Login in and click on Administration, then Assignments, Create new assignment.

Search for words like “arc” or “gis” something that would be in the title.

Hit “Continue”

You can type in names in the Select Users column, or you can select by “department” Then “Select All Visible” and they will appear in the right hand column. If you do not want someone to receive the training, just click once on their name in the Users Selected column and that name will go back to the Select Users column.
You have several choices on this next page. You can send emails so they know what is being assigned, when it’s due, and when it’s overdue. If you assign a due date, don’t use the “Apply to All” because it will literally apply it to anyone else in other departments that have been assigned this class.

Hit Submit