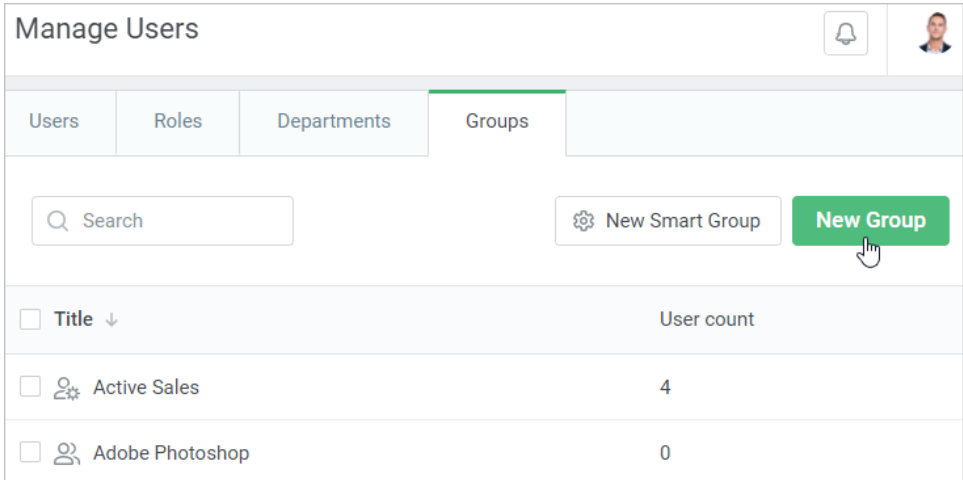


Creating Groups

To add a new group:

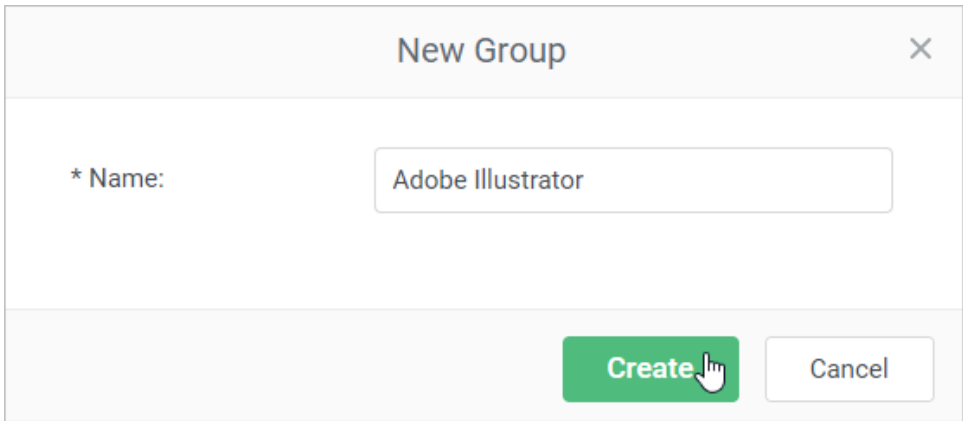
1. Open the **Users** section, go to the **Groups** tab and click the **New Group** button.



The screenshot shows the 'Manage Users' interface with the 'Groups' tab selected. A search bar is present, along with buttons for 'New Smart Group' and 'New Group'. A table lists existing groups: 'Active Sales' with 4 users and 'Adobe Photoshop' with 0 users. A mouse cursor is pointing at the 'New Group' button.

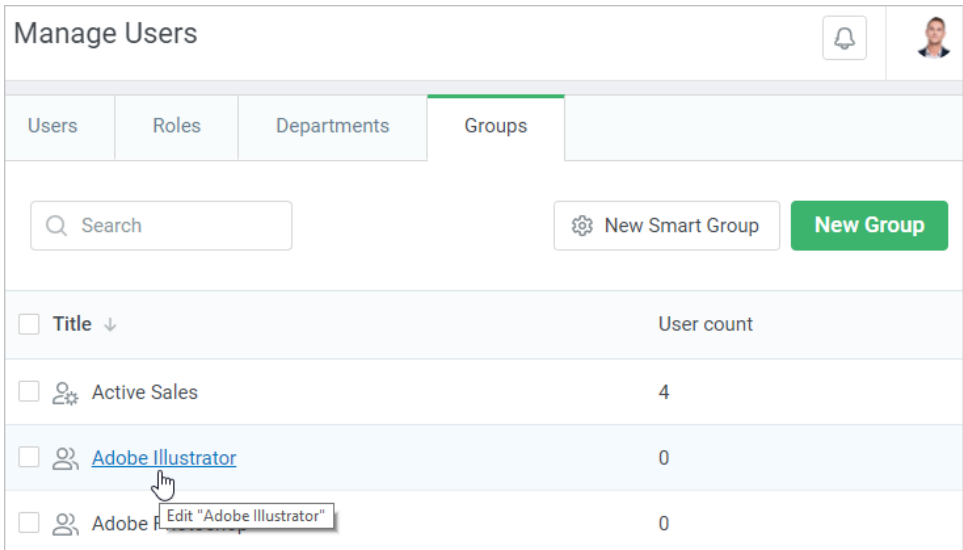
<input type="checkbox"/> Title ↓	User count
<input type="checkbox"/> Active Sales	4
<input type="checkbox"/> Adobe Photoshop	0

2. Enter the group title and click **Create Group**.



The 'New Group' dialog box is shown with the name field containing 'Adobe Illustrator'. There are 'Create' and 'Cancel' buttons at the bottom. A mouse cursor is pointing at the 'Create' button.

