

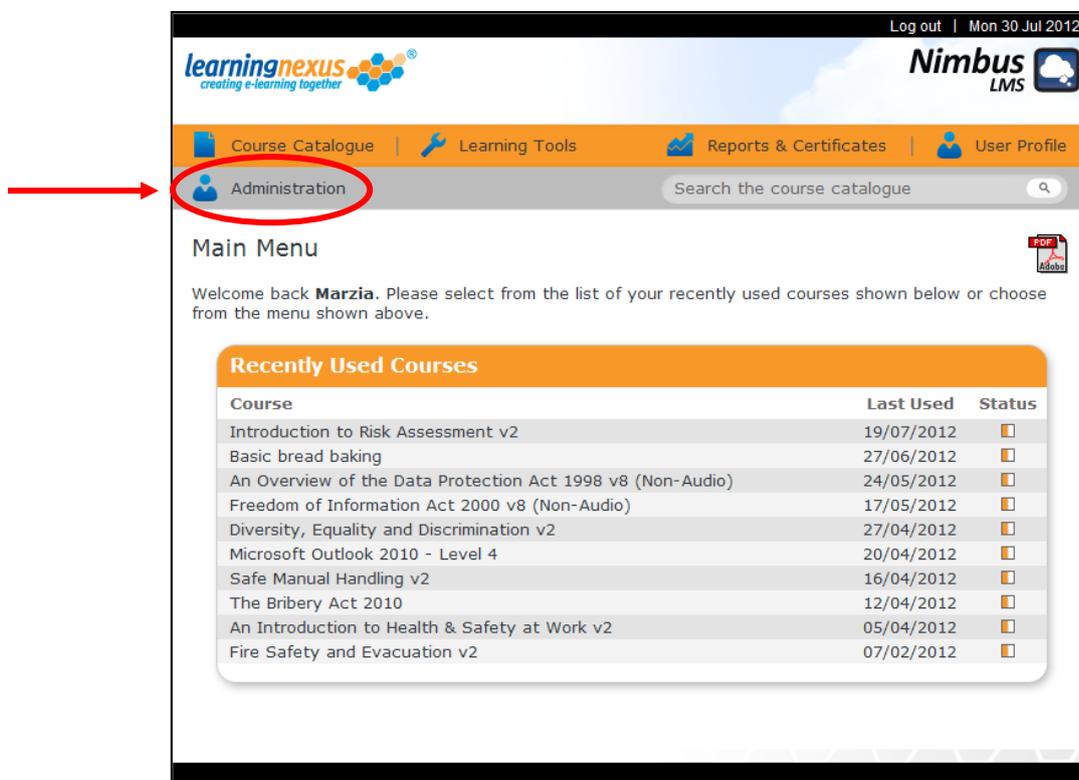
There are two ways to add users to a group: by amending the single users' accounts or by managing the group's users membership. Both these methods are valid and achieve a very similar result.

## 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:

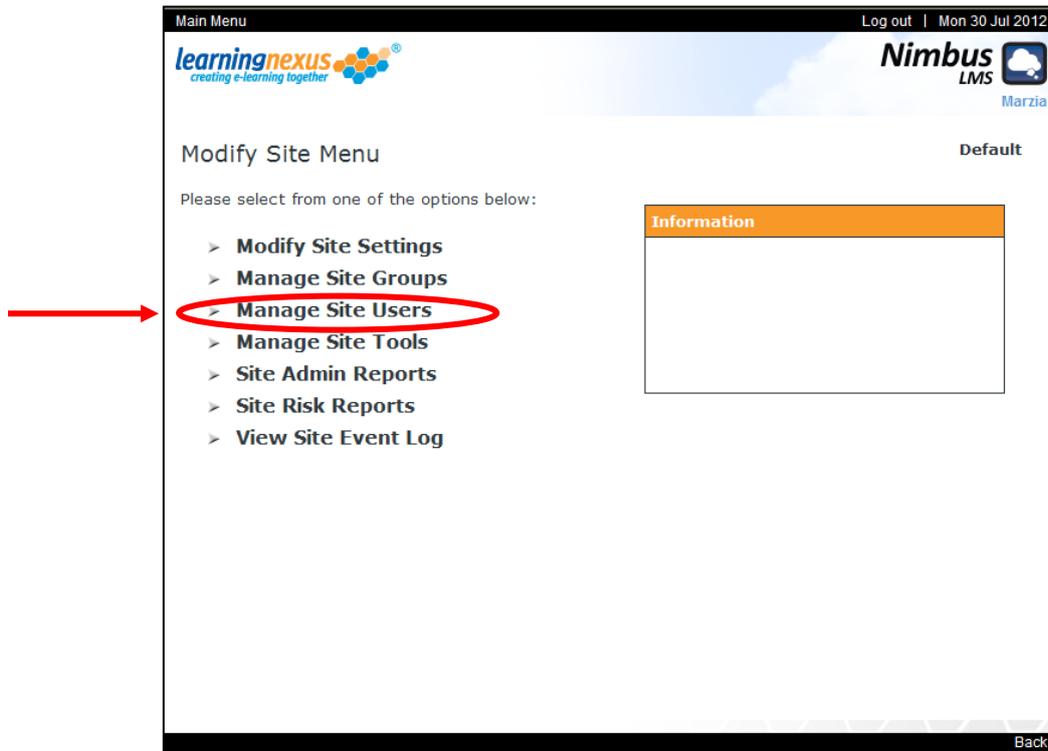
- 1) From the main menu screen, click on **Administration**



