Creating Groups

To add a new group:

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

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| Ŵ | Manage Users | Ground | | |
| Ш | Users | Groups Collect your learners together to quickly | 🕄 New Smart Group | A New Group |
| | Roles | manage the entire group instead of each individual user. | | |
| ŝ | Departments | | | |
| Ť. | Groups | ☐ Title ↑ | | Users |
| 000 | Sign up Profiles | Business Services | | 8 |
| ì | | Direct Sales | | 7 |
| ? | | Interns | | 9 |
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2. Enter the group title and click **Create**.

| Â | Manage Users | Groups | |
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| Ē | Users | Collect your learners together to quickly 13 New Smart Group | 아 Pin New Group |
| | Roles | manage the entire group instead of each individual user. | |
| er. | Departments | New Group × | Users |
| | Groups | | Users |
| 000 | Sign up Profiles | Name | 8 |
| ì | | Product Training | 7 |
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| γļģ | | Cancel Create | 8 |
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3. Now that your group is added, you can find it under the **Groups** tab in the **Users** section.

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| | Roles | manage the entire group instead of each individual user. | |
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4. Add users to the group. To do this, click the group title and on the Groups Members page, click Add Users.

| Â | ← Group Members | | | | |
|---------|--|--|--|--|--|
| | Product Training | | | | |
| ŝ | | | | | |
| o00 | Q Search Add Users | | | | |
| ii ? | User Name \downarrow Status Department | | | | |
| 행 | No users found | | | | |
| | | | | | |

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.

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| ĥ | ← Group M | embers | |
| Ш | | Add to Group | X Rename Group |
| | | · · · · · · · · · · · · · · · · · · · | × 🖍 Rename Group |
| ĉ | | Users (0) | |
| o00 | Q Se | Aga Agata Brown | Add Users |
| ī | User N | | |
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| | | Save | I |
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Click $\ensuremath{\textbf{Save}}$ and users will be added to the group.

| Â | \leftarrow Group M | lembers | | |
|-----|----------------------|--|---|--------------|
| | | Add to Group | × | Rename Group |
| | | | | Rename Group |
| ŝ | | Users (6) | | |
| 000 | Q Se | Agata Brown × Earl Miller × Harry Evans × Nick Moore × Julie Gibson × Mark Spencer × | | Add Users |
| ì | User N | | | |
| ? | | | | |
| ģļģ | | | | |
| | | Save | | |
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