How to Create a Group

In this handout, we'll cover how to create a group that LMS admins can use to easily sort and filter their learners for enrollment and reporting purposes.

1) Log into the WLC.
2) Click the *Enrollment* tab from the left-hand admin panel.
3) Select *Group Management* from the dropdown.
4) Click *Add* below any existing groups (previously called branches).
5) In the *Name* field add a title for your group that will easily denote which learners should be added to it.
6) Scroll down to the bottom of the page and click *Submit.*
7) After saving your changes, you'll be redirected back to the *Group Management* page where you can see your newly created group(s).
8) Select the silhouette with a plus sign icon from the right-hand side of the group you would like to manage.
9) Select the needed learners from the *Potential Members* list on the right-hand side of your screen and click *Add*.
10) Click *Finish* after adding all needed learners to the Current Members list on the left-hand side of your screen.
11) Repeat the process above for each individual group you need created.

- 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.

Determining Group Titles

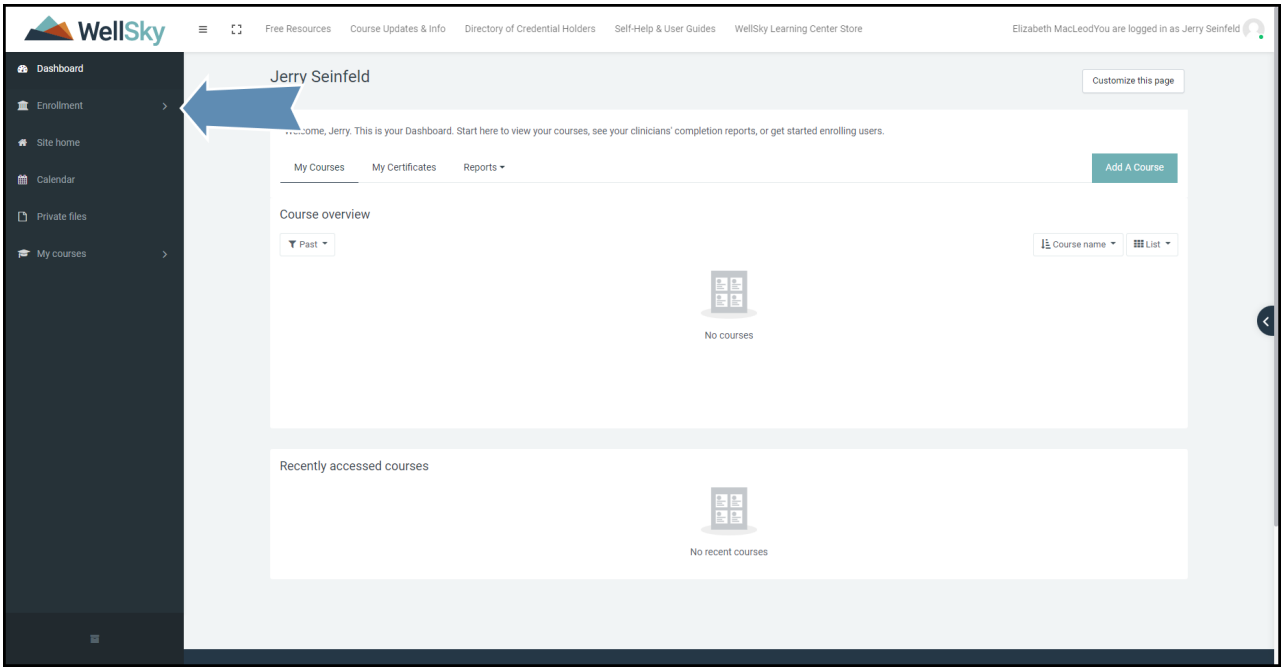
When creating your groups, there are a few questions you should ask yourself:

1. How do I currently assign out my training?
2. Did I previously have multi-level assignments on my curricula within the CHEX+ legacy platform?
3. Do different job roles receive different education?
4. Will a learner's group have to change often with how I am setting this up?

