

When courses are available to a site, groups of users will still not be able to access them until the courses are allocated to the relevant groups.

To do this:

1) From the main menu screen, click on Administration

		Reports & Certin	cates 🌥
Administration	S	earch the course c	atalogue
Main Menu			
from the menu shown a	bove.	centry used course	s shown below
Recently Used	Courses		
Course			Last Used
Introduction to Risk	Assessment v2		19/07/2012
Introduction to Risk Basic bread baking	Assessment v2		19/07/2012 27/06/2012
Introduction to Risk Basic bread baking An Overview of the	Assessment v2 Data Protection Act 1998 v8 (Non-	Audio)	19/07/2012 27/06/2012 24/05/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa	x Assessment v2 Data Protection Act 1998 v8 (Non- tion Act 2000 v8 (Non-Audio)	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa Diversity, Equality a	x Assessment v2 Data Protection Act 1998 v8 (Non- ition Act 2000 v8 (Non-Audio) and Discrimination v2	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa Diversity, Equality a Microsoft Outlook 2	x Assessment v2 Data Protection Act 1998 v8 (Non- ition Act 2000 v8 (Non-Audio) and Discrimination v2 2010 - Level 4	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa Diversity, Equality a Microsoft Outlook 2 Safe Manual Handlii	x Assessment v2 Data Protection Act 1998 v8 (Non- tion Act 2000 v8 (Non-Audio) and Discrimination v2 2010 - Level 4 ng v2	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa Diversity, Equality a Microsoft Outlook 2 Safe Manual Handlii The Bribery Act 20	x Assessment v2 Data Protection Act 1998 v8 (Non- tion Act 2000 v8 (Non-Audio) and Discrimination v2 2010 - Level 4 ng v2 10	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012
Introduction to Risk Basic bread baking An Overview of the Freedom of Informa Diversity, Equality a Microsoft Outlook 2 Safe Manual Handlii The Bribery Act 20 An Introduction to	x Assessment v2 Data Protection Act 1998 v8 (Non- tion Act 2000 v8 (Non-Audio) and Discrimination v2 0010 - Level 4 ng v2 L0 Health & Safety at Work v2	Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012 05/04/2012

2) The Learning Management System will move to the Modify Site Menu page. Click on Manage Site Groups





 You will now see a screen with the list of available groups. Using your mouse select the first group to which you want to assign the new courses and then click on Modify Group

Main	Menu Site Admin Menu	Log out Fri 03 Aug 2012
lean creat	ningnexus e	Nimbus Survey Marzia
Ма	nage Site Groups	Default
This add grou defa	section allows you to manage the groups of this site in the new groups and remove or modify the details of existing gro p into which self-registering users who do not select an alte ult group, do not select any groups and then click 'Set as D There are 11 groups in total	Learning Management System. You can ups. Note: the default group is the rrnative will be added. To remove the efault'.
	Find Items: Starting with Containing	
Â	All courses Entertainers Make up artists Medical and Dental - Associate Specialist (Closed) Opera singers Really famous people Singers Tennis Players The Royal Family Thespians Z list celebrities	 > Set as Default > Add Group > Delete Group > Modify Group > Group Member Summary > Group Admin Reports
The	default group is: Not Set	
		Back

4) The Learning Management System will now move to the Modify Group Menu page. Click on **Modify Group Courses**

Main Menu Manage Groups Menu	Log out Fri 03 Aug 20
learningnexus	Nimbus
	Marz
Modify Group Menu	Default: Entertainers
Please select from one of the options below:	
Modify Group Title	Information
Modify Group Courses	
Modify Group Users	
Modify Group TNA	
> Group Admin Reports	
	B



5) The new screen will display the list of courses available to the selected group in two discrete boxes. The box on the right displays the courses already allocated to the group; the box on the left displays the courses available but not yet allocated to the group.

The courses are shown using the ID specified for the course and then the course titles.

Using your mouse, from the list on the left select the courses you want to assign to the group, then click on the single right arrow between the two boxes.

lain Menu Modify Group Menu	Log out Fri 03 Aug 201
creating e-learning together	
Modify Group Courses	Default: Entertainers
This section allows you to modify the list of courses that this group. When you have finished modifying the list, plea Cancel' to return to the previous page.	are made available by default to members of ise click 'Update' to save your changes or
unction Key: > - Add >> - Add All ∢ - Remove	e ∢∢ - Remove All 👌 - Contract Lists
Display Options: Show Active Courses: 🗹 Sho	w Retired Courses: 🗌 🕨 > Apply
Find Items: Starting with Containing Se	Find
07AE01: Excel 2007 Advanced: 1 Filtering an 07AE02: Excel 2007 Advanced: 2 Using Pivot 07AE03: Excel 2007 Advanced: 3 Working wi 07AE04: Excel 2007 Advanced: 4 Using Data 07AE06: Excel 2007 Advanced: 5 Automating 07AE06: Excel 2007 Advanced: 6 Adding Cor 07EX01: Excel 2007: 1 Getting Started 07EX02: Excel 2007: 2 Creating a Worksheet 07EX03: Excel 2007: 3 Formatting Data	S111: Sales and Marketing (Videos): Tracl S112: Sales and Marketing (Videos): Tracl S113: Sales and Marketing (Videos): Tracl S114: Sales and Marketing (Videos): Tracl S115: Sales and Marketing (Videos): Work S116: Sales and Marketing (Videos): Work S117: Sales and Marketing (Videos): Work S118: Sales and Marketing (Videos): Work S119: Sales and Marketing (Videos): Work
≻ Update → Cancel	

Note: If all the courses available need to be assigned to the group, you can click the double right arrow instead without having to select all the courses.

- 6) When the desired courses have been moved to the appropriate list, save the changes by clicking on **Update**
- 7) Repeat this process for all the appropriate groups.