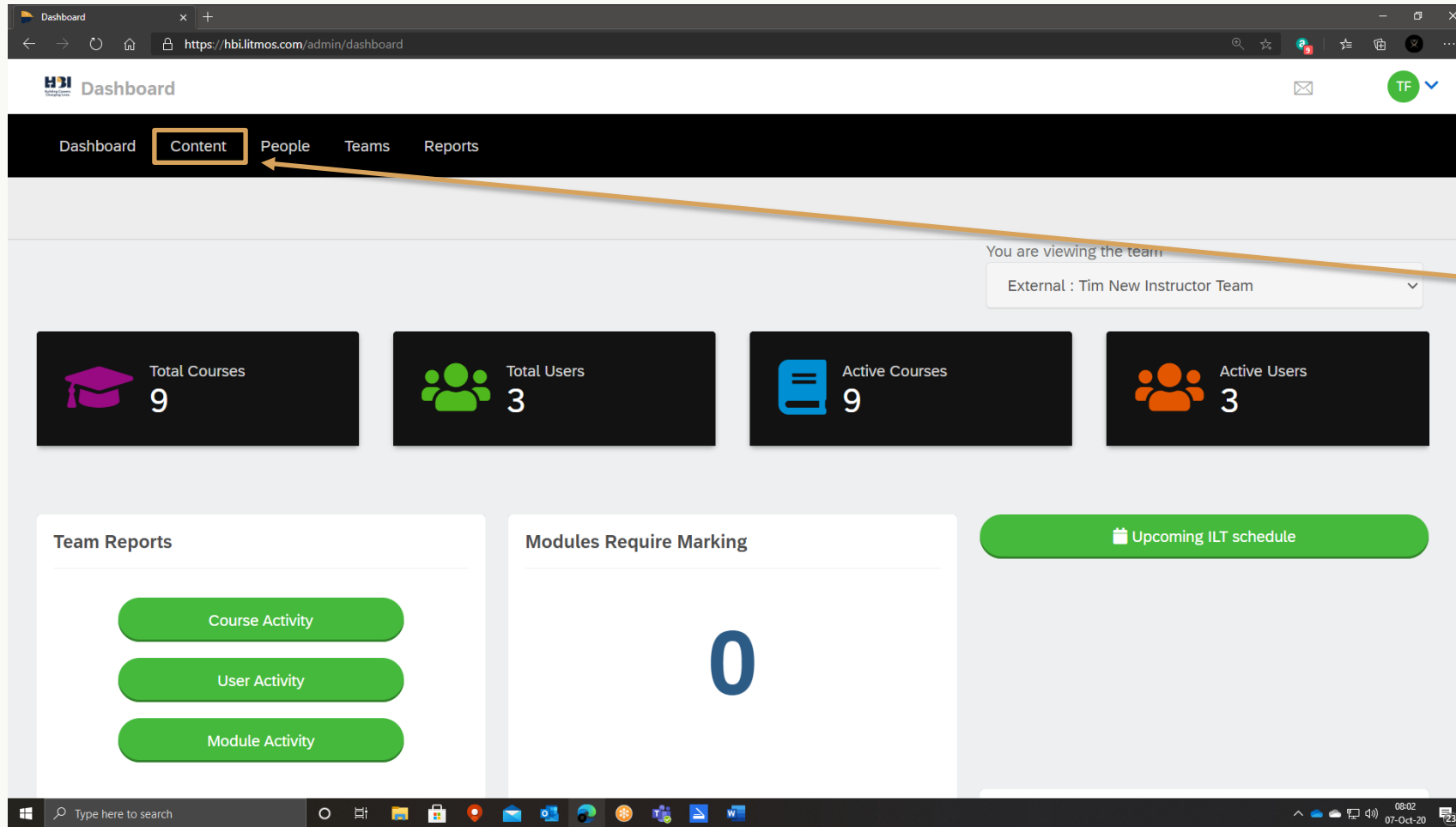


Building Careers.  
Changing Lives.

