Enrollment Block: Group - How Remove Members

Step-by-step guide

Under Enrollment

1. Click Group Management

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🚳 Dashboard	Demo Director					
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Add Users to Account			Welcome, Demo. This is your Dashboard. Start here to view you			
Enroll Users in Course			My Courses My Certificates Reports -			
Group Management 🧲			Course overview			
Leonie Dieze			▼ All (except removed from view) ▼			
Learning Plans						

2. Click the and icon to add new members.

							Add
	ID	Name	Agency	City	State	Users	
¥	4634	New Group	Demo - LMS (Internal)	City	AL	3	
+	4637	test sub group	Demo - LMS (Internal)			3	
↓ ↑ →	3281	Home Health	Demo - LMS (Internal)			7	
↓ ↑ →	762	Joan Demo	Demo - LMS (Internal)		MA	4	
¥↑ →	2249	Encinitas	Demo - LMS (Internal)	Test City	AL	8	11
↓	4138	- Toni Washington	Demo - LMS (Internal)			0	
٠	4365	RN	Demo - LMS (Internal)			0	<u>R A @ O</u>
^ < →	4109	- Nancy Marcin	Demo - LMS (Internal)			7	
↑ →	4658	new group kalvin	Demo - LMS (Internal)			1	A A @ O

3. Select users from the Current Members list by highlighting their names, then click the Add button. Click the Finish button to save.

Group Member Assignment New Group		
Current Members		Potential Members
Champhall, Cinridy (optimits camphellicitywellsky com, Director) berno, Linea (undermol)demo.com, Linear) Derno, Director (director)geterno, com, Director) DEMO, RN (drefendig)demolo com, User) DEMO, RN (drefendig)demolo com, User) DEMO, MANAGER (managerdemol)demolo com, Manager)	▲ Add	DEMO, DF (gidemog)demoso.com. User) Demo, LME (misglemo.com. Director) Roberts, Dm (ginythiar Joberts@wellsky.com, Director) TEST, Thomas Brothers (forbassethorters55ggmail.com, User) User, Test (coursetest@email.com, User)
Demo, Kate (katedemo@demo.com, User) Demo, Phil (phildemo@demo.com, User) Demo2, Lindsay (lindsay demo2@wellsky.com, User) Director, Demo (demodirector@email.com, Director)	Remove ►	- {
Olinger, Stacy (solinger@fazzi com, Director) User, Demo (newuser@email.com, User)	Add All	
	Remove All	
Clear Finish		Clear