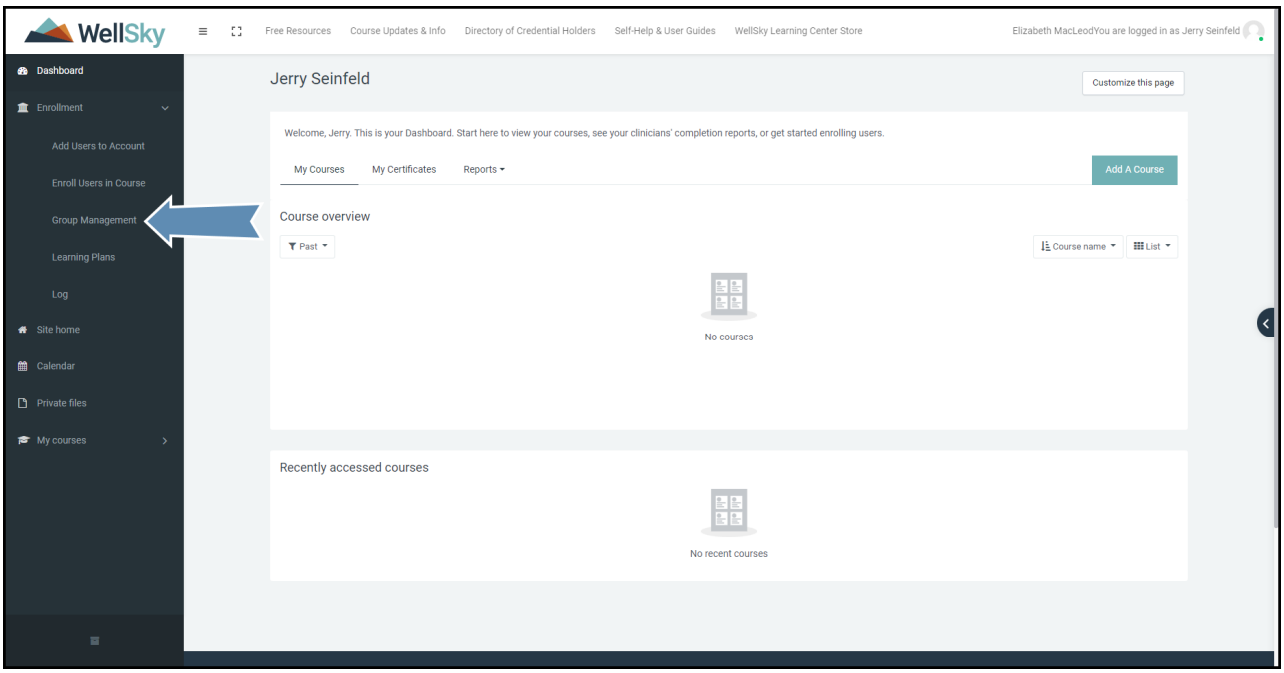
By asking yourself these questions, you can determine if basic groups such as Non-Clinical and Clinical would be the most beneficial, or if something more in depth would work best for your agency. If your RNs receive one group of courses, and your PTs receive another, it may be more helpful for your agency to be broken down into groups based on job roles. If you have any questions on the best way to utilize groups, please contact us at learning@wellsky.com and we would be happy to discuss it with you.

