How to Add Users to a Group

In this handout, we'll cover how to add users to a group in the LMS
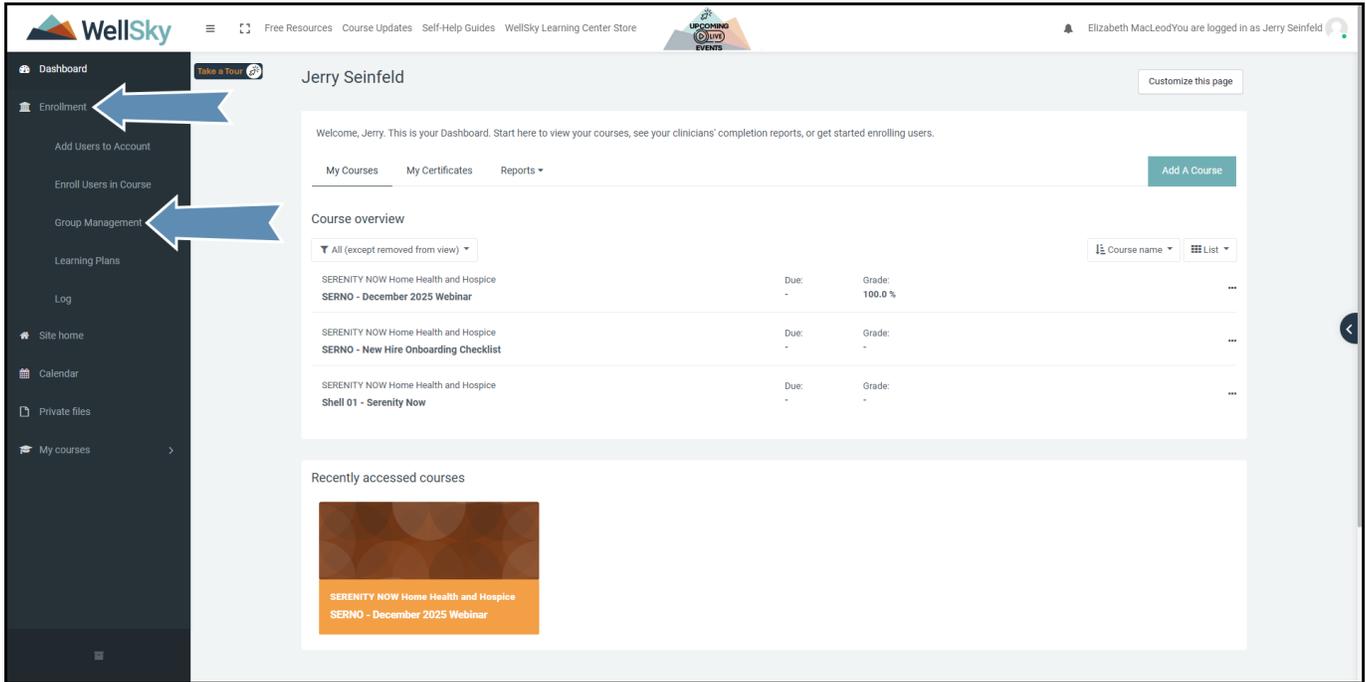
1) Log into the WLC
2) Click the *Enrollment* tab from the left-hand admin panel
3) Select *Group Management* from the dropdown
4) Select the silhouette with a plus sign icon from the right-hand side of the group you would like to manage
5) Select the needed learners from the *Potential Members* list on the right-hand side of your screen and click *Add*
6) Click *Finish* after adding all needed learners to the Current Members list on the left-hand side of your screen
7) Repeat the process above for each individual group you need edited
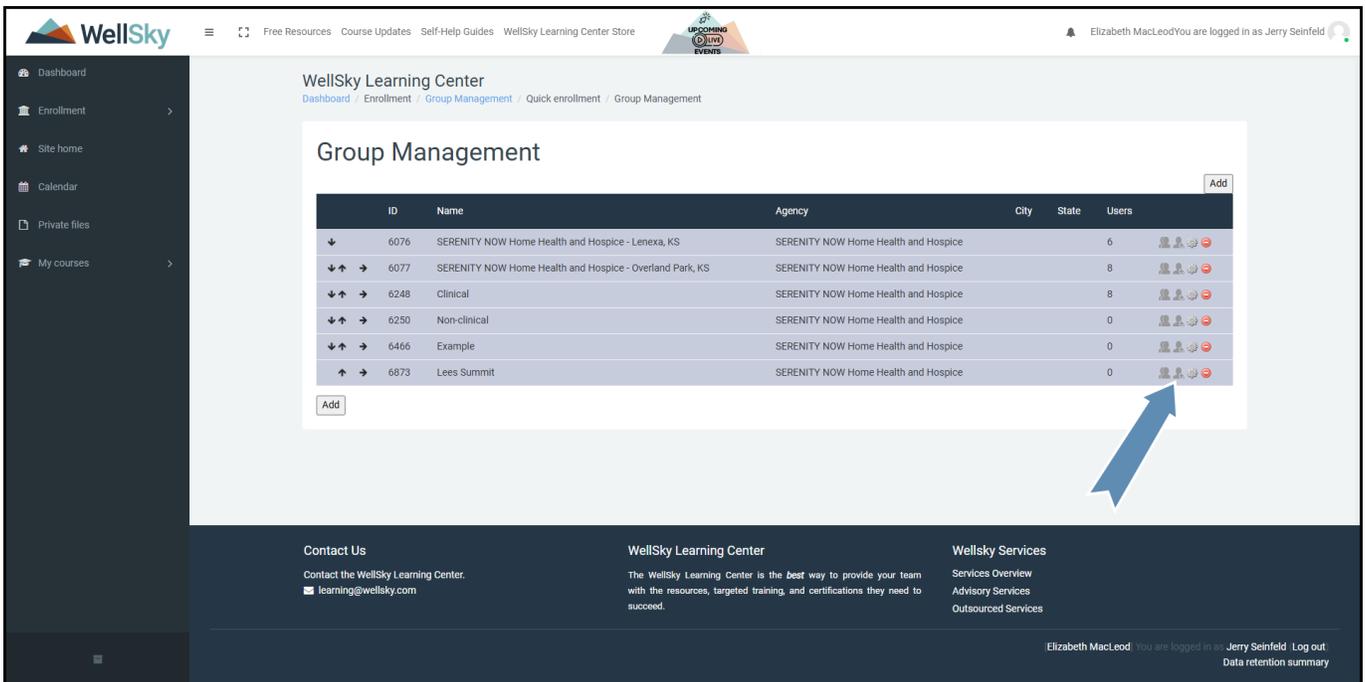
HELPFUL TIPS

- You can multi select learners from the *Potential Members* list by using the CTRL button.
- Learners can reside in multiple groups.
- You can select which groups a learner's account should be tied to during the account creation process.

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6) Click Finish after adding all needed learners to the Current Members list on the left-hand side of your screen

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