User groups that have been created in the Learning Nexus LMS, can be re-named at any time while still retaining all the existing allocation of users and courses.

To re-name an existing group:

1) From the **Main Menu**, click on the **Administration** option:
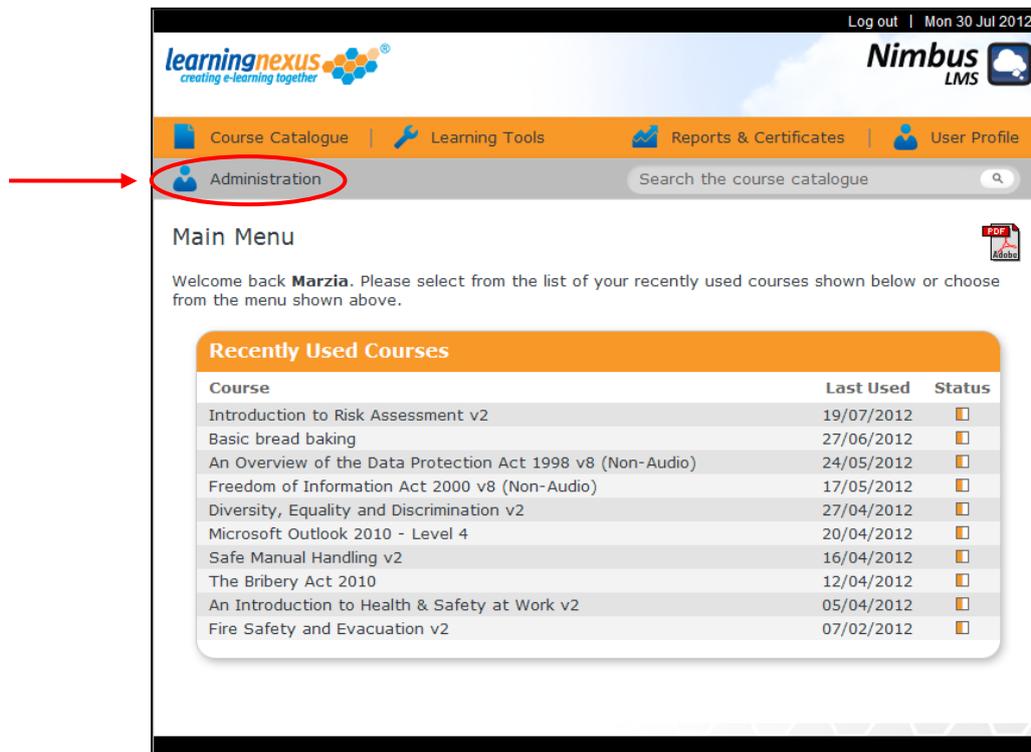
2) This will take you to the **Modify Site Menu**. Click on **Manage Site Groups**.
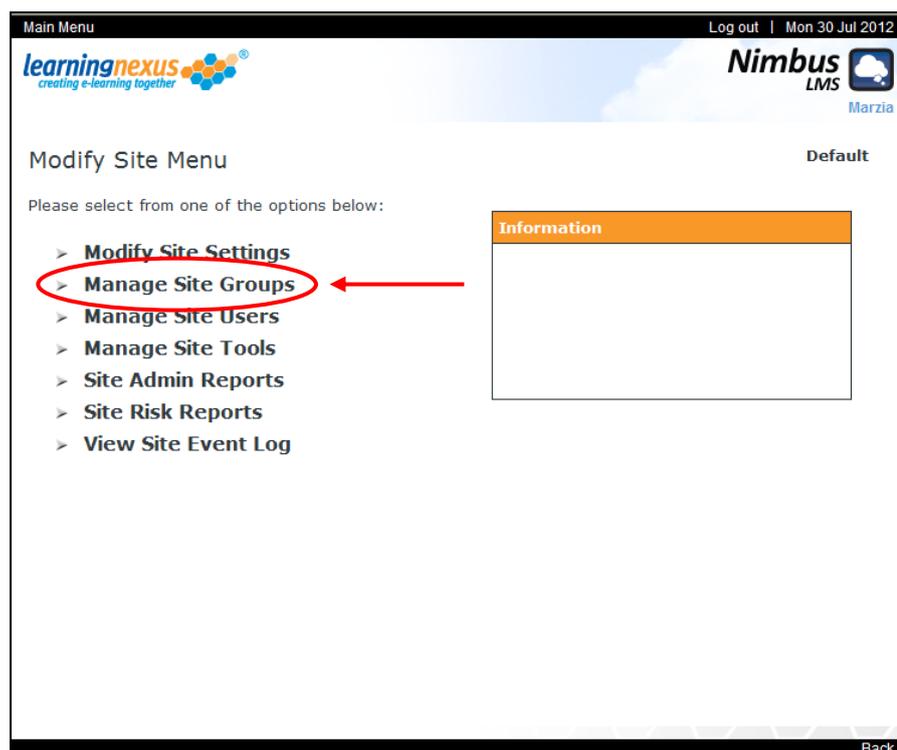
