

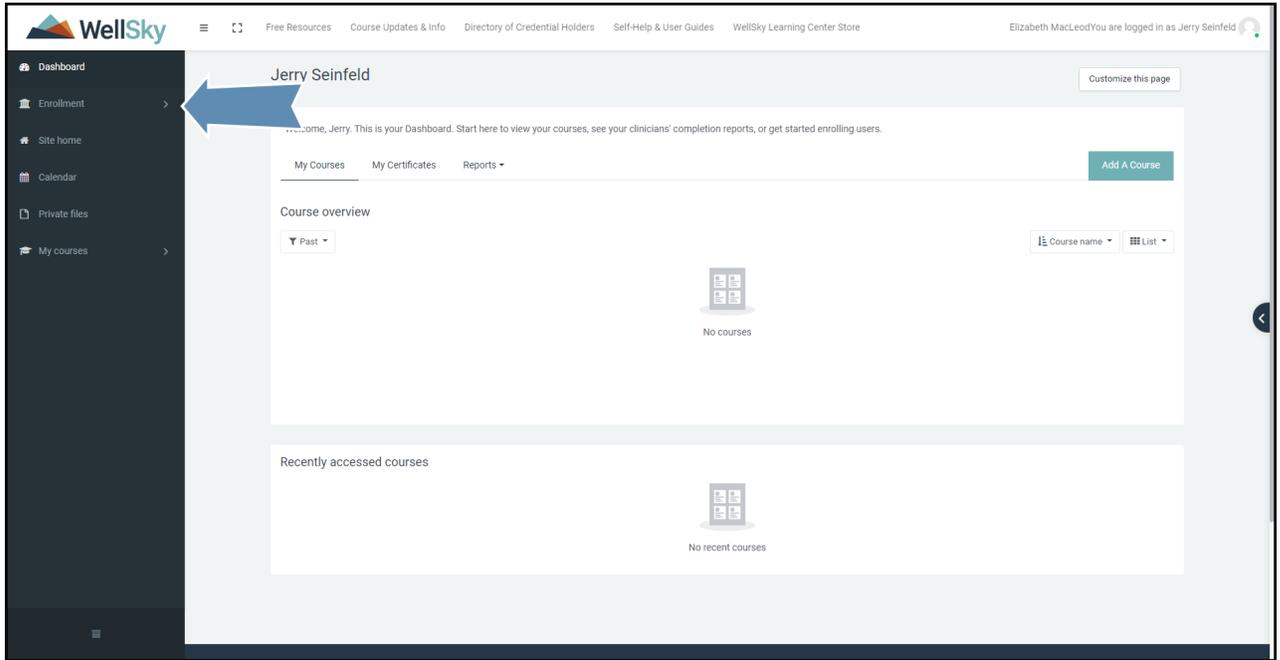
How to Delete a Group

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

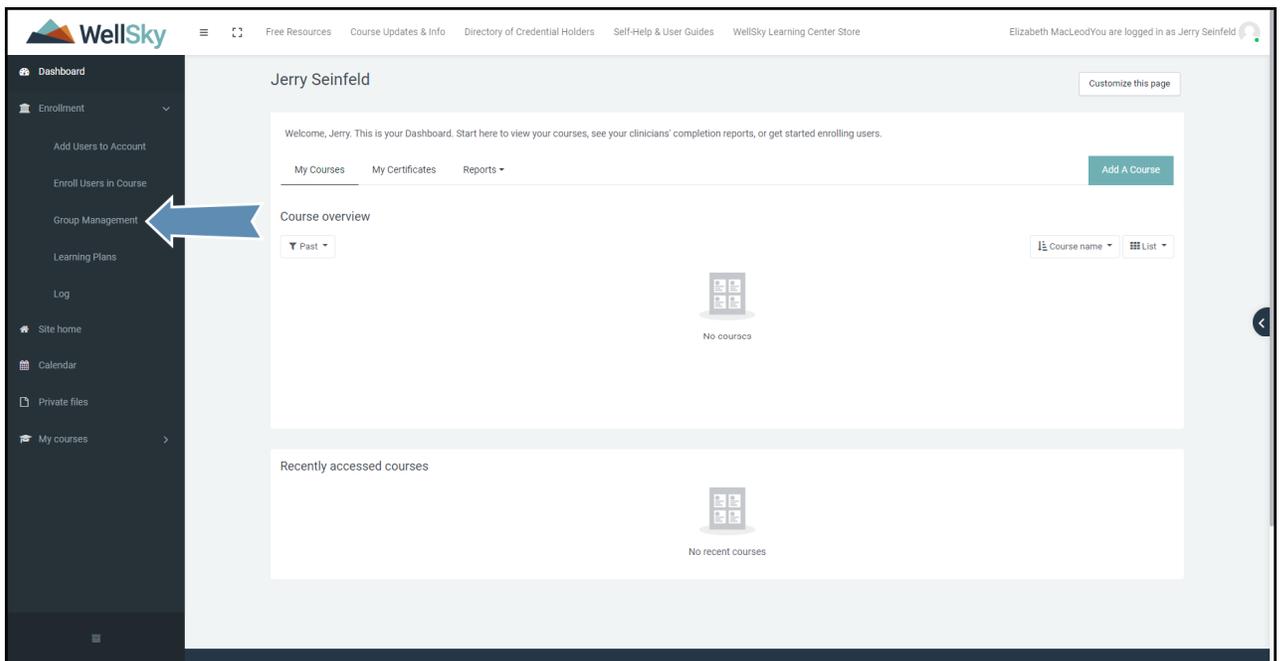
- 1) Log into the WLC.
- 2) Click the *Enrollment* tab from the left-hand admin panel.
- 3) Select *Group Management* from the dropdown.
- 4) Click *Delete* icon next to the existing group(s) that need to be deleted
- 5) Click *Continue*
- 6) Repeat the process above for each individual group you need created

How to Delete 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 *Delete* icon next to the existing group(s) that need to be deleted

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Dashboard / Enrollment / Group Management / Quick enrollment / Group Management

Group Management

ID	Name	Agency	City