How to Create a Group

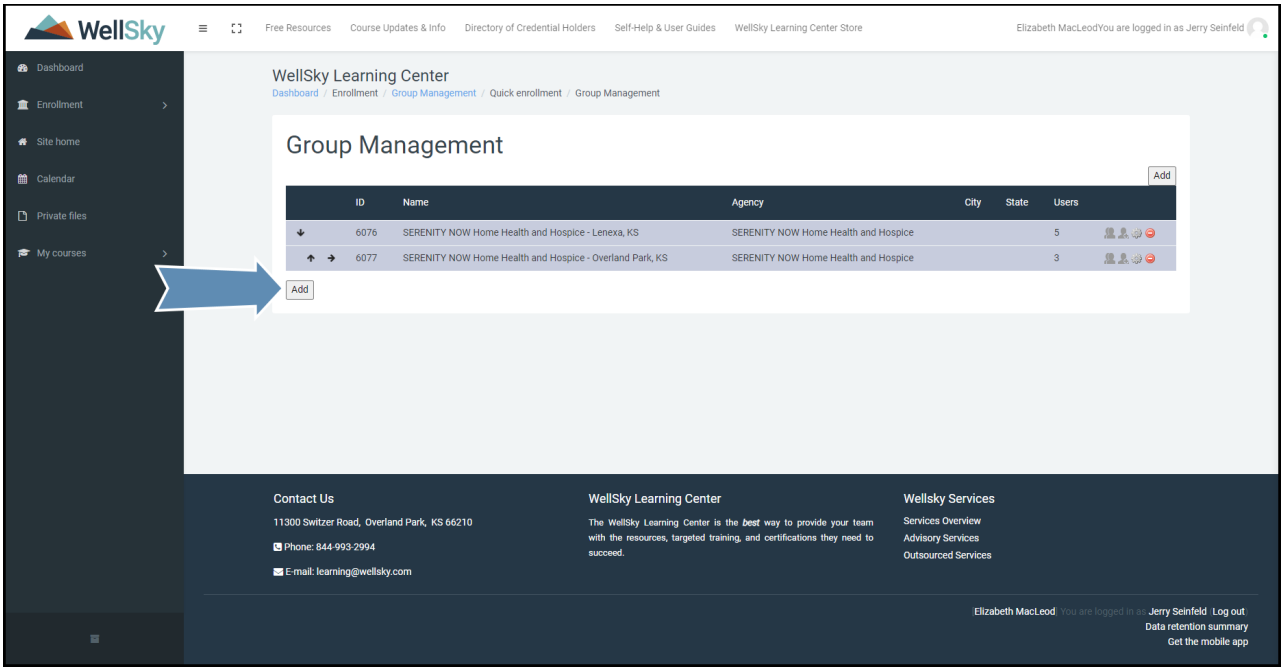
1) Log into the WLC.
2) Click the *Enrollment* tab from the left-hand admin panel.



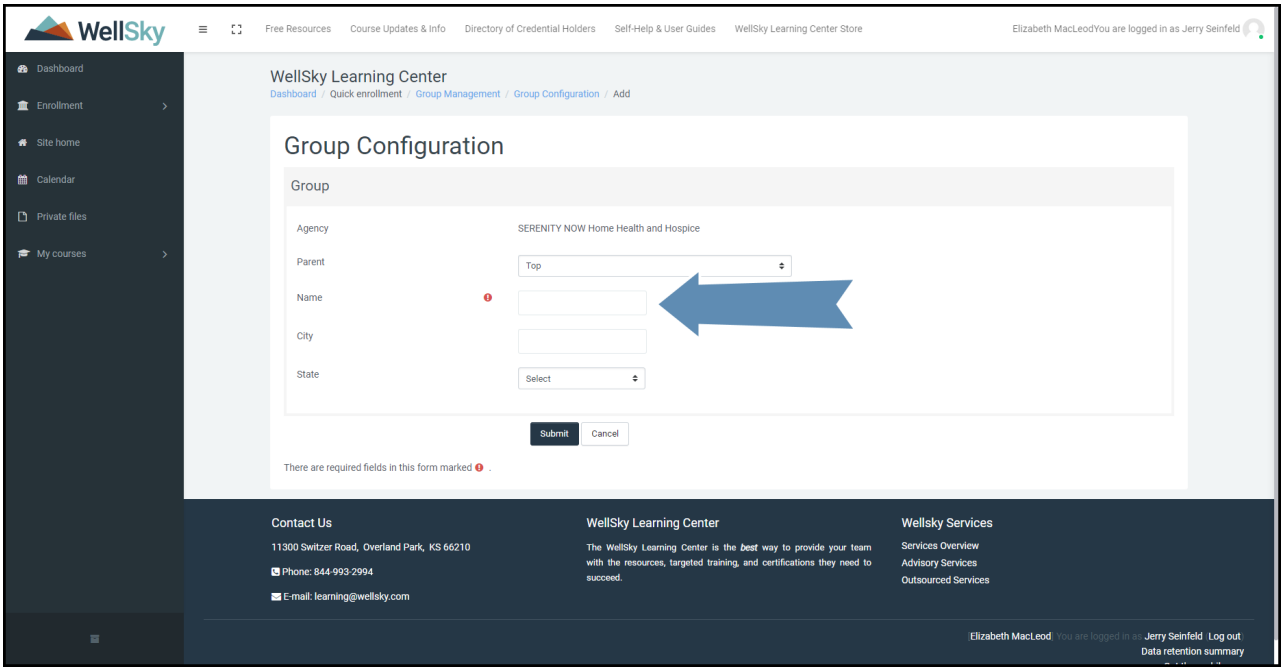
3) Select *Group Management* from the dropdown.



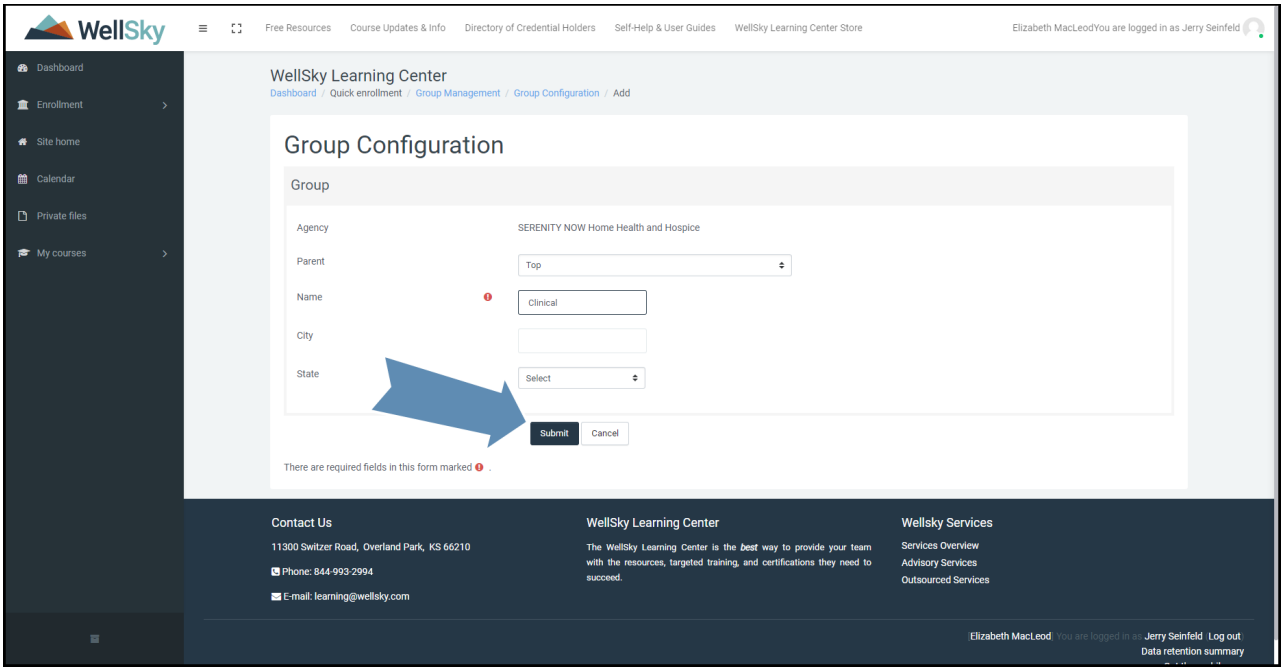
4) Click *Add* below any existing groups (previously called branches).



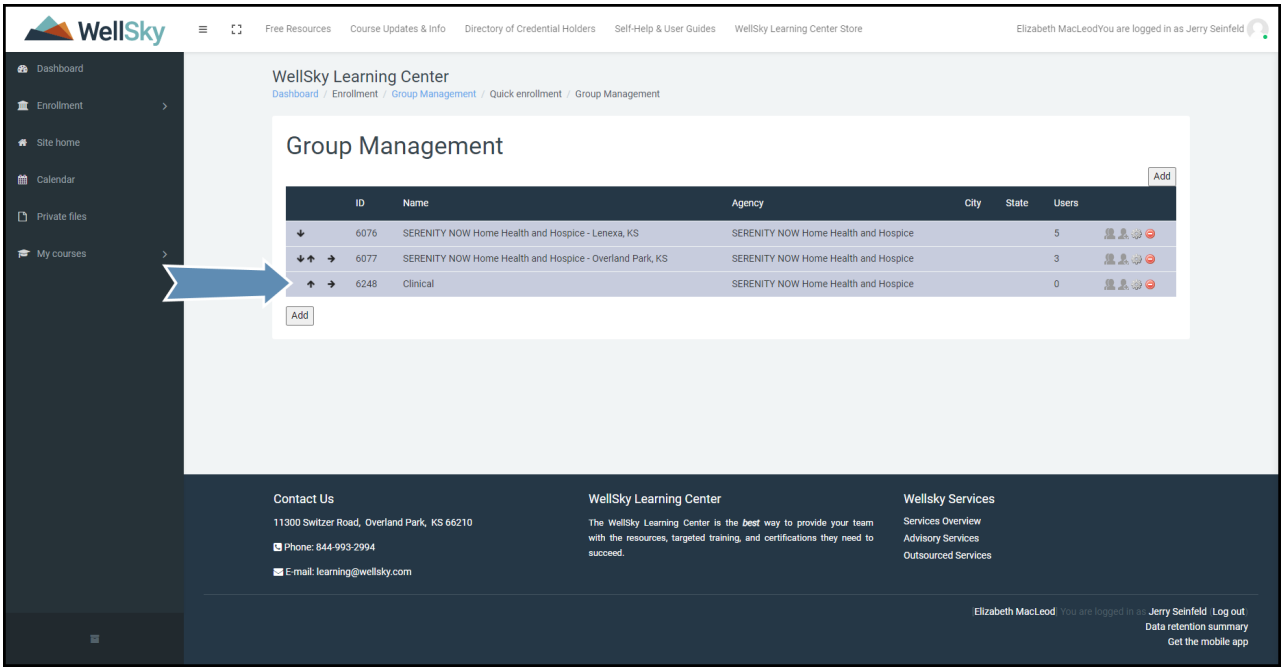
5) In the *Name* field add a title for your group that will easily denote which learners should be added to it.



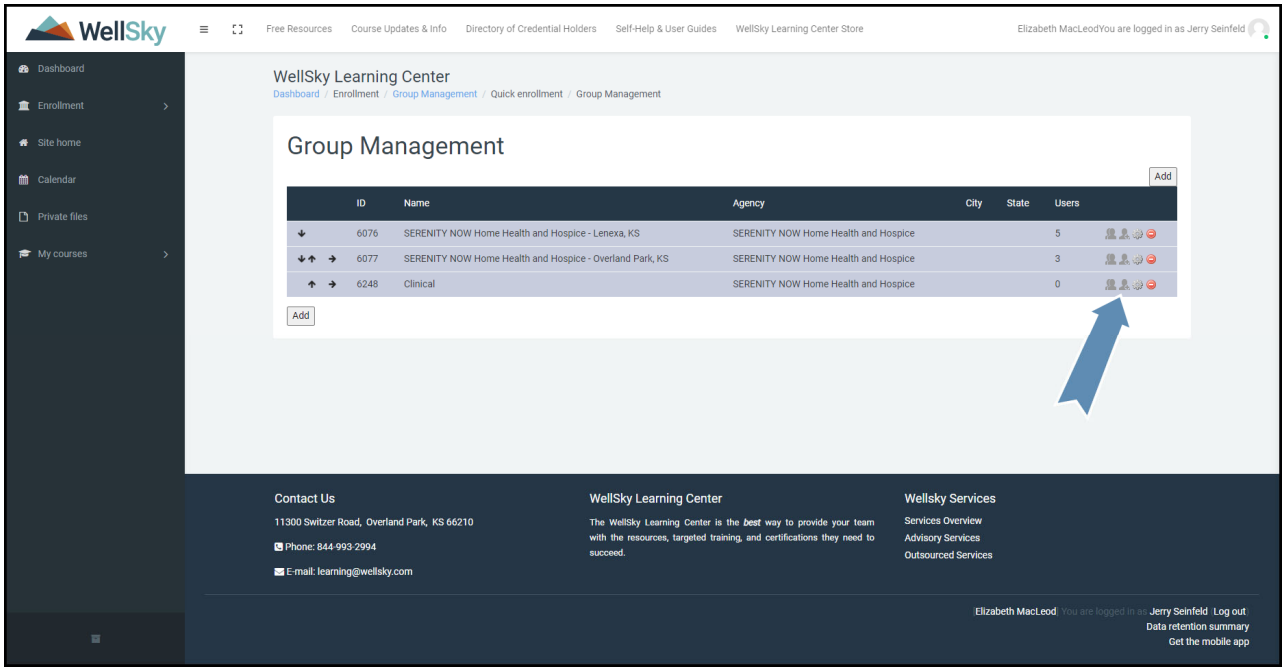
6) Scroll down to the bottom of the page and click *Submit*.



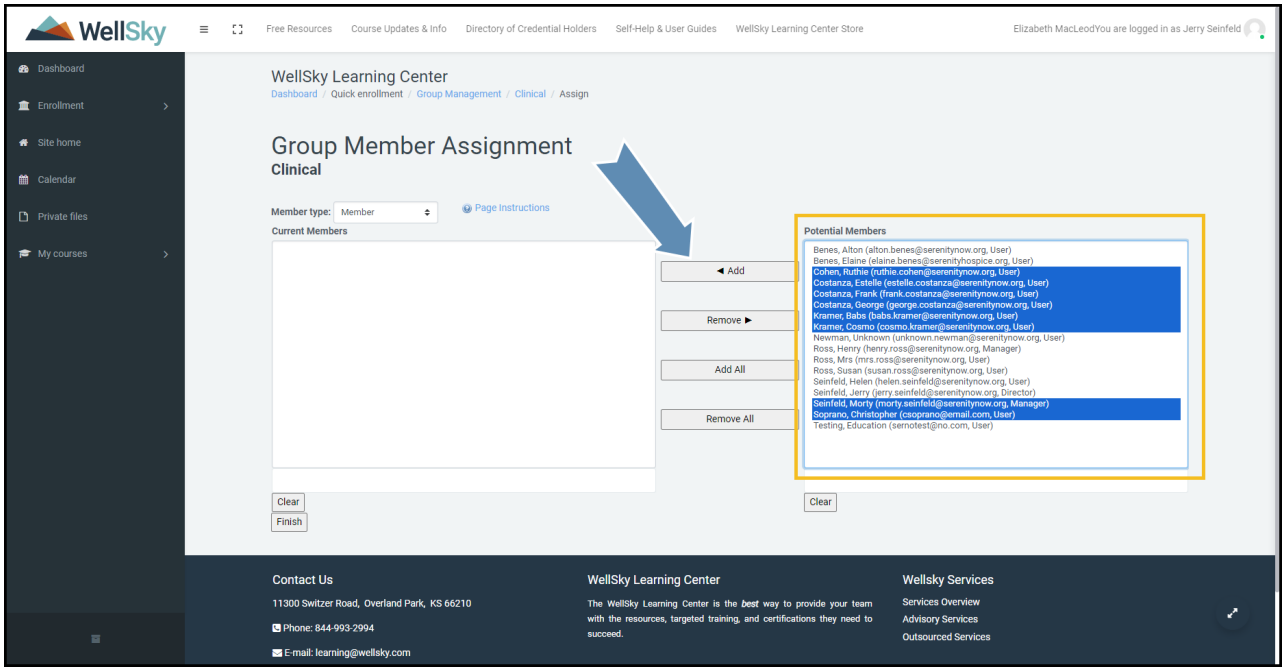
7) After saving your changes, you'll be redirected back to the *Group Management* page where you can see your newly created group(s).



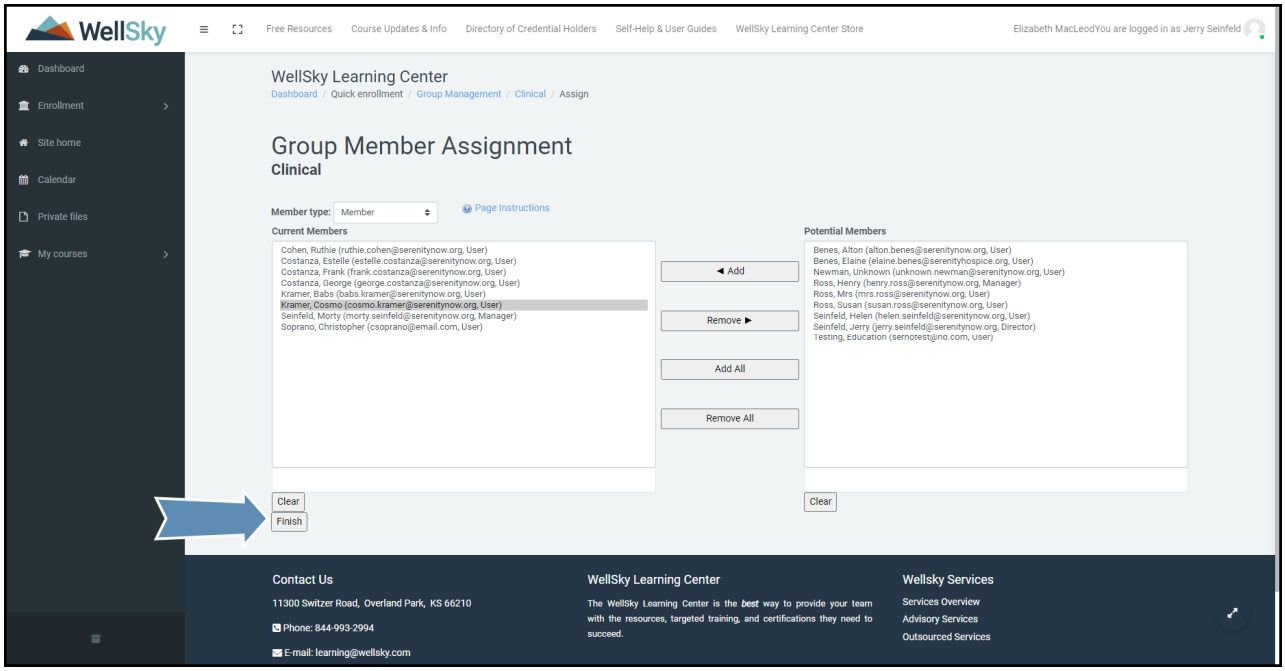
8) Select the silhouette with a plus sign icon from the right-hand side of the group you would like to manage.



9) Select the needed learners from the *Potential Members* list on the right-hand side of your screen and click *Add*.



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



11) Repeat the process above for each individual group you need created.