

There are two ways to add users to a group: by amending the single users' accounts or by managing the group's users membership. Both these methods are valid and achieve a very similar result.

Changing the group membership by amending the single users' accounts

This method allows you to change the group membership of a single user, or to increase the number of groups the user is a member of.

To do this:

1) From the main menu screen, click on Administration



Adding Users to Groups



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



3) You will now see a screen with the list of users currently registered on your site. Using your mouse select the user whose group membership you want to amend, then click on **Modify User:**

Windows you to manage the users of this site in the Learning Management System. You can ad ers and remove or modify the details of existing users. Default ere are 5 users in total Display Options: - Id Items: ③ Starting with ③ Containing Show Active: ☑ show Active: ③ Show Retired: □ ▶ Find ▶ Add Liser Wards, Marzia (Marzia) ▶ Add Liser ie, Angelina (Angelina.Jolie) ▶ Add Liser urray, Andy (David.Weir) ▶ Modify User priote: Efizabeth (Eizabeth Windsor) ▶ Retire Users	e Site Users Defa tion allows you to manage the users of this site in the Learning Management System. You car is and remove or modify the details of existing users. e are 5 users in total I Items: ③ Starting with ③ Containing rch By: ③ Name ③ ID ards, Marzia (Marzia) e, Angelina (Angelina.Jolie) ray, Andy (Andy.Murray) r, David (David.Weir) dsor, Elizabeth (Elizabeth.Windsor) Show Active: Show Active
ge Site Users Default ction allows you to manage the users of this site in the Learning Management System. You can ad arcs and remove or modify the details of existing users. ere are 5 users in total Display Options: - ind Items: ③ Starting with ○ Containing arch By: ④ Name ○ ID ▶ Find ▶ Add User ie, Angelina (Angelina.Jolie) ▶ Add User irray, Andy (Andy.Murray) ▶ Modify User sir, David (David.Weir) ▶ Retire Users	e Site Users performed and the series of this site in the Learning Management System. You carries and remove or modify the details of existing users. The are 5 users in total I Items: ③ Starting with ③ Containing rch By: ④ Name ③ ID Find Find Add User Add User
ere are 5 users in total nd Items: (arch By: (Name)) Containing wards, Marzia (Marzia) lie, Angelina (Angelina.Jolie) urray, Andy (Andy.Murray) air, David (David.Weir) ndsor. Fizabeth (Fizabeth Windsor)	re are 5 users in total I Items: Starting with Containing rch By: Name ID Find Find Display Options: Show Active: Show Retired: Applications: Show Active: Show Retired: Applications: Show Active: Show Active: Show Active: Show Retired: Applications: Show Active: Show Active: Show Active: Show Retired: Applications: Show Active: Show Active: Show Retired: Applications: Show Active: Show Retired: Applications: Show Active: Show Retired: Show Active: Show Retired: Show Retir
and Items: ③ Starting with ○ Containing aarch By: ④ Name □ ID > Find Show Active: ☑ Show Retired: □ > Apply wards, Marzia (Marzia) lie, Angelina (Angelina.Jolie) µrray, Andy (Andy.Murray) sir, David (David.Weir) ndsor. Fizabeth (Fizabeth Windsor)	I Items: O Starting with Containing rch By: Name IID Find Show Active: Show Retired: Application (Angelina.Jolie) ray, Andy (Andy.Murray) r, David (David.Weir) dsor, Elizabeth (Elizabeth.Windsor) Show Active: Show Active: Sho
Wards, Marzia (Marzia) lie, Angelina (Angelina.Jolie) Jiray, Andy (Andy.Murray) sir, David (David.Weir) ndsor, Elizabeth (Elizabeth Windsor)	rards, Marzia (Marzia) e, Angelina (Angelina.Jolie) ray, Andy (Andy.Murray) r, David (David.Weir) dsor, Elizabeth (Elizabeth.Windsor)
> Delete Users	



4) The Learning Management System will now show the Modify Site User page, where the group the user is currently a member of is highlighted in the **Group Membership** box:

	14	Ebg out Tues I
learningnexus	* °	Nimbu
Modify Site User		
Please modify the follo	wing form and then click 'Update' to	save the user's details.
User's Personal Deta	ils: -	Note: * denotes a requir
Forename:*	Andy	
Initial:		
Surname:*	Murray	
Familiar Name:*	Andy Murray	(
Access Level:	User	
Access Level: Group Membership:	User Paralympians 2012 Really famous people	
Access Level: Group Membership:	User Paralympians 2012 Really famous people Singers Sport Personality	
Access Level: Group Membership:	User Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Roval Family	
Access Level: Group Membership:	User Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Roval Family	
Access Level: Group Membership: User's Login Details:	User Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Roval Family	
Access Level: Group Membership: User's Login Details: User ID:*	User Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Roval Family Andy.Murray	

To change the group membership, use your mouse to select the new group the user needs to be part of. The selection of the screen will change from the original to the new group.

To increase the number of groups the user is a member of, press the **Ctrl** key on your keyboard while clicking on the additional group(s) the user needs to be a member of. The selection on the screen will display as selected all the groups your user will be a member of.

