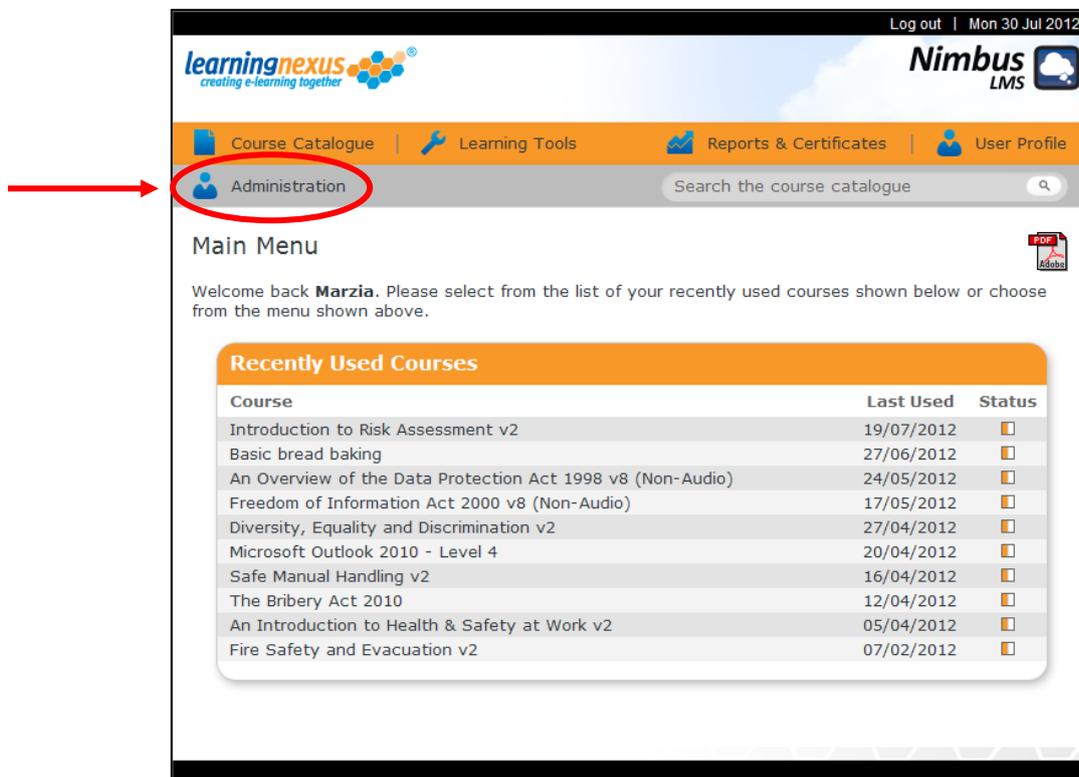


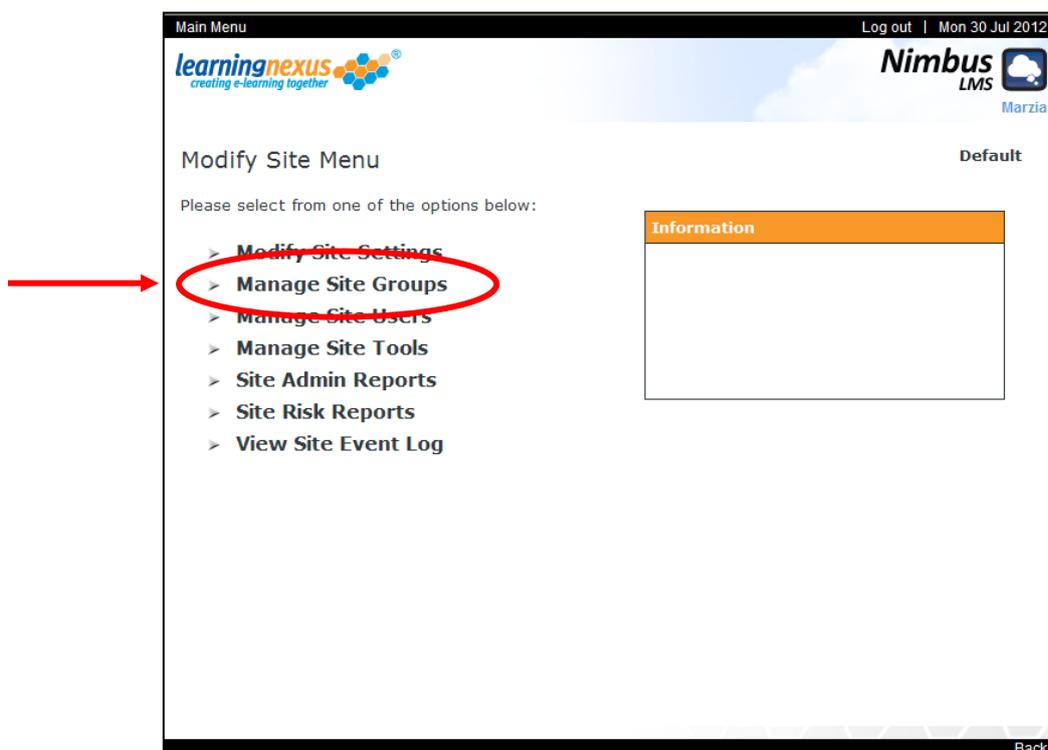
When courses are available to a site, groups of users will still not be able to access them until the courses are allocated to the relevant groups.