# Sistema de Gestión de Aprendizaje

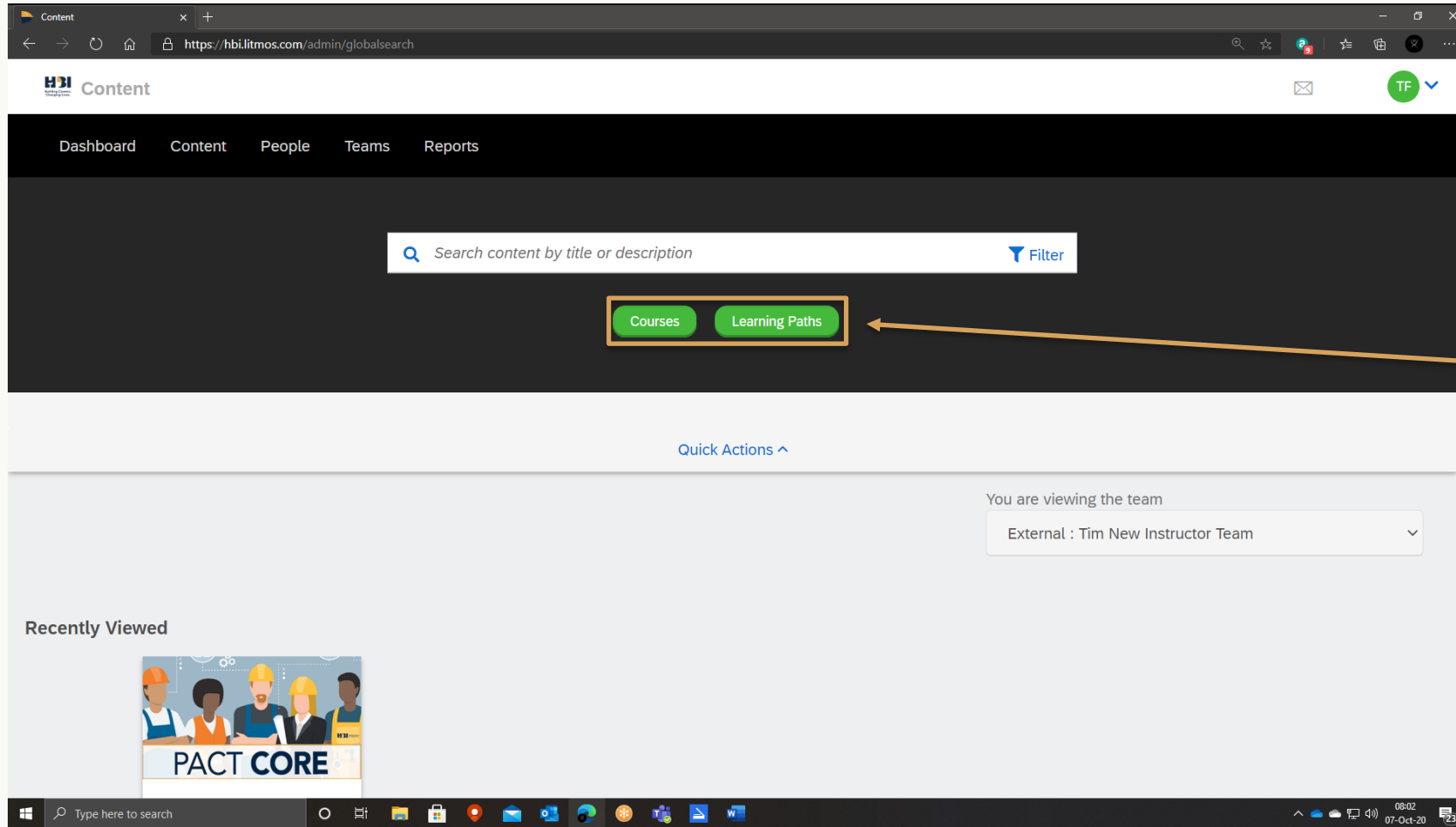
## Asignación de Cursos y Planes de Aprendizaje

# Asignación de Cursos y Planes de Aprendizaje



En el panel de información del usuario, seleccione Contenido.