3) You will now see a page with a box containing all the groups currently available on your site. Use your mouse to select the one you want to re-name, then click on **Modify Group**:
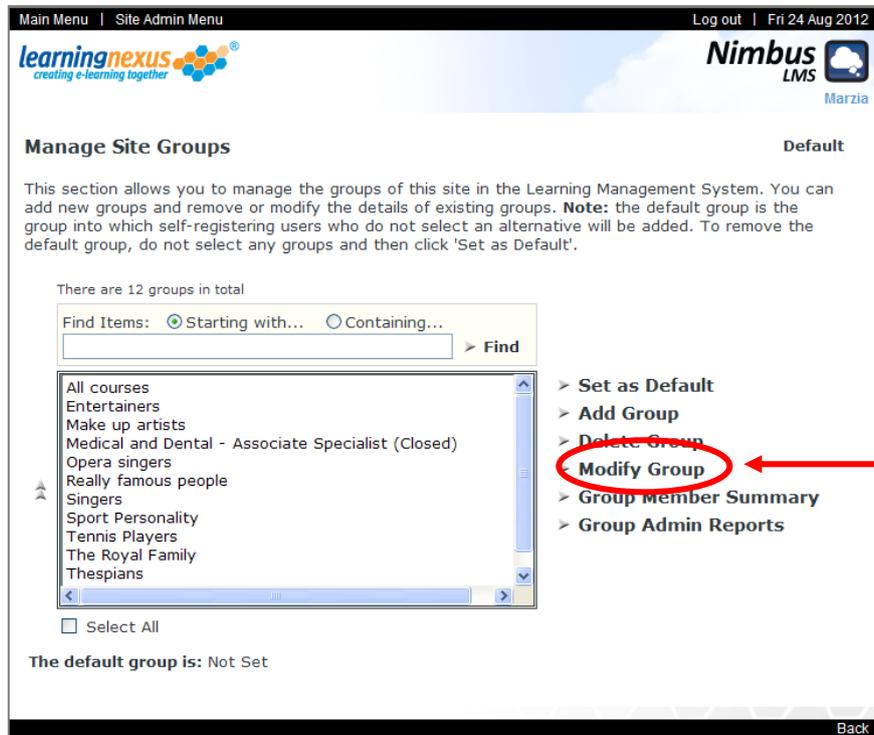
4) You will now be taken to the **Modify Group Menu.** Select the **Modify Group Title** option:
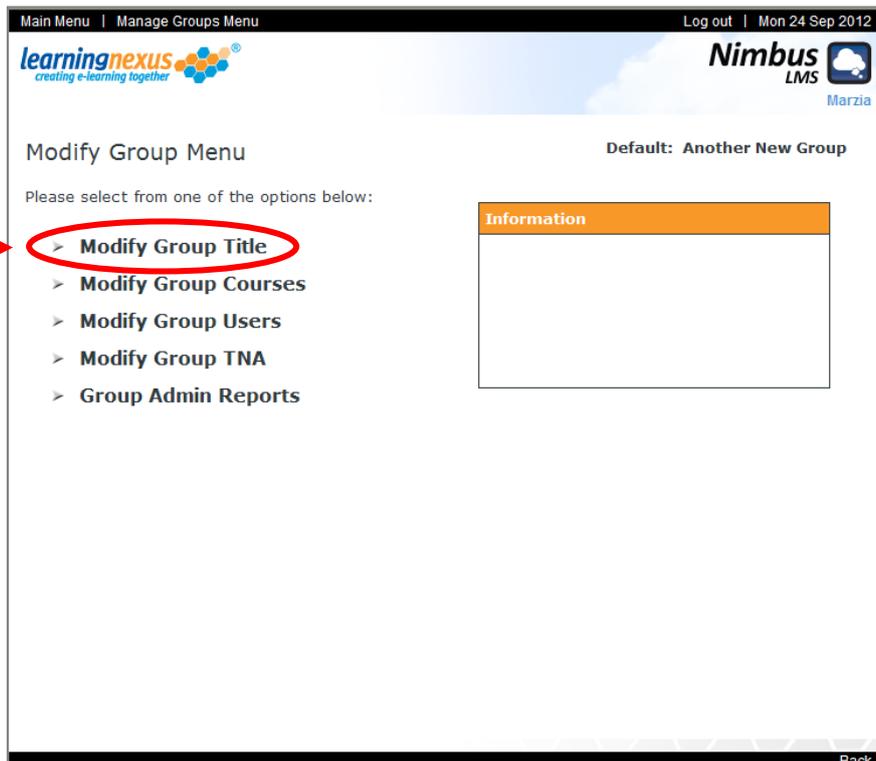
5) On the new screen type the new name you want to assign to the group in the **Group Title** box, then click on the **Update** option: