Navigate to the Library using the icon on the CSU Learn Homepage
Search for the class you would like to share or assign to your direct reports.
To share, click the share icon…. 

... and copy the link within the pop-up box into an email or other communication.
To assign the course to direct reports, click on the down arrow within the blue “Select” box and then “Manage Assignments” from the drop down menu.
Click "Add."
Select the direct reports you would like to assign the training to.
Choose the assignment setting for the training:
• Recommended or required
• Start date ("today" is recommended)
• Priority (optional, can left at "None")
• Due Date ("Within __ Days" is recommended)

Then click “Apply to Selection,” then “Done.”
Congratulations! You’ve assigned a training to your direct reports. Their information will now appear in the “Manage User Assignment” section.

Your direct reports will receive an email notification of the training and see it in their “Assigned Learning” within CSU Learn.