# Asignación de Cursos y Planes de Aprendizaje



Después de entrar en la página de Contenidos, seleccione "Cursos" o "Planes de Aprendizaje". Los siguientes pasos son los mismos para cualquiera de los dos.

# Asignación de Cursos y Planes de Aprendizaje

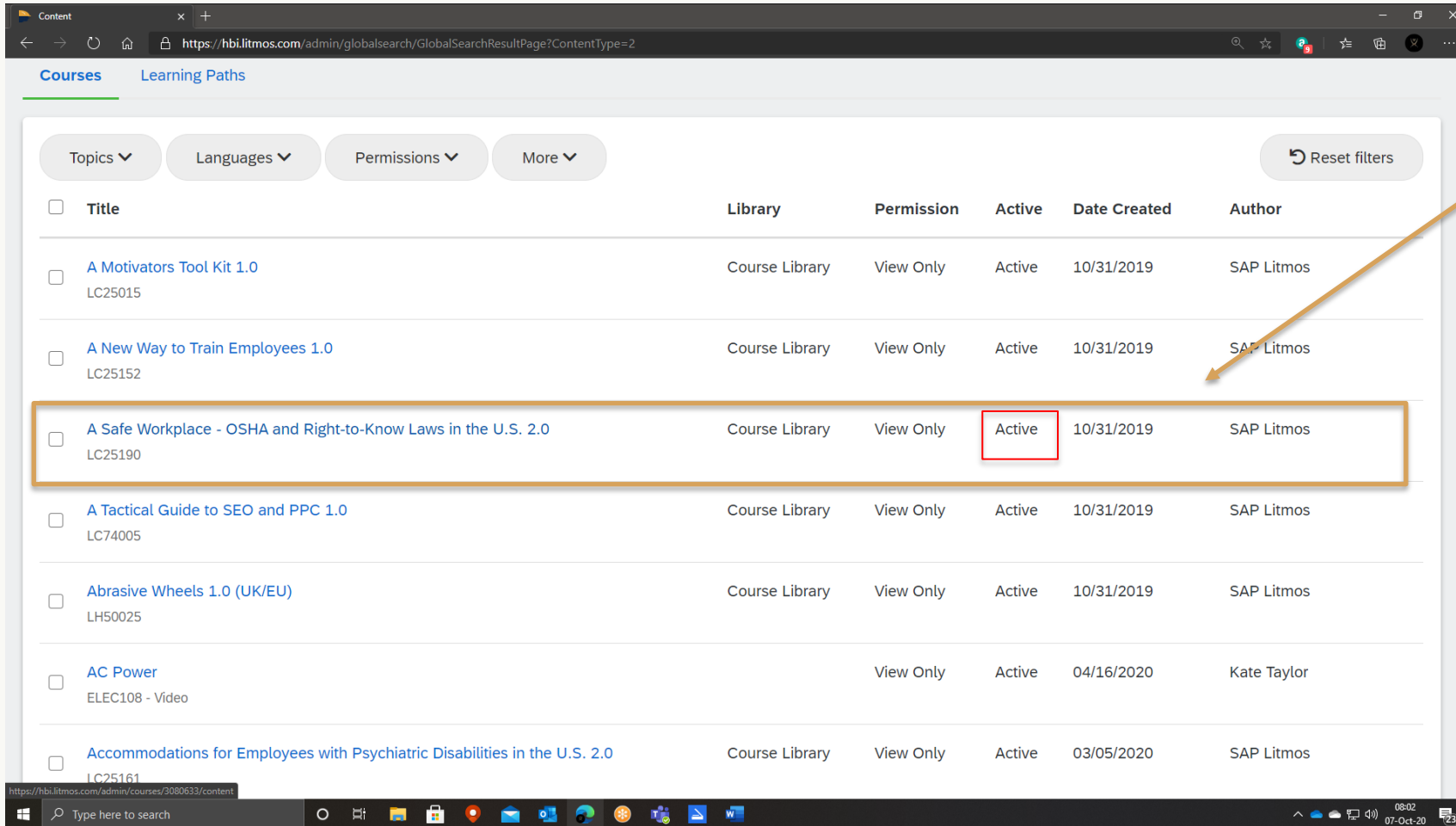
The screenshot displays the HBI Content management system interface. At the top, there is a navigation bar with links for Dashboard, Content, People, Teams, and Reports. Below this is a search bar with the placeholder text "Search content by title or description" and a "Filter" button. A dropdown menu shows "You are viewing the team" with the selection "External : Tim New Instructor Team". Below the search bar, there are tabs for "Courses" and "Learning Paths". A filter section includes buttons for "Topics", "Languages", "Permissions", and "More", along with a "Reset filters" button. A table lists content items with columns for Title, Library, Permission, Active status, Date Created, and Author. The first item is "A Motivators Tool Kit 1.0" with status "Active". The second item is "A New Way to Train Employees 1.0" with status "Active".

