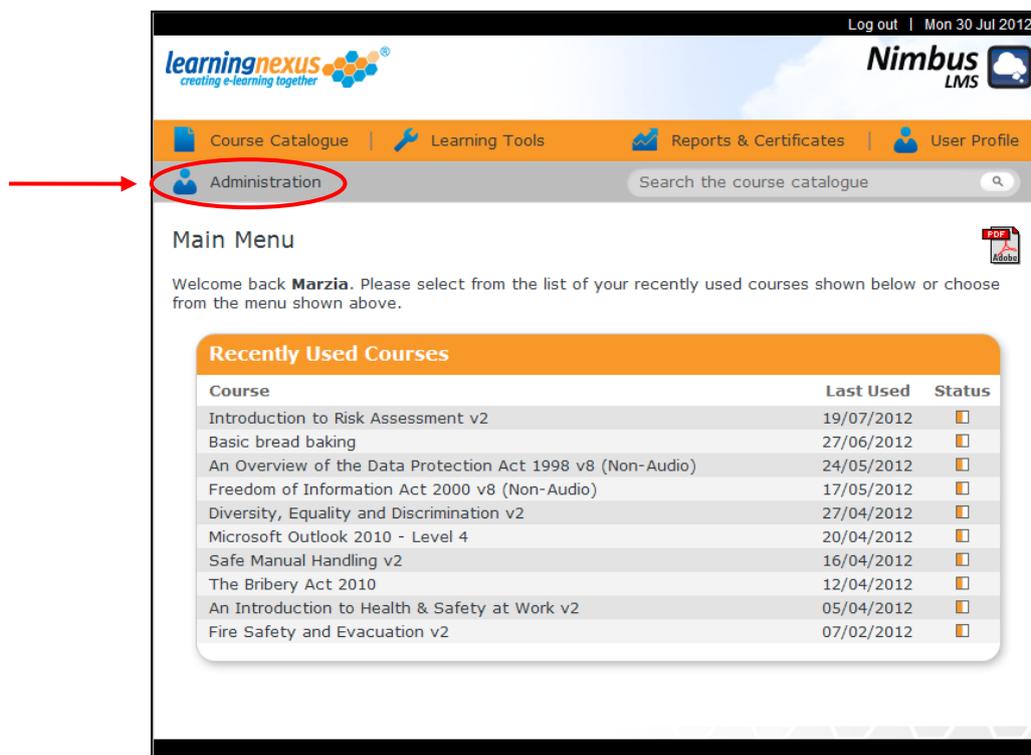


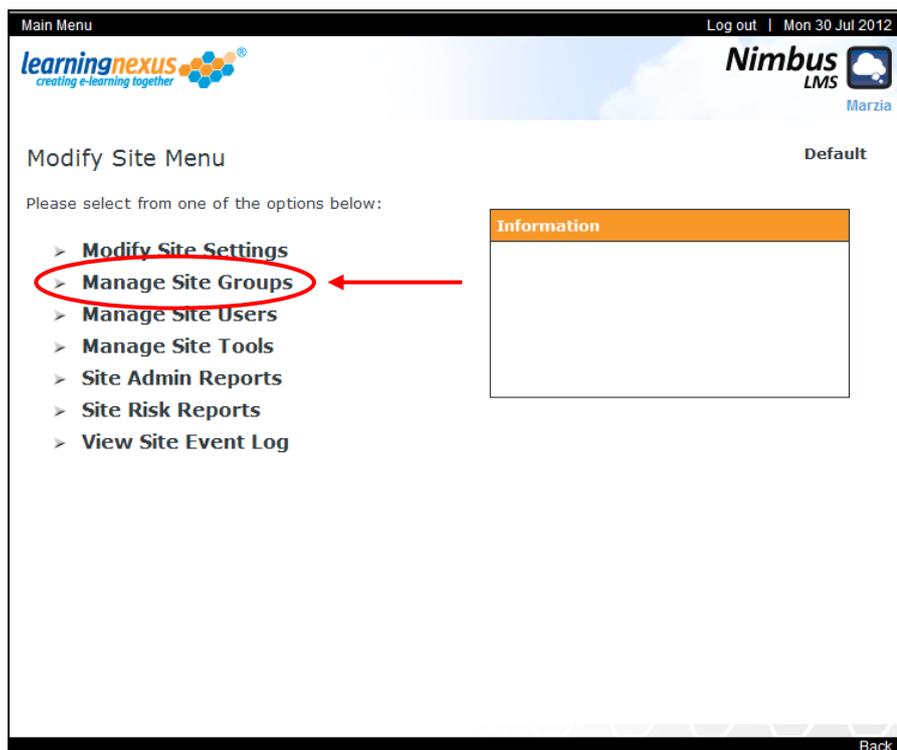
In the Learning Nexus LMS, user groups determine which courses are available to the users who are members.

