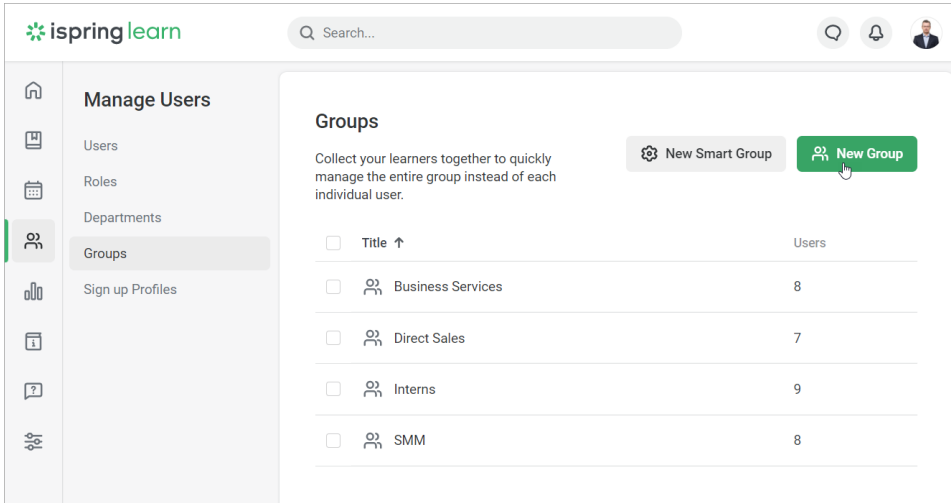


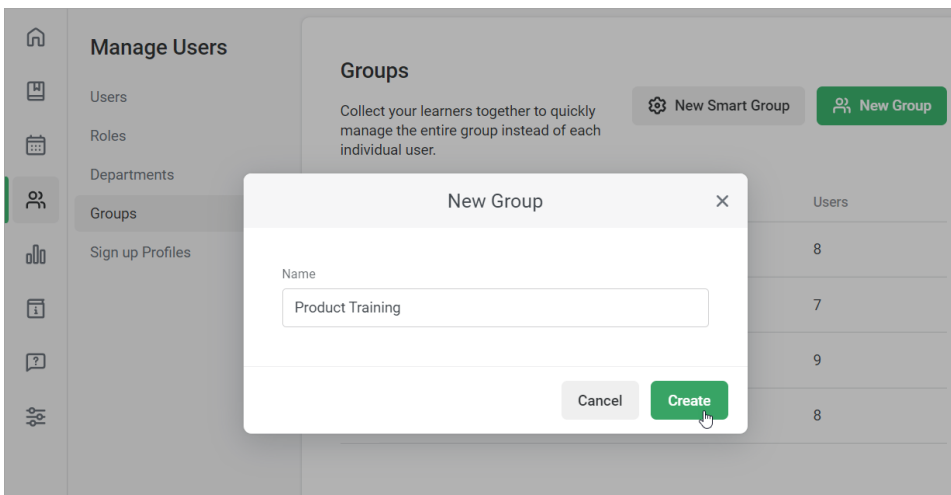
Creating Groups

To add a new group:

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



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



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

ispring learn

Search...






Manage Users

- Users
- Roles
- Departments
- Groups**
- Sign up Profiles

Groups


Collect your learners together to quickly manage the entire group instead of each individual user.

[New Smart Group](#) [New Group](#)

<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"/>	 Product Training	0
<input type="checkbox"/>	 SMM	8

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

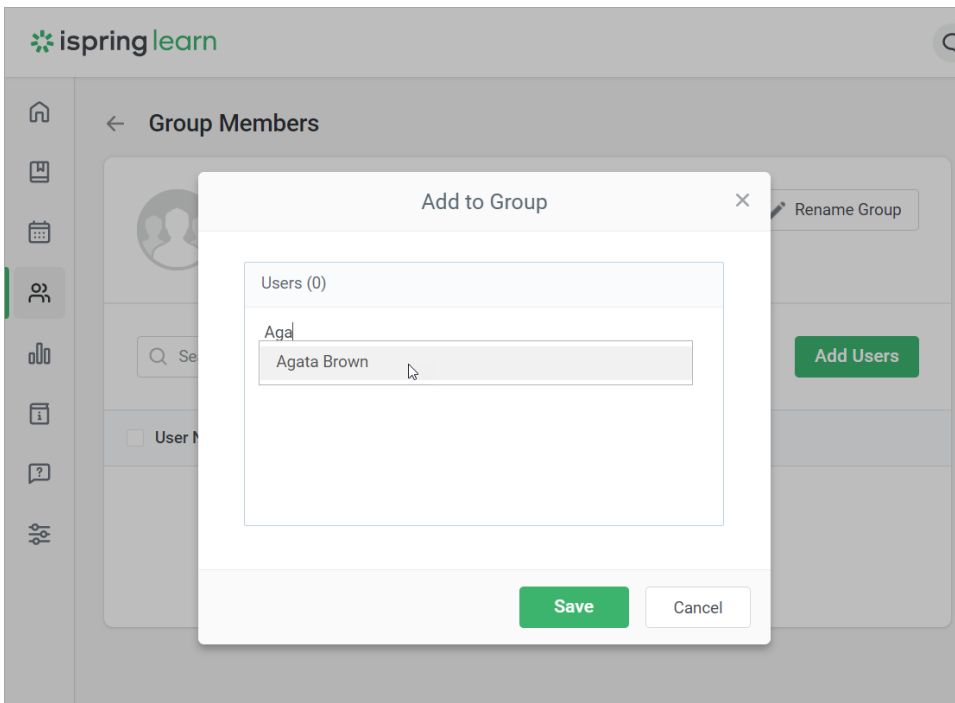
← Group Members

 **Product Training** [Rename Group](#)

[Add Users](#)

<input type="checkbox"/>	User Name ↓	Status	Department
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.



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