Title	Library	Permission	Active	Date Created	Author
<input type="checkbox"/> A Motivators Tool Kit 1.0 LC25015	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> A New Way to Train Employees 1.0	Course Library	View Only	Active	10/31/2019	SAP Litmos

A continuación, podrá buscar cursos o planes de aprendizaje por título o palabra clave de descripción, utilizando la barra de búsqueda situada en la parte superior de la página.

También puede desplazarse por la lista de cursos o planes de aprendizaje por orden alfabético o filtrar su búsqueda como desee. Asegúrese de asignar el contenido activo, no el inactivo.

# Asignación de Cursos y Planes de Aprendizaje



Content

https://hbi.litmos.com/admin/globalsearch/GlobalSearchResultPage?ContentType=2

Courses Learning Paths

Topics Languages Permissions More Reset filters

<input type="checkbox"/> Title	Library	Permission	Active	Date Created	Author
<input type="checkbox"/> A Motivators Tool Kit 1.0 LC25015	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> A New Way to Train Employees 1.0 LC25152	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> A Safe Workplace - OSHA and Right-to-Know Laws in the U.S. 2.0 LC25190	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> A Tactical Guide to SEO and PPC 1.0 LC74005	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> Abrasive Wheels 1.0 (UK/EU) LH50025	Course Library	View Only	Active	10/31/2019	SAP Litmos
<input type="checkbox"/> AC Power ELEC108 - Video		View Only	Active	04/16/2020	Kate Taylor
<input type="checkbox"/> Accommodations for Employees with Psychiatric Disabilities in the U.S. 2.0 LC25161	Course Library	View Only	Active	03/05/2020	SAP Litmos

https://hbi.litmos.com/admin/courses/3080633/content

Type here to search

08:02 07-Oct-20

Simplemente haga clic en el título del curso o plan de aprendizaje deseado. Asegúrese de que sea un contenido activo.



# Asignación de Cursos y Planes de Aprendizaje

The screenshot displays the Litmos admin interface for a course titled "A Safe Workplace - OSHA and Right-to-Know Laws in the U.S. 2.0". The interface includes a sidebar with a word cloud and a main content area with a description of workplace safety. A green "Preview Course" button is visible. At the bottom, there are navigation tabs: "Content", "People", "Teams", and "Ratings". The "People" tab is currently selected, showing a dropdown menu for "You are viewing the team" with the option "External : Tim New Instructor Team". Below this, a message states: "Adding/removing modules, changing status (active/inactive) or (optional/mandatory) will update results for assigned users that are not already complete." A list of modules is shown, including "A Safe Workplace - OSHA and Right-to-Know Laws in the U.S.". The bottom of the screen shows a Windows taskbar with various application icons and the system clock.

