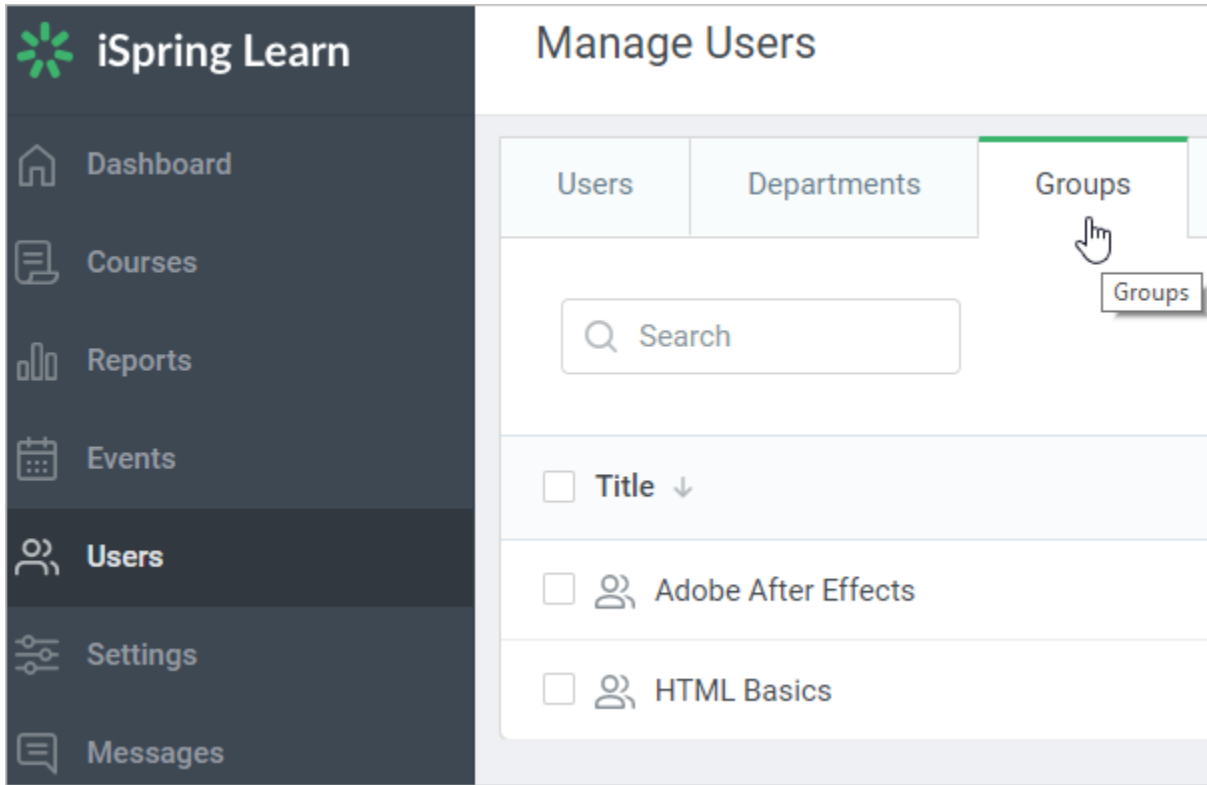


Managing Groups

Account Owner, Administrators, and Department Administrators, as well as users assigned to custom roles, can create new groups and add users to them.

To start managing groups, open the **Users** section and select the **Groups** tab.



The screenshot shows the iSpring Learn interface. On the left is a dark sidebar with the iSpring Learn logo and navigation menu items: Dashboard, Courses, Reports, Events, Users (highlighted), Settings, and Messages. The main content area is titled 'Manage Users' and has three tabs: 'Users', 'Departments', and 'Groups' (which is selected and highlighted with a green bar). Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar is a list of groups, each with a checkbox and a group icon (two people):

- Title ↓
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A mouse cursor is pointing at the 'Groups' tab, and a tooltip with the text 'Groups' is visible below it.