To do this:

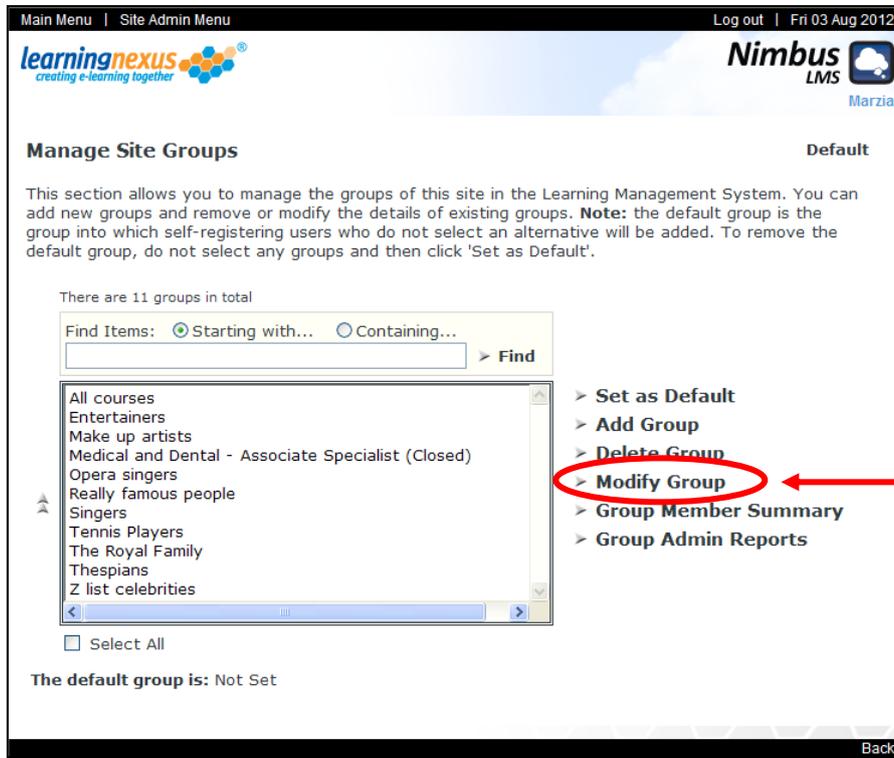
- 1) From the main menu screen, click on **Administration**