Puede revisar la descripción del curso o plan de aprendizaje para asegurarse de que es el contenido que está buscando.

También puede obtener una vista previa del curso o plan de aprendizaje antes de asignarlo a sus alumnos.

Cuando decida que este es el curso que desea asignar, haga clic en la pestaña de Personas.

# Asignación de Cursos y Planes de Aprendizaje

The screenshot shows a web browser window with the URL <https://hbi.litmos.com/admin/courses/3080633/people>. The page displays a course titled "Occupational Safety and Health" with a duration of 10 minutes. Below the course details, there is a section for "People (0)" with a button labeled "Assign to existing people". The button is highlighted with an orange box. Another orange box highlights the same button in the top right corner of the page. Arrows point from the text on the right to these boxes.

workplace safety must be a primary consideration for any organization. According to Bureau of Labor Statistics, in 2020, there were nearly three million workplace accidents and the Bureau of Labor Statistics reports nearly three million workplace injuries occurred in the same year. These staggering numbers represent, not only a cost to employees' well-being, but also financial and time costs to the company. It is vital that you understand the safety laws and procedures in place to protect you and your employees. Topics include - • The purpose and scope of OSHA • The Right-to-know laws and enactments • Incidence rates and records • Inspections and Penalties Duration - 10 minutes Release date - December 14, 2017 Revision date - August 13, 2019 LC25190

Marketplace Course

Content People Teams Ratings

You are viewing the team

External : Tim New Instructor Team

People (0)

Assign to existing people

Select people that will be granted access to this Asset.

Assign to existing people

Privacy Policy

Si hace clic en el enlace "Asignar a personas existentes", accederá a su lista de estudiantes.

# Asignación de Cursos y Planes de Aprendizaje

The screenshot displays the HBI Litmos admin interface. The top navigation bar includes 'Dashboard', 'Content', 'People', 'Teams', and 'Reports'. The main header shows the course title 'A Safe Workplace - OSHA and Right-to-Know Laws in the U.S. 2.0'. A sidebar on the left contains a word cloud and navigation links for 'Content', 'People', 'Teams', and 'Reports'. The main content area features a search bar labeled 'Search for people to assign' and a list of users with checkboxes for assignment. The users listed are 'Assign to all users', 'Kate Taylor ktaylor@hbi.org', 'Kate Test katetest@hbi.org', and 'Timothy Forest tforest@hbi.org'. The 'Assign to all users' and 'Kate Test' options are highlighted with orange boxes. The bottom of the screen shows a Windows taskbar with various application icons and the system clock.

Desde su lista de estudiantes puede asignar el curso o plan de aprendizaje a todos los usuarios.

También puede asignarlo sólo a usuarios específicos.



# Asignación de Cursos y Planes de Aprendizaje

The screenshot shows a web browser window with the URL <https://hbi.litmos.com/admin/courses/3080633/people#>. The page displays a list of people to assign to a course. The modal window has a search bar at the top with the text "Search for people to assign". Below the search bar, there is a list of people with checkboxes next to their names and email addresses:

- ☐ Assign to all users
- ☒ Kate Taylor ktaylor@hbi.org
- ☐ Kate Test katetest@hbi.org
- ☐ Timothy Forest tforest@hbi.org

At the bottom of the modal, there is a checkbox labeled "Send email/text notifications to Learners" and two buttons: "Assign" (highlighted with an orange box) and "Cancel". An orange arrow points from the text on the right towards the "Assign" button. The background of the page shows a sidebar with navigation options like "Content", "People", and "Teams", and a main content area with a heading "Assign to existing people" and a subheading "Select people that will be assigned to this course".

Después de seleccionar los estudiantes deseados, puede hacer clic en Asignar y el nuevo curso o plan de aprendizaje aparecerá en la página de inicio de su estudiante como un curso asignado.