To create a new group:

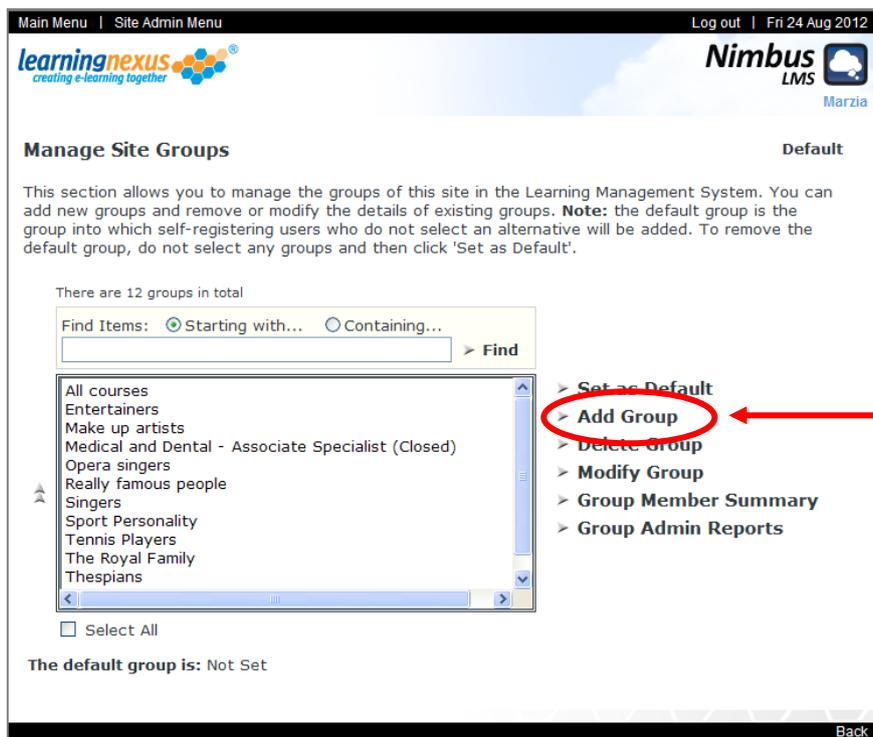
- 1) From the **Main Menu**, click on the **Administration** option:



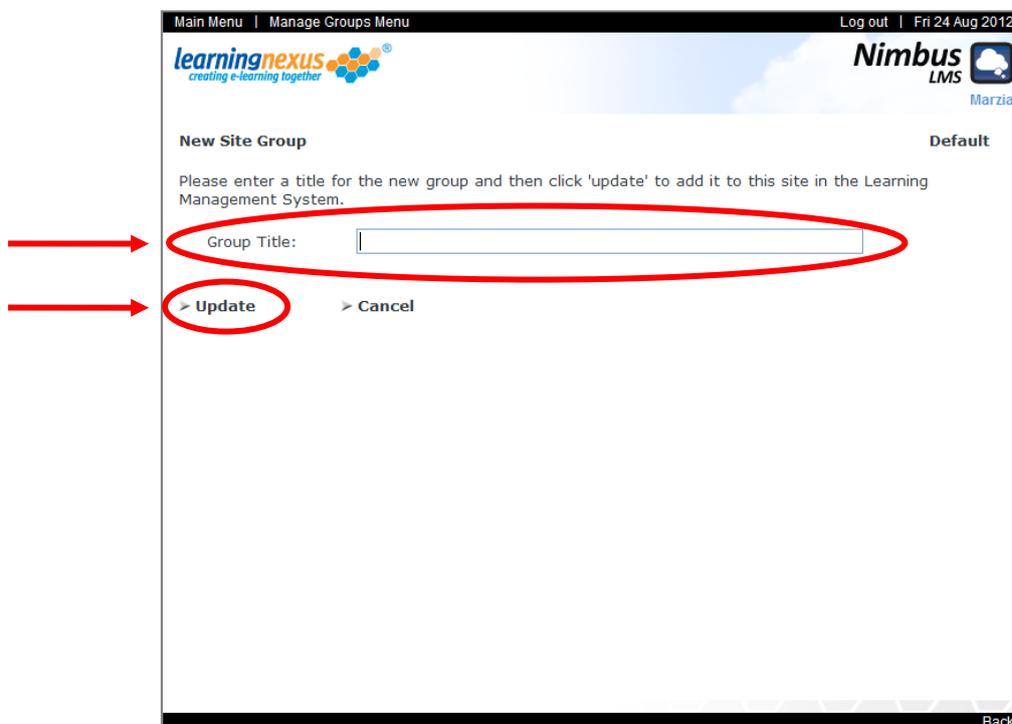
- 2) This will take you to the **Modify Site Menu**. Click on **Manage Site Groups**.



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

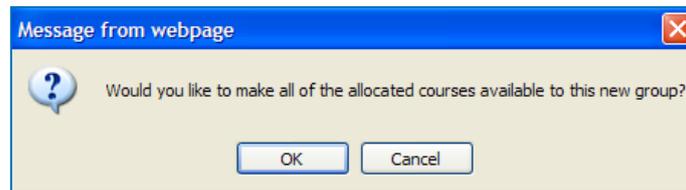


4) You will now see a new screen:



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.