How to Delete a Group

In this handout, we'll cover how to delete 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) Click Delete icon next to the existing group(s) that need to be deleted
- 5) Click Continue
- 6) Repeat the process above for each individual group you need created

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- 2) Click the *Enrollment* tab from the left-hand admin panel.

| 📥 WellSky | ≡ 03 | Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store | Elizabeth MacLeodYou are logged in as Jerry Seinfeld 🦳 |
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| B Dashboard | | Jerry Seinfeld | Customize this page |
| Enrollment > A Site home | | | |
| 🛗 Calendar | | My Courses My Certificates Reports - | Add A Course |
| Private files | | Course overview | |
| 🞓 My courses > | | T Past - | J≟ Course name ▼ III List ▼ |
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| | | Recently accessed courses | |
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3) Select *Group Management* from the dropdown.

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|------------------------|---|--|
| a Dashboard | Jerry Seinfeld | Customize this page |
| 🟛 Enrollment 🗸 | | |
| Add Users to Account | Welcome, Jerry. This is your Dashboard. Start here to view your courses, see your clinicians' completion reports, or get started enrolling users. | |
| Enroll Users in Course | My Courses My Certificates Reports - | Add A Course |
| Group Management | Course overview | |
| Learning Plans | T Past - | I≟ Course name ▼ IIII List ▼ |
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4) Click Delete icon next to the existing group(s) that need to be deleted



5) Click Continue

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|--|--|---|--|
| Dashboard Enrollment > | WellSky Learning Center Dashboard / Quick enrollment / Group Management / 1 | Delete | |
| # Site home | Delete | | |
| Calendar Private files | | Confirm | |
| ₽ My courses > | | Group: Lees Summit It will delete group and its sub-groups permanently. Do you want to continue? Continue Continue Cancel | |
| | | | |
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| E | | | Elizabeth MacLeod, You are logged in as Jerry Seinfeld Log Data retention summary |

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