

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:

g out | Mon 30 Jul 2012 Nimbus learningnexus 🏓 Learning Tools Course Catalogue \sim Reports & Certificates User Profile Search the course catalogue ٩ Administration 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 27/06/2012 Basic bread baking An Overview of the Data Protection Act 1998 v8 (Non-Audio) 24/05/2012 Freedom of Information Act 2000 v8 (Non-Audio) 17/05/2012 Diversity, Equality and Discrimination v2 27/04/2012 Microsoft Outlook 2010 - Level 4 20/04/2012 Safe Manual Handling v2 16/04/2012 The Bribery Act 2010 12/04/2012 An Introduction to Health & Safety at Work v2 05/04/2012 Fire Safety and Evacuation v2 07/02/2012

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





 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:

Main Menu Site Admin Menu	Log out Fri 24 Aug 2012
learningnexus	Nimbus LMS Marzia
Manage Site Groups	Default
This section allows you to manage the groups of this site in the Lee add new groups and remove or modify the details of existing groups group into which self-registering users who do not select an alterna default group, do not select any groups and then click 'Set as Defa There are 12 groups in total	arning Management System. You can s. Note: the default group is the ative will be added. To remove the wult'.
Find Items: Image: Starting with Image: Containing Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with Image: Starting with	
All courses Entertainers Make up artists Medical and Dental - Associate Specialist (Closed) Opera singers	 > Set as Default > Add Group > Delete Group Modify Group
Really famous people Singers Sport Personality Tennis Players The Royal Family Thespians	 Group Member Summary Group Admin Reports
Select All	
The default group is: Not Set	
	Back

4) You will now be taken to the **Modify Group Menu.** Select the **Modify Group Title** option:

Modify Group Menu Please select from one of the options below: Modify Group Title Modify Group Courses	Default: Anoth	ner New Group
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Please select from one of the options below: Modify Group Title Modify Group Courses	rmation	
 Modify Group Title Modify Group Courses 		
Modify Group Courses		
Modify Group Users		
Modify Group TNA		
Group Admin Reports		



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:

