

Assigning User To Group

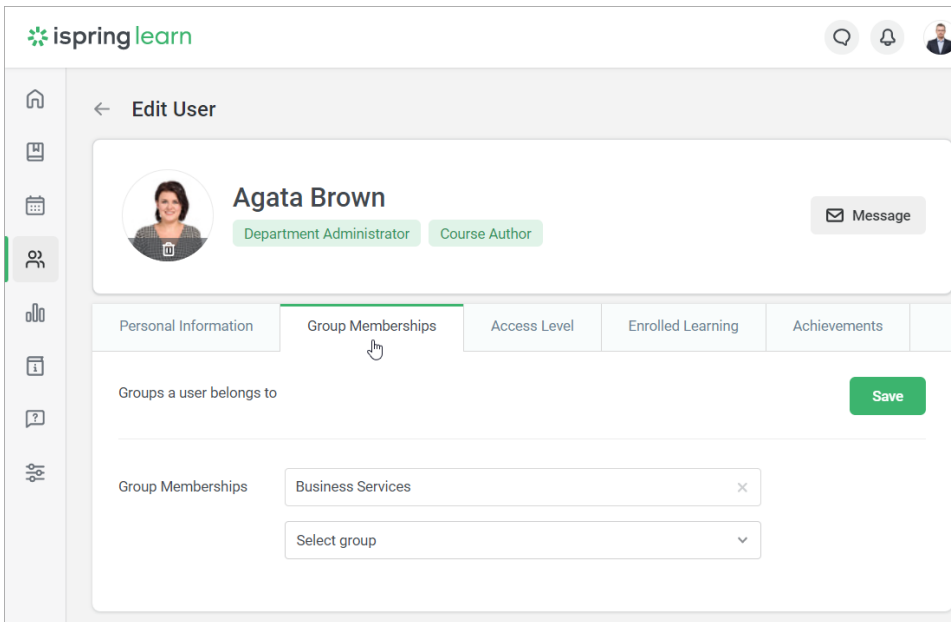
- [Adding User to Group](#)
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Adding User to Group

There are **four** ways to add a user to a group.

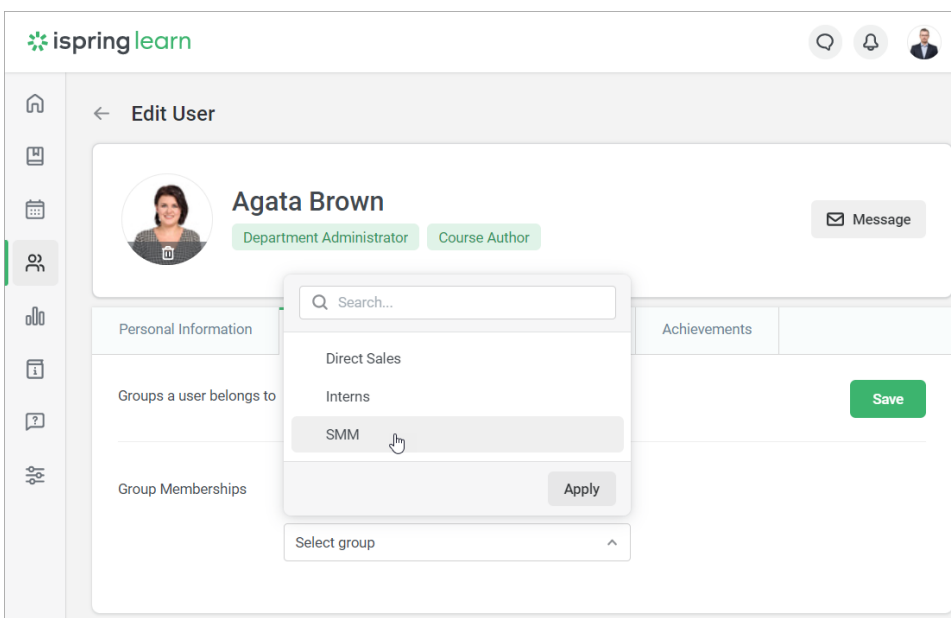
The **first** method is the following:

1. Click a user's name and select the **Group Memberships** tab.



The screenshot shows the 'ispring learn' interface. At the top, there's a navigation bar with a home icon, a back arrow, and the text 'Edit User'. Below this is a user profile card for 'Agata Brown', identified as a 'Department Administrator' and 'Course Author'. To the right of the profile is a 'Message' button. Below the profile card are several tabs: 'Personal Information', 'Group Memberships' (which is highlighted with a green border and a mouse cursor), 'Access Level', 'Enrolled Learning', and 'Achievements'. Under the 'Group Memberships' tab, there's a section titled 'Groups a user belongs to' with a green 'Save' button. Below this, there's a 'Group Memberships' section with a text input field containing 'Business Services' and a 'Select group' dropdown menu.

2. In the **Group Memberships** menu, select a group. Here, you can assign users to an unlimited number of groups.



This screenshot shows the same 'Edit User' page for Agata Brown, but with the 'Group Memberships' dropdown menu open. The dropdown menu has a search bar at the top with the placeholder text 'Search...'. Below the search bar, there's a list of groups: 'Direct Sales', 'Interns', and 'SMM'. The 'SMM' group is highlighted with a mouse cursor. At the bottom of the dropdown menu is an 'Apply' button. The background of the page shows the 'Group Memberships' tab still selected, with the 'Save' button visible.

3. Click **Save**.

Edit User

Agata Brown

Department Administrator
Course Author

Message

Personal Information

Group Memberships

Access Level

Enrolled Learning

Achievements

Groups a user belongs to

Save

Group Memberships

Business Services

SMM

Select group

The **second** option will fit if you want to add multiple users to a group.

1. In the **Users** section, check a user or multiple users.
2. In the top menu, click **Add to Group**.

Manage Users

Users
Roles
Departments
Groups
Sign up Profiles

Search...

Export/Import

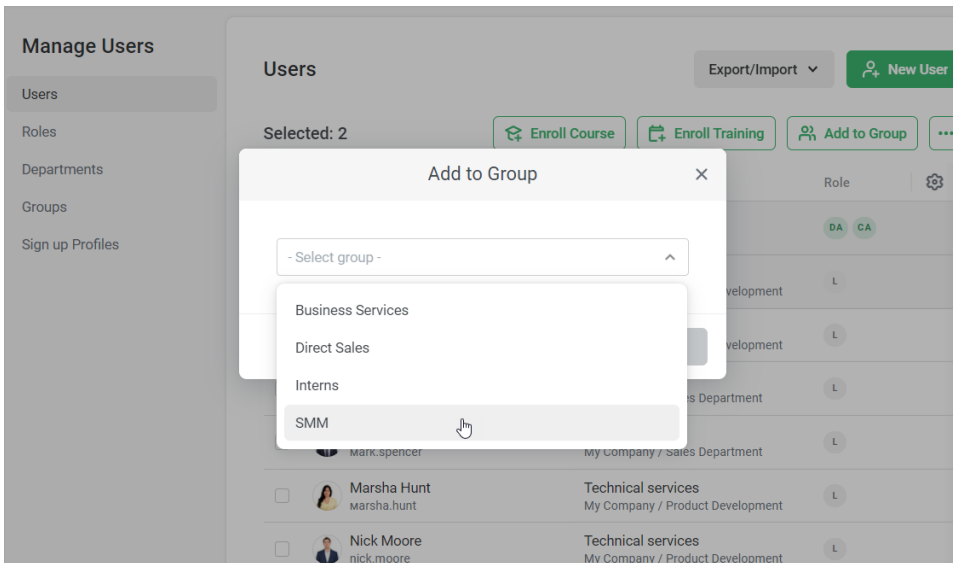
New User

Selected: 2

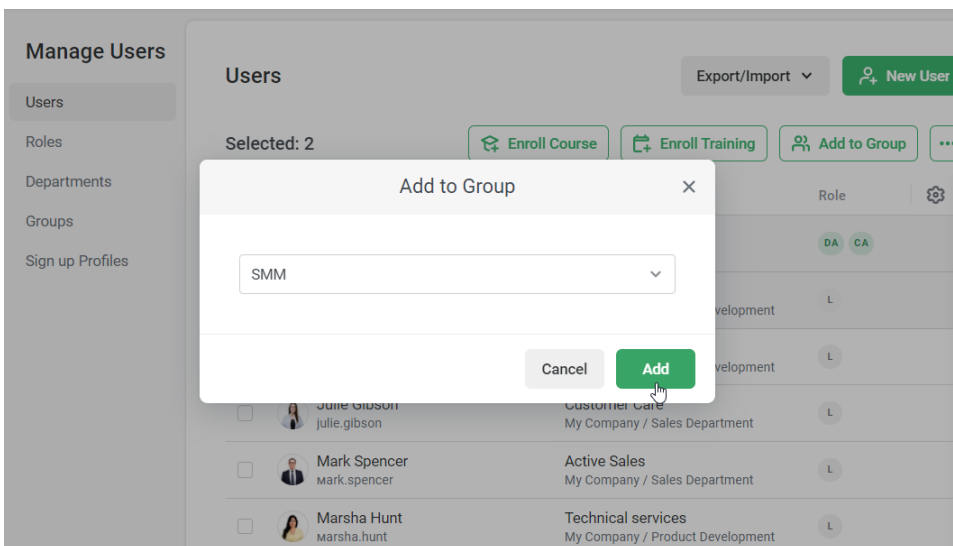
Enroll Course
Enroll Training
Add to Group

