

## How to Add Users to a Group

In this handout, we'll cover how to add users to a group in the LMS

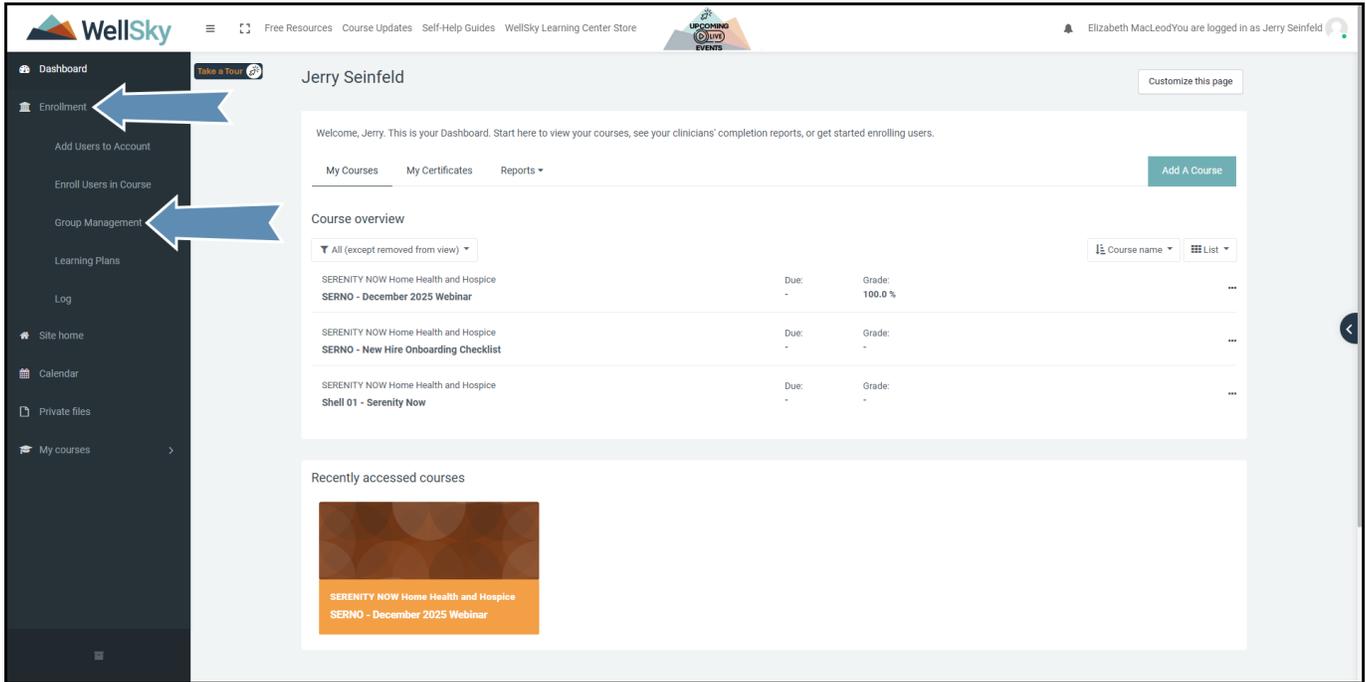
- 1) Log into the WLC
- 2) Click the *Enrollment* tab from the left-hand admin panel
- 3) Select *Group Management* from the dropdown
- 4) Select the silhouette with a plus sign icon from the right-hand side of the group you would like to manage
- 5) Select the needed learners from the *Potential Members* 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



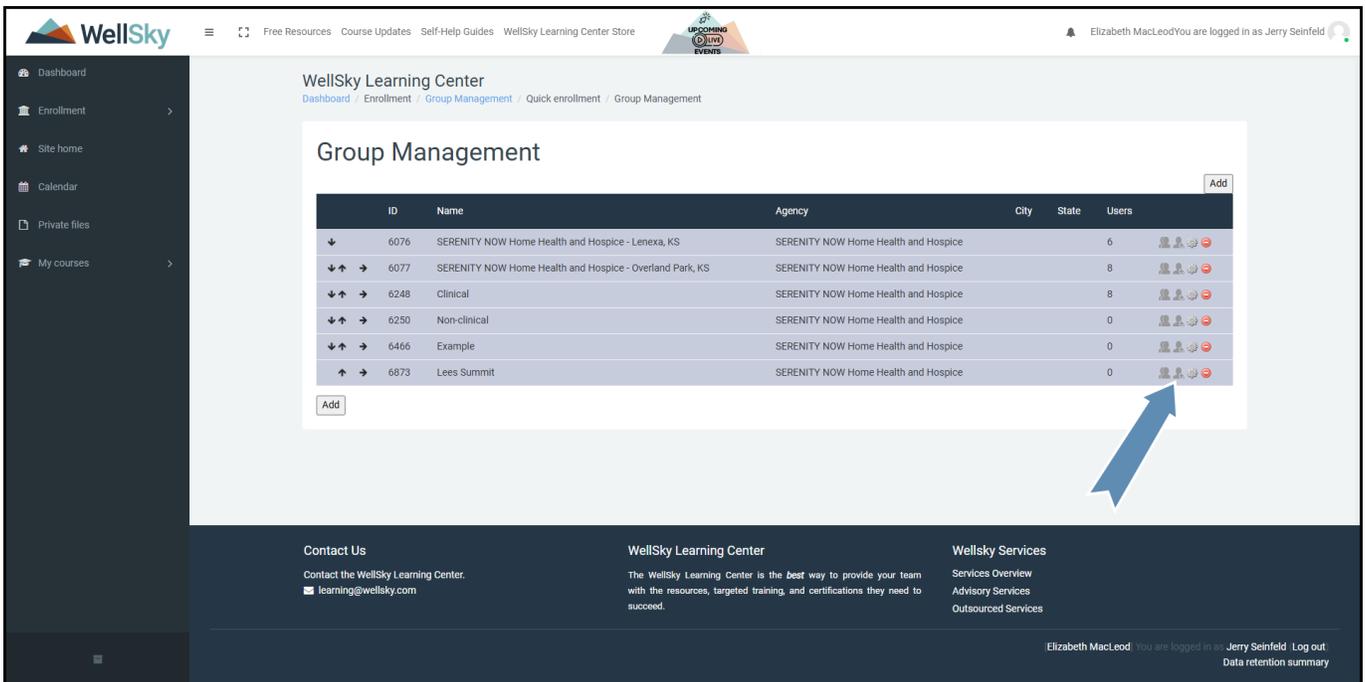
- You can multi select learners from the *Potential Members* list by using the CTRL button.
- Learners can reside in multiple groups.
- You can select which groups a learner's account should be tied to during the account creation process.

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- 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

WellSky Learning Center

Dashboard / Quick enrollment / Group Management / SERENITY NOW Home Health and Hospice - Lenexa, KS / Assign

### Group Member Assignment

SERENITY NOW Home Health and Hospice - Lenexa, KS

Member type: Member [Page Instructions](#)

**Current Members**

- Cohen, Ruthie (ruthie.cohen@serenitynow.org, User)
- Costanza, Estelle (estelle.costanza@serenitynow.org, User)
- Costanza, Frank (frank.costanza@serenitynow.org, User)
- Kramer, Babs (babs.kramer@serenitynow.org, User)
- Newman, Unknown (unknown.newman@serenitynow.org, User)
- Whitley, Tim (twhitley@email.com, User)

**Potential Members**

- Benes, Alton (alton.benes@serenitynow.org, Manager)
- Benes, Elaine (laurelth@gmail.com, User)
- Costanza, George (george.costanza@serenitynow.org, User)
- Dante, Silvio (sdante@email.com, User)
- Doe, Jane (jdoe@email.com, User)
- Doe-Serenity, John (jds@noemail.com, User)
- Dow, Janet (jdow@email.com, User)
- Kent, Clark (email@email.com, Manager)
- Kramer, Cosmo (cosmo.kramer@serenitynow.org, User)
- Puddy, David (david.puddy@serenitynow.org, User)
- Ross, Henry (henry.ross@serenitynow.org, Manager)
- Ross, Mrs (mrs.ross@serenitynow.org, User)
- Ross, Susan (susan.ross@serenitynow.org, User)
- Seinfeld, Helen (helen.seinfeld@serenitynow.org, User)
- Seinfeld, Jerry (bobaurel@gmail.com, Director)
- Seinfeld, Morty (morty.seinfeld@serenitynow.org, Manager)
- Smith, Sam (ssmith@email.com, User)
- Smith, Barbara (bsmith@email.com, User)
- Smith, Donnie (dsmith@email.com, User)
- Smith-Serenity, Jane (jss@noemail.com, User)

Buttons: Add, Remove, Add All, Remove All, Clear, Finish

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