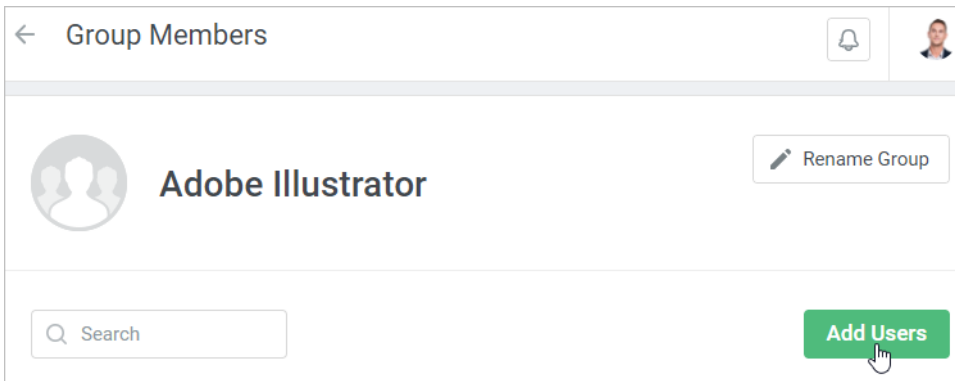
3. Now that your group is added, you can find it under the **Groups** tab in the **Users** section.



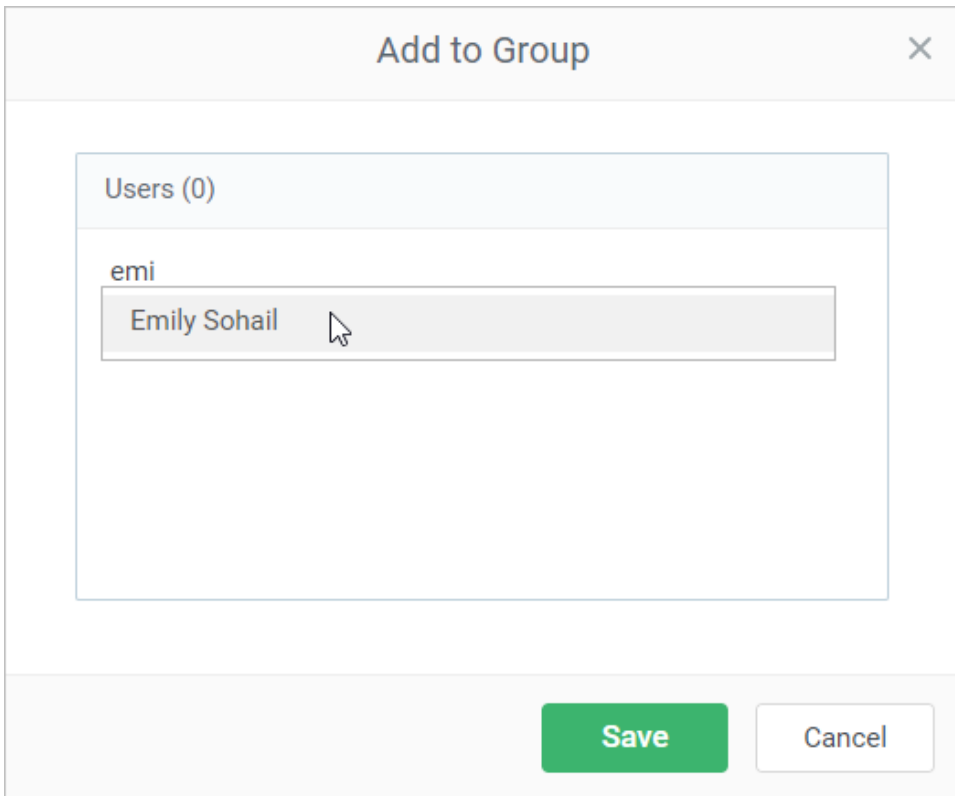
The screenshot shows the 'Manage Users' interface with the 'Groups' tab selected. The 'New Group' button is still visible. The table now includes the newly created group 'Adobe Illustrator' with 0 users. A mouse cursor is hovering over the group name, and a tooltip 'Edit "Adobe Illustrator"' is visible.

<input type="checkbox"/> Title ↓	User count
<input type="checkbox"/> Active Sales	4
<input type="checkbox"/> Adobe Illustrator	0
<input type="checkbox"/> Adobe Photoshop	0

4. Add users to the group. To do this, click the group title and on the **Groups Members** page, click **Add Users**.



In the **Add Users** window, add learners who will belong to the group. Start entering the name, last name, login or email of a user and select matching names from the system suggestions.



Click **Save** and users will be added to the group.

Add to Group



Users (3)

Emily Sohail × Helen Smith × Ronald Kray × |

Save 

Cancel