

To delete a user group:

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

learningnexus	Nimbus LMS
📔 Course Catalogue 🕴 🥕 Learning Tools	🛃 Reports & Certificates 🕴 📥 User Profile
Administration	Search the course catalogue
Main Menu Welcome back Marzia . Please select from the list of ye from the menu shown above.	our recently used courses shown below or choose
Recently Used Courses	
Course	Last Used Status

2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Groups:**

Main Menu	Log out Mon 30 Jul 2012
learningnexus	Nimbus LMS Marzia
Modify Site Menu	Default
Please select from one of the options below:	
 Modify Site Settings Manage Site Groups Manage Site Users Manage Site Tools Site Admin Reports Site Risk Reports View Site Event Log 	Information

 You will now see a page displaying the list of groups available on your site. Using your mouse, select the group you want to delete from the list in the box, then click on Delete Group:

There are 14 groups in total	
Find Items: ③ Starting with ○ Containing	▶ Find
All courses Entertainers Make up artists One Hit Wonders Opera singers Paralympians 2012 Really famous people Rock Bands Singers Sport Personality Tennis Players The Royal Family Thespians Z list celebrities	 Set as Default Add Group Delete Group Modify Group Group Member Summary Group Admin Reports



You will see a confirmation message:



Select OK to confirm the deletion.

IMPORTANT: If users are still allocated to the group you are trying to delete, you will see the warning message below:



This is to avoid having users in the system who are not allocated to any group. In order to be able to delete any group that still contains users you first need to remove all the users allocated to it and assign them to another group.