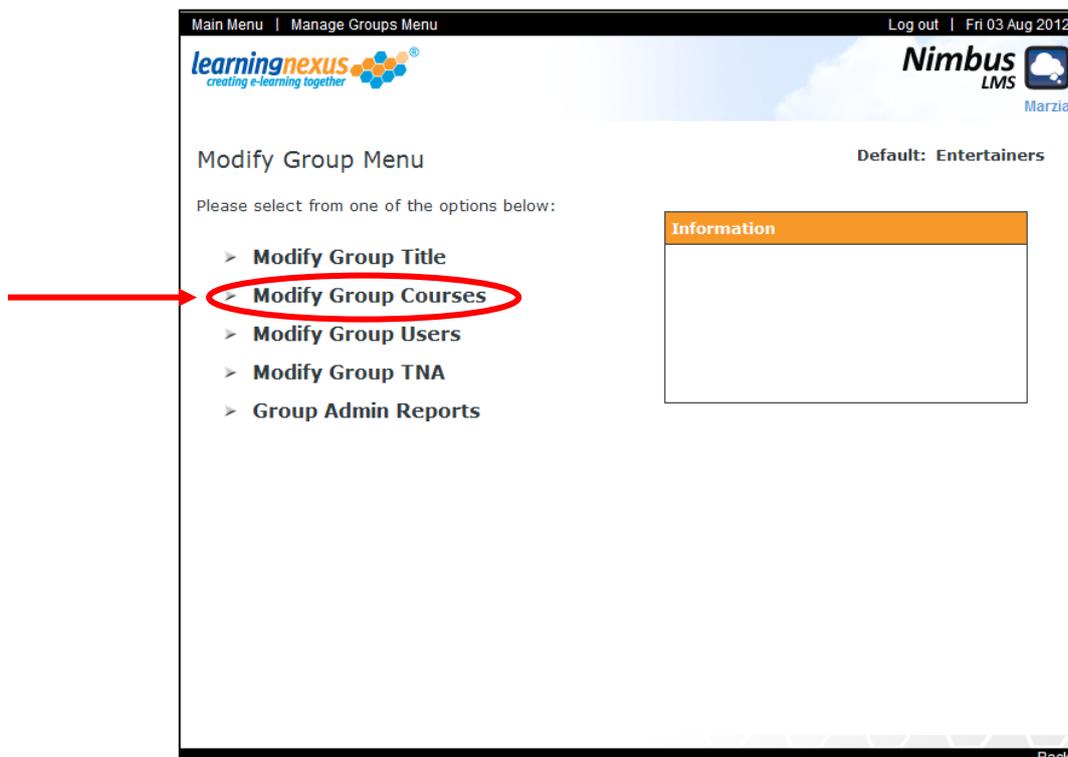
- 2) The Learning Management System will move to the Modify Site Menu page. Click on **Manage Site Groups**



- 3) 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**



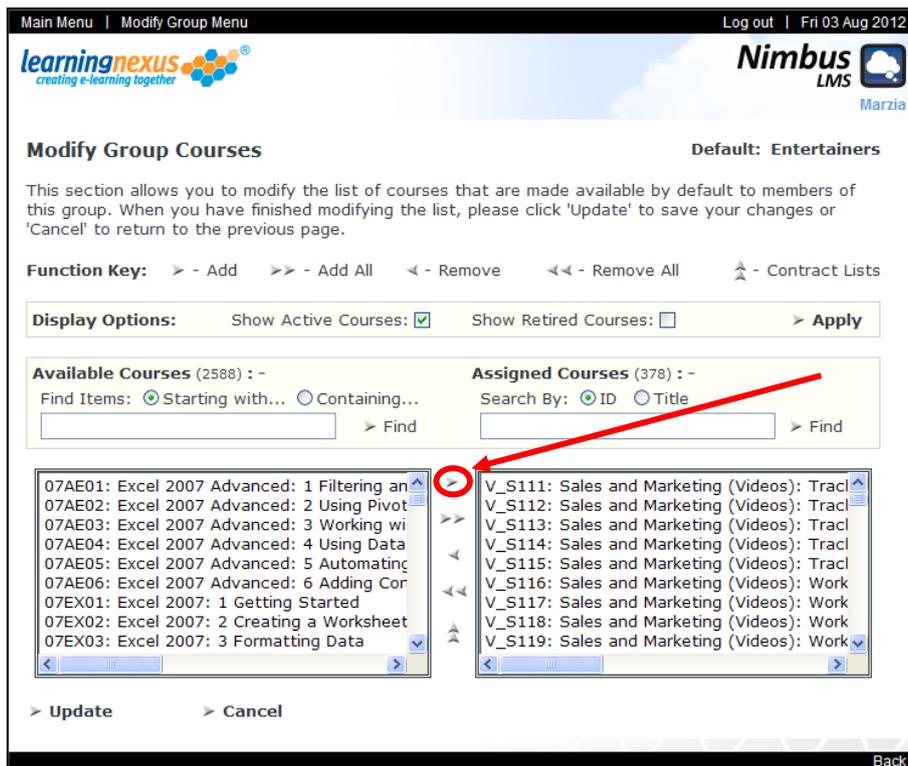
- 4) The Learning Management System will now move to the Modify Group Menu page. Click on **Modify Group Courses**



- 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.



**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.