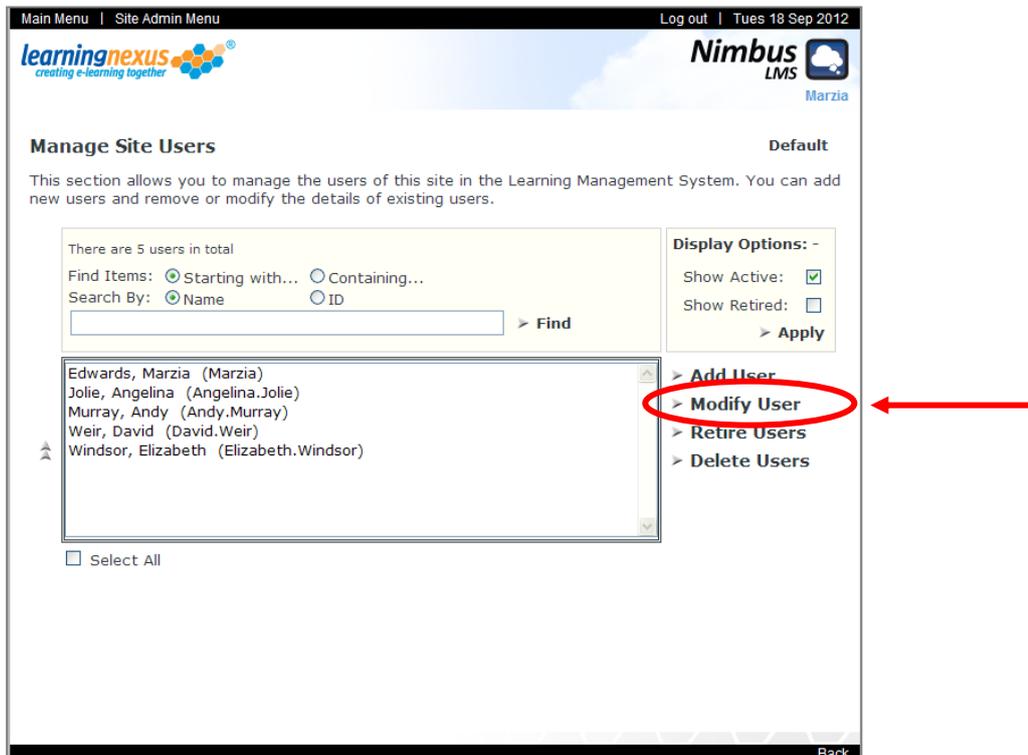
The screenshot shows the main menu of the Nimbus LMS. At the top, there is a navigation bar with the following items: Course Catalogue, Learning Tools, Reports & Certificates, and User Profile. Below this is a search bar for the course catalogue. The 'Administration' link, represented by a person icon, is circled in red, and a red arrow points to it from the left. Below the navigation bar, the main menu area displays a welcome message for 'Marzia' and a list of 'Recently Used Courses'.