<input type="checkbox"/>	User Name ↑	Department	Role	
<input checked="" type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company	DA CA	
<input checked="" type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development	L	
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development	L	
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L	
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department	L	
<input type="checkbox"/>	Marsha Hunt marsha.hunt	Technical services My Company / Product Development	L	

3. In the **Add to Group** window, choose a group.

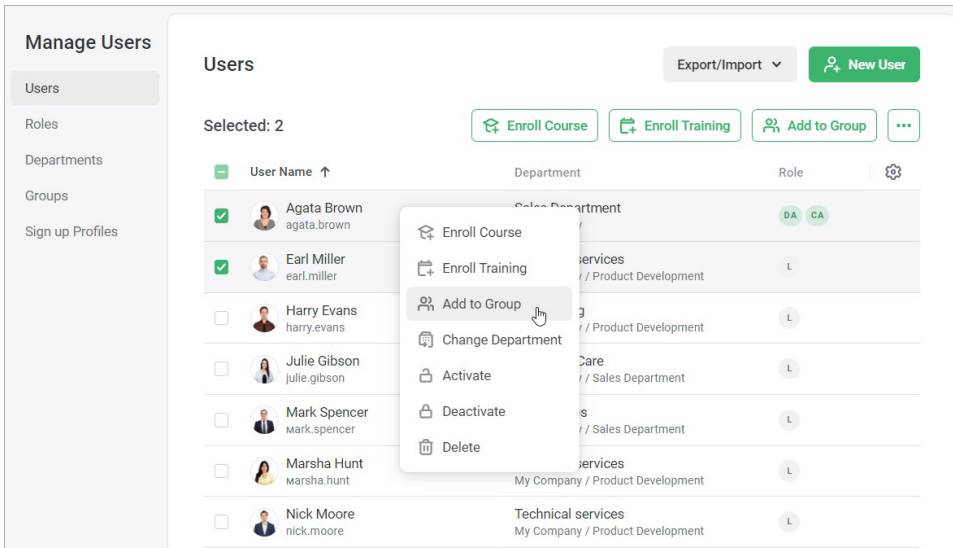


4. Then click **Add**.

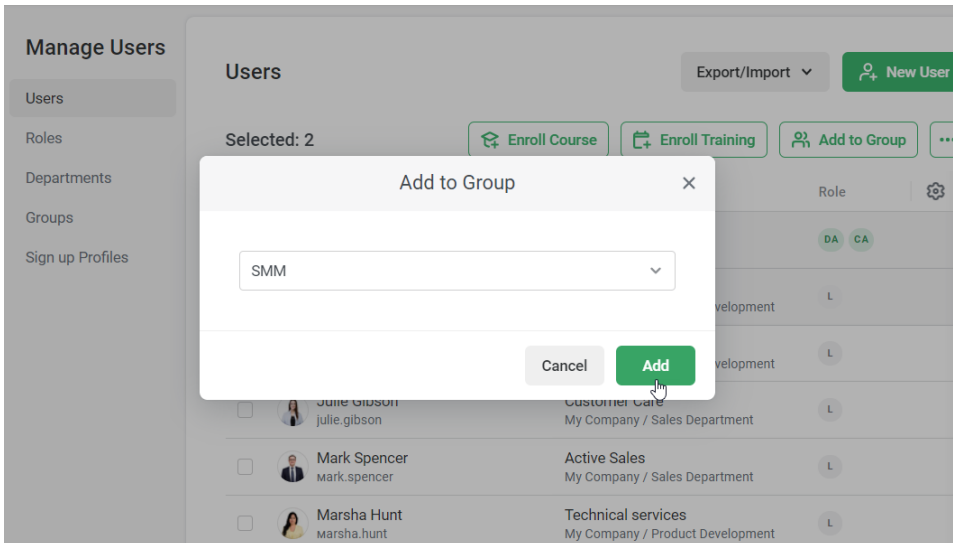


The **third** way is convenient when adding several users to the group at the same time.

1. In the **Users** section, check a user or multiple users.
2. Right-click on any name and select **Add to Group** in the context menu.

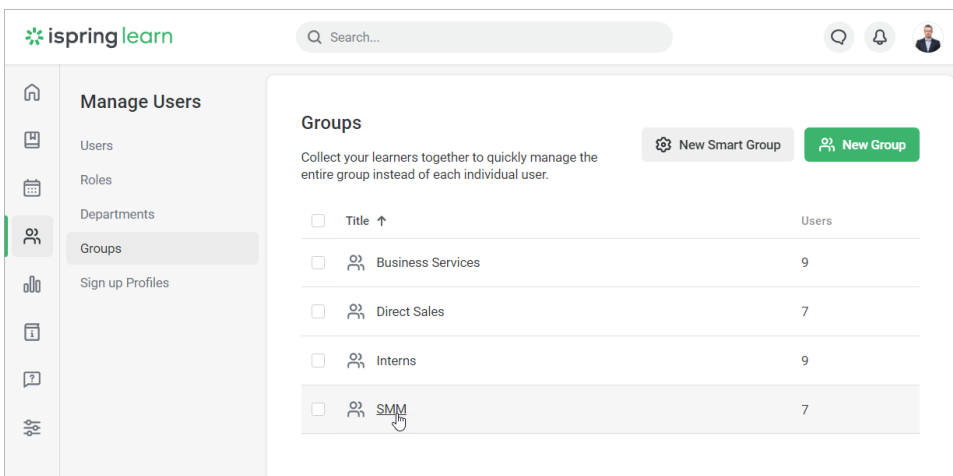


3. In the **Add to Group** window, choose a group, and click **Add**.

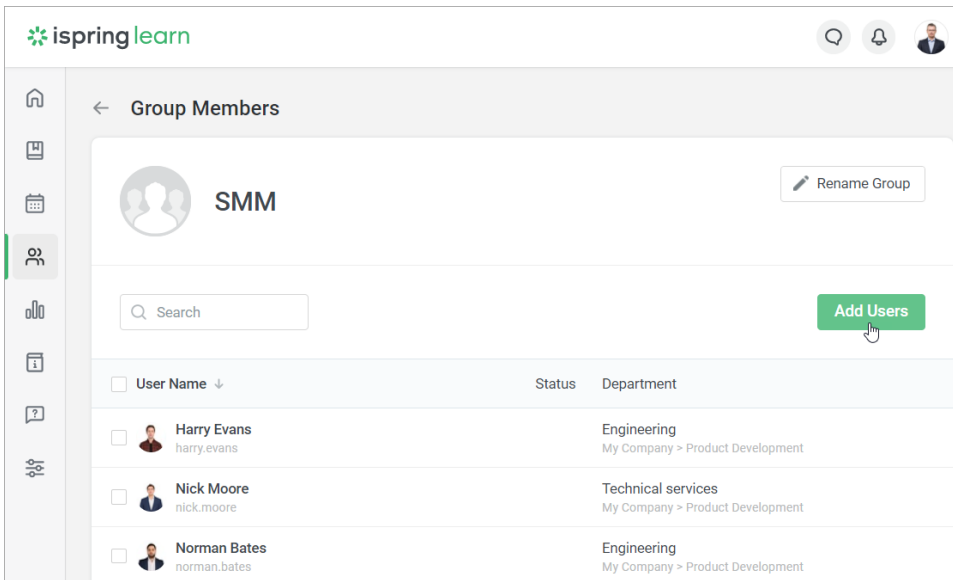


The **fourth** way is to add users to a group under the [Groups](#) tab.

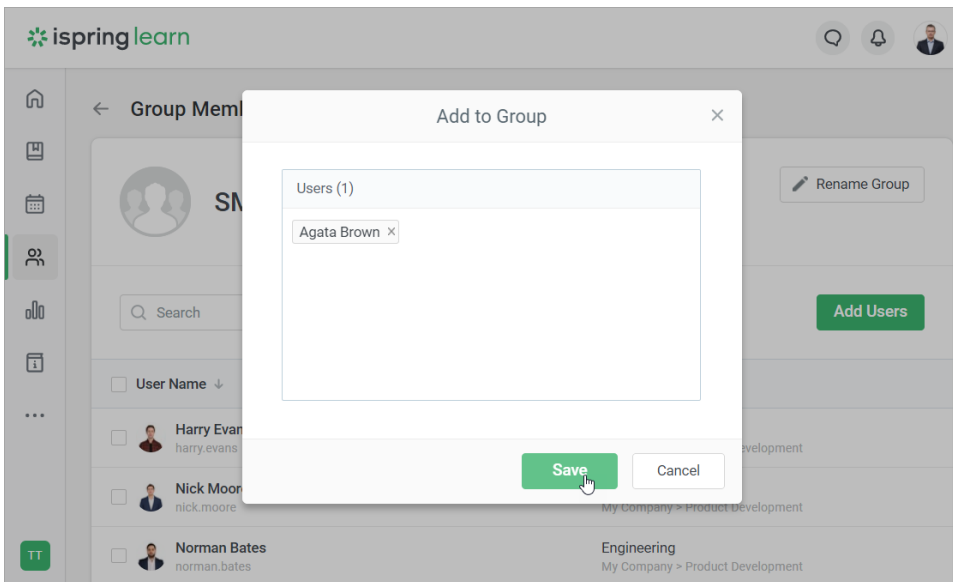
1. Go to the **Users** section, open the **Groups** tab, and click the group where you want to add users.



2. On the **Group Members** page, click **Add Users**.



3. In the **Add to Group** window, start entering the name, last name, login, or email of a user. Then, left-click on the matching name and click **Save**.



Removing Users from a Group

You can use any of the two methods to delete a user from a group.

The **first** option is the following:

1. In the **Users** section, left-click on a user you want to remove from a group.

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Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles







Users

Export/Import

New User

Total: 67


1-25 of 67 elements

<input type="checkbox"/>	User Name ↑	Department	Role	
<input type="checkbox"/>	 Agata Brown agata.brown	Sales Department My Company	L	***
<input type="checkbox"/>	 Earl Miller earl.miller	Technical services My Company / Product Development	L	
<input type="checkbox"/>	 Harry Evans harry.evans	Engineering My Company / Product Development	L	
<input type="checkbox"/>	 Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L	
<input type="checkbox"/>	 Mark Spencer mark.spencer	Active Sales My Company / Sales Department	L	
<input type="checkbox"/>	 Marsha Hunt marsha.hunt	Technical services My Company / Product Development	L	

2. On the **Edit user** page, open the **Group Memberships** tab and click the cross next to a group.

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← Edit User

 Agata Brown

Department Administrator Course Author

Message

Personal Information Group Memberships Access Level Enrolled Learning Achievements

Groups a user belongs to

Save

Group Memberships

Business Services

SMM

Select group

- Then, click **Save**.

The screenshot shows the 'Edit User' interface for a user named Agata Brown. The user's profile includes a photo, name, and roles: 'Department Administrator' and 'Course Author'. There is a 'Message' button. Below the profile, there are tabs for 'Personal Information', 'Group Memberships', 'Access Level', 'Enrolled Learning', and 'Achievements'. The 'Group Memberships' tab is active, showing a section 'Groups a user belongs to' with a green 'Save' button. Below this is a 'Group Memberships' section with a dropdown menu labeled 'Select group'.

The **second** method will work better in case you need to delete multiple users from a group.

- Open the **Users** section, open the **Groups** tab and left-click the group from which you want to delete users.

The screenshot shows the 'Manage Users' page with the 'Groups' tab selected. The page has a search bar and a sidebar with options: 'Users', 'Roles', 'Departments', 'Groups', and 'Sign up Profiles'. The 'Groups' section contains a description and two buttons: 'New Smart Group' and 'New Group'. Below is a table of groups with checkboxes for selection.

<input type="checkbox"/>	Title ↑	Users
<input type="checkbox"/>	Business Services	8
<input type="checkbox"/>	Direct Sales	7
<input type="checkbox"/>	Interns	9
<input type="checkbox"/>	SMM	8

- Check users and click the **Remove from Group** link in the top menu.

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3. In the **Remove from Group** window, hit **Remove** to confirm your decision.