5) When you are happy with your selection, click on the **Update** button to save the changes.



Changing the group membership by managing the group's users

This method allows you to change the group membership of several users at the same time. **Note:** adding users to groups using this method will not remove them from their original group, effectively increasing the number of groups they are members of.

To use this method:

1) From the main menu screen, click on Administration

		Keports &	Certificates 🕴 🍝	Usei
	Administration	Search the co	urse catalogue	
N	Izin Monu			
1.				
W	elcome back Marzia. Please select from the list of	your recently used of	courses shown below	or ch
fr	om the menu shown above.			
	Recently Used Courses			
	Recently Used Courses Course		Last Used	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2		Last Used 19/07/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking		Last Used 19/07/2012 27/06/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4	8 (Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio	B (Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio Diversity, Equality and Discrimination v2	B (Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4	B (Non-Audio))	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	Sta
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	B (Non-Audio))	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012	Stat
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010	B (Non-Audio))	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012	
	Recently Used Courses Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v4 Freedom of Information Act 2000 v8 (Non-Audio Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010 An Introduction to Health & Safety at Work v2	8 (Non-Audio)))	Last Used 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	Sta

Adding Users to Groups



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 a box displaying all the groups currently available on your site. Click on the group you want to add users to, then click on **Modify Group**:

A courses A course of the starting with Containing Find Items: Starting with Containing A nother New Group Entertainers Make up artists New Group Opera singers Sport Personality Tennis Players The Royal Family The Royal Family The Royal Family Tennis Players The Royal Family Tennis Players Tennis Player	Main Menu Site Admin Menu	Log out Tues 18 Sep 2012
Manage Site Groups This section allows you to manage the groups of this site in the Learning Management System. You can add new groups and remove or modify the details of existing groups. Note: the default group is the group into which self-registering users who do not select an alternative will be added. To remove the default group, do not select any groups and then click 'Set as Default'. There are 14 groups in total Find Items: Starting with Containing Find Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Royal Family Thespians Z list celebrities Z list celebrities	Learningnexus	
This section allows you to manage the groups of this site in the Learning Management System. You can add new groups and remove or modify the details of existing groups. Note: the default group is the group into which self-registering users who do not select an alternative will be added. To remove the default group, do not select any groups and then click 'Set as Default'. There are 14 groups in total Find Items: Starting with Containing Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Thensip layers The Royal Family Thespians Z list celebrities Z list celebrities	Manage Site Groups	Default
There are 14 groups in total Find Items: Starting with Containing All courses Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Thespians Z list celebrities Collect 41	This section allows you to manage the groups of this site in t add new groups and remove or modify the details of existing group into which self-registering users who do not select an a default group, do not select any groups and then click 'Set as	he Learning Management System. You can groups. Note: the default group is the alternative will be added. To remove the s Default'.
Find Items: Starting with Containing All courses Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Thenspians Z list celebrities Collect 41	There are 14 groups in total	
 > Find > Set as Default > Add Group > Delete Group > Modify Group > Delete Group > Modify Group > Modify Group > Group Wember Summary > Group Admin Reports 	Find Items: ③ Starting with ○ Containing	
All courses Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Thenis Players The Royal Family Thespians Z list celebrities	► Fi	nd
Colorb All	All courses Another New Group Entertainers Make up artists New Group Opera singers Paralympians 2012 Really famous people Singers Sport Personality Tennis Players The Royal Family Thespians Z list celebrities	 > Set as Default > Add Group > Delete Group > Modify Group > Group Wember Summary > Group Admin Reports
	The default group is: Not Set	
ine ueraurt group is: Not Set		



4) The following screen will show all the options available for the management of the groups. Click on **Manage Group Users:**

Main Menu Manage Groups Menu	Log out Tues 18 Sep 2012
learningnexus	Nimbus
	Marzia
Modify Group Menu	Default: All courses
Please select from one of the options below:	Information
Modify Group Title	
Modify Group Courses	
Modify Group Users	
Modify Group TNA	
Group Admin Reports	
> Group Risk Reports	
	Back

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

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

rain wenu woully Group wenu	Log out	Tues 18 Sep 2012
creating e-learning together	N	
Modify Group Users	Defau	t: All courses
This section allows you to modify the list of users that finished modifying the list, please click 'Update' to say page.	It are assigned to this group. When y ve your changes or 'Cancel' to return	ou have to the previous
Function Key: ≻ - Add →> - Add All <- R	emove ∢∢ - Remove All	🖇 - Expand Lists
Display Options: Show Active Users: 🗹	Show Retired Users: 🗌	> Apply
Available Users (4) : - Find Items: ③ Starting with ○ Containing Find	Assigned Users (1) : - Search By:	≻ Find
Jolie, Angelina (Angelina.Jolie) Murray, Andy (Andy.Murray) Weir, David (David.Weir) Windsor, Elizabeth (Elizabeth.Windsor)	Edwards, Marzia (Marzia)	8
> Update > Cancel	L	



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

6) When the desired users have been moved to the appropriate list, save the changes by clicking on **Update**