| Course                                                     | Last Used  | Status                   |
|------------------------------------------------------------|------------|--------------------------|
| Introduction to Risk Assessment v2                         | 19/07/2012 | <input type="checkbox"/> |
| Basic bread baking                                         | 27/06/2012 | <input type="checkbox"/> |
| An Overview of the Data Protection Act 1998 v8 (Non-Audio) | 24/05/2012 | <input type="checkbox"/> |
| Freedom of Information Act 2000 v8 (Non-Audio)             | 17/05/2012 | <input type="checkbox"/> |
| Diversity, Equality and Discrimination v2                  | 27/04/2012 | <input type="checkbox"/> |
| Microsoft Outlook 2010 - Level 4                           | 20/04/2012 | <input type="checkbox"/> |
| Safe Manual Handling v2                                    | 16/04/2012 | <input type="checkbox"/> |
| The Bribery Act 2010                                       | 12/04/2012 | <input type="checkbox"/> |
| An Introduction to Health & Safety at Work v2              | 05/04/2012 | <input type="checkbox"/> |
| Fire Safety and Evacuation v2                              | 07/02/2012 | <input type="checkbox"/> |

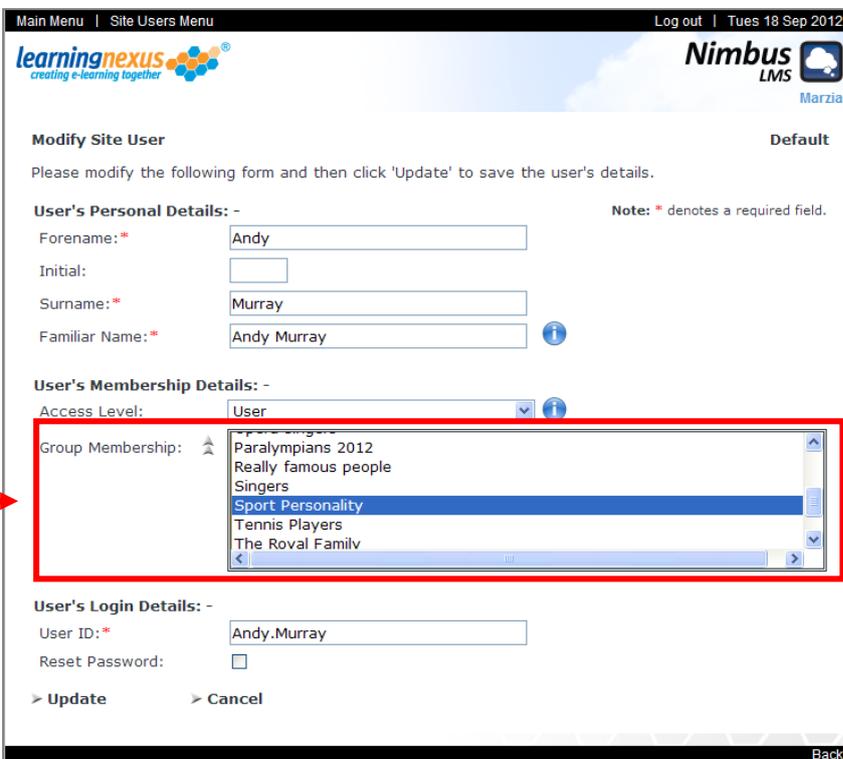
2) The Learning Management System will move to the Modify Site Menu page. Click on **Manage Site Users**



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**:



- 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:



The screenshot shows the 'Modify Site User' page. At the top, there are navigation links for 'Main Menu' and 'Site Users Menu', and a 'Log out' link. The date is 'Tues 18 Sep 2012'. The page title is 'Modify Site User' and the user is 'Default'. Below the title, there is a note: 'Please modify the following form and then click 'Update' to save the user's details.' The form is divided into three sections: 'User's Personal Details', 'User's Membership Details', and 'User's Login Details'. In the 'User's Personal Details' section, there are fields for 'Forename' (Andy), 'Initial', 'Surname' (Murray), and 'Familiar Name' (Andy Murray). In the 'User's Membership Details' section, there is a dropdown for 'Access Level' (User) and a 'Group Membership' dropdown menu. The 'Group Membership' dropdown is highlighted with a red box, and a red arrow points to it from the left. The dropdown menu is open, showing a list of groups: 'Paralympians 2012', 'Really famous people', 'Singers', 'Sport Personality' (highlighted), 'Tennis Players', and 'The Roval Familv'. In the 'User's Login Details' section, there is a field for 'User ID' (Andy.Murray) and a 'Reset Password' checkbox. At the bottom, there are 'Update' and 'Cancel' buttons.

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.

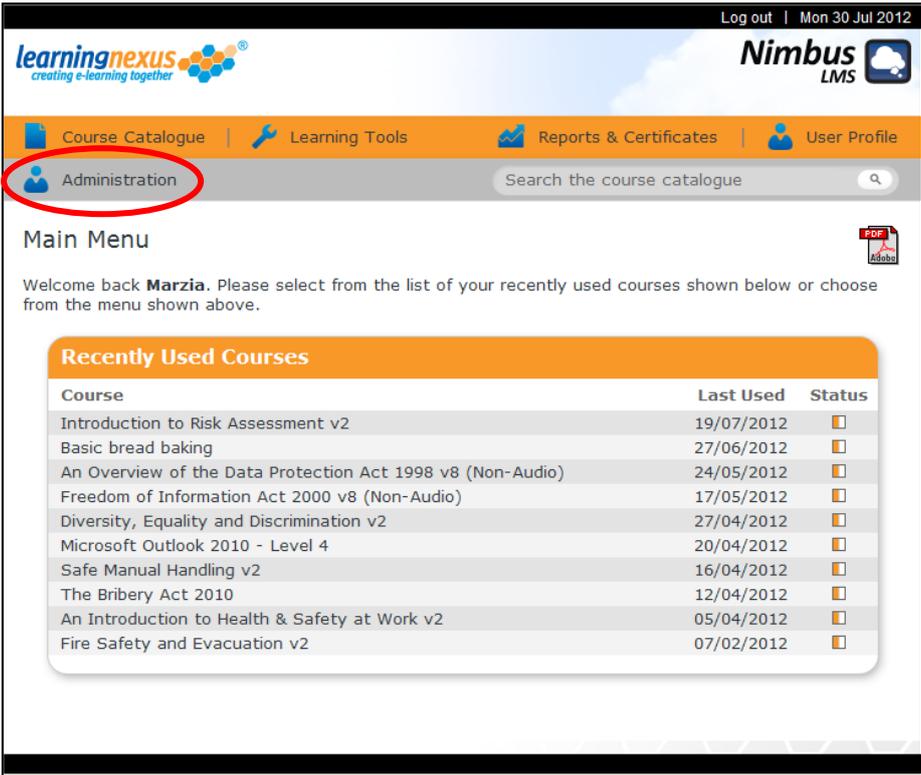
## Changing the group membership by managing the group's users

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**



Log out | Mon 30 Jul 2012

learningnexus creating e-learning together

Nimbus LMS

Course Catalogue | Learning Tools | Reports & Certificates | User Profile

Administration

Search the course catalogue

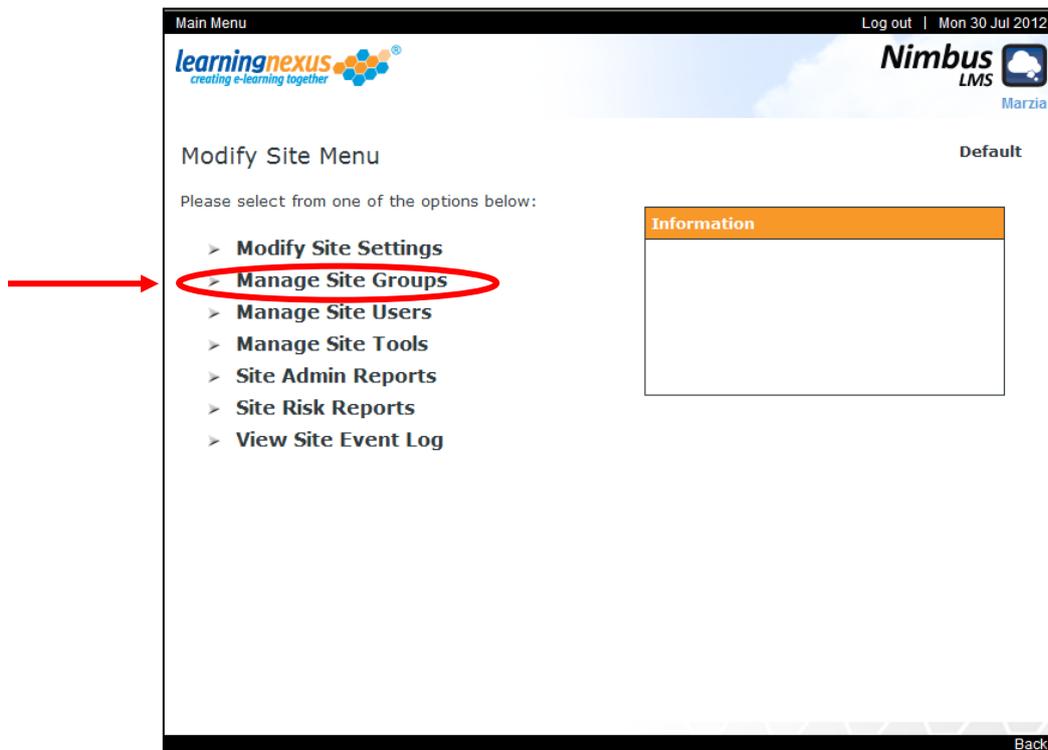
Main Menu

Welcome back **Marzia**. Please select from the list of your recently used courses shown below or choose from the menu shown above.

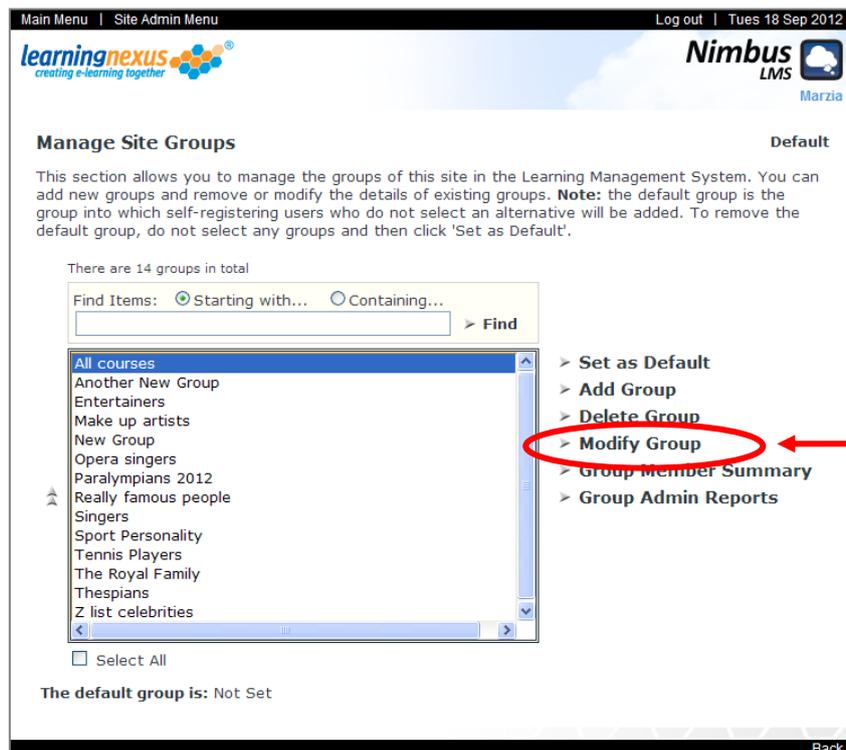
**Recently Used Courses**

| Course                                                     | Last Used  | Status                   |
|------------------------------------------------------------|------------|--------------------------|
| Introduction to Risk Assessment v2                         | 19/07/2012 | <input type="checkbox"/> |
| Basic bread baking                                         | 27/06/2012 | <input type="checkbox"/> |
| An Overview of the Data Protection Act 1998 v8 (Non-Audio) | 24/05/2012 | <input type="checkbox"/> |
| Freedom of Information Act 2000 v8 (Non-Audio)             | 17/05/2012 | <input type="checkbox"/> |
| Diversity, Equality and Discrimination v2                  | 27/04/2012 | <input type="checkbox"/> |
| Microsoft Outlook 2010 - Level 4                           | 20/04/2012 | <input type="checkbox"/> |
| Safe Manual Handling v2                                    | 16/04/2012 | <input type="checkbox"/> |
| The Bribery Act 2010                                       | 12/04/2012 | <input type="checkbox"/> |
| An Introduction to Health & Safety at Work v2              | 05/04/2012 | <input type="checkbox"/> |
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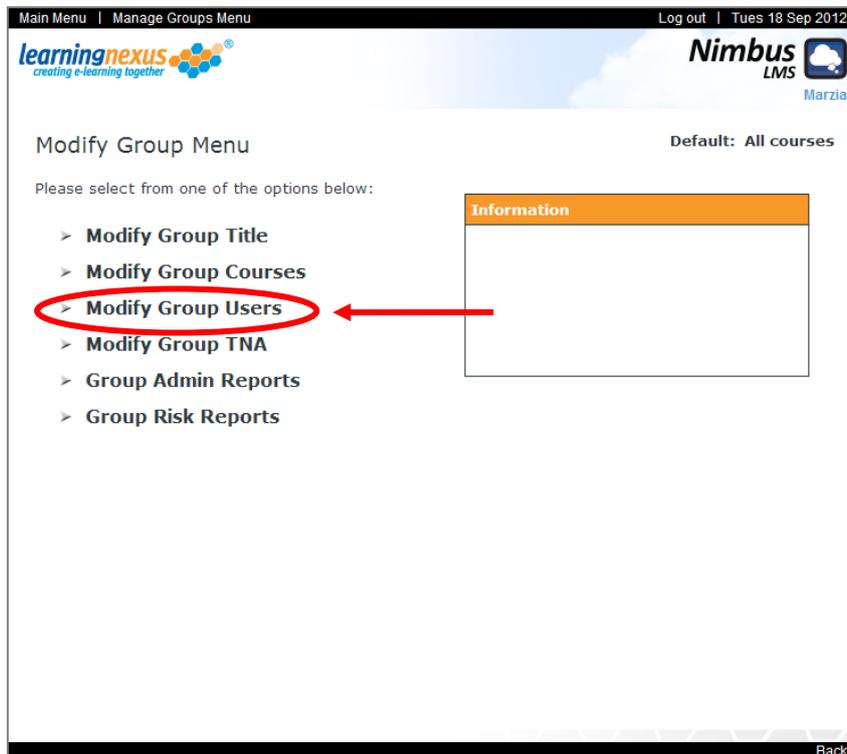
- 2) The Learning Management System will move to the Modify Site Menu page. Click on **Manage Site Groups**



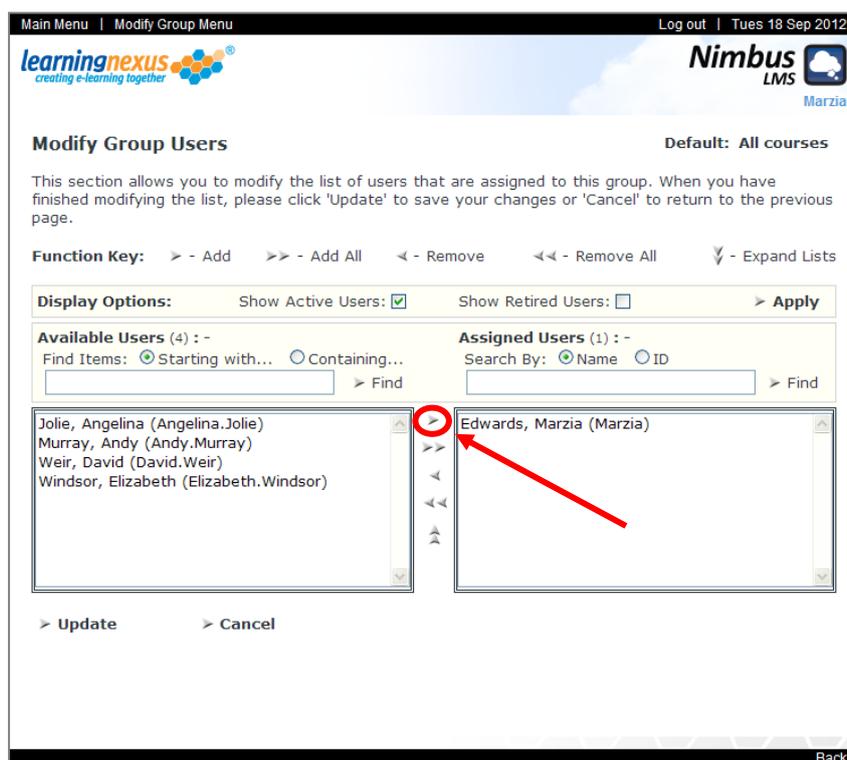
- 3) You will now see a screen with a box displaying all the groups currently available on your site. Click on the group you want to add users to, then click on **Modify Group**:



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



- 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.



**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**