

In the Learning Nexus LMS, user groups determine which courses are available to the users who are members.

To create a new group:

1) From the Main Menu, click on the Administration option:

g out | Mon 30 Jul 2012 Nimbus learningnexus 🌽 Learning Tools Course Catalogue \sim Reports & Certificates User Profile Search the course catalogue ٩ Administration Main Menu Welcome back Marzia. Please select from the list of your recently used courses shown below or choose from the menu shown above. **Recently Used Courses** Course Last Used Status Introduction to Risk Assessment v2 19/07/2012 27/06/2012 Basic bread baking An Overview of the Data Protection Act 1998 v8 (Non-Audio) 24/05/2012 Freedom of Information Act 2000 v8 (Non-Audio) 17/05/2012 Diversity, Equality and Discrimination v2 27/04/2012 Microsoft Outlook 2010 - Level 4 20/04/2012 Safe Manual Handling v2 16/04/2012 The Bribery Act 2010 12/04/2012 An Introduction to Health & Safety at Work v2 05/04/2012 Fire Safety and Evacuation v2 07/02/2012

2) This will take you to the Modify Site Menu. Click on Manage Site Groups.





3) You will now see the Manage Site Groups menu. Click on the Add Group option:



4) You will now see a new screen:

Main Menu Manage Groups Menu	Log out Fri 24 Au
learningnexus	Nimbus
New Site Group	Defa
Please enter a title for the new group and then click 'upda Management System.	te' to add it to this site in the Learning
Group Title:	
> Update > Cancel	
- Cuncer	

In the **Group Title** box, type the name you want to give to your new group, then click on the **Update** option.



5) A dialogue box will appear on the screen asking you if you would like to make all the available courses also available to the new group:



If this is what you want to do, click on the **OK** button. The new group will be created with all the courses already allocated to it.

If you only want the members of your new group to be able to access a specific selection of courses, click on the **Cancel** button. The new group will be created without any courses allocated to it, so you will need to manually allocate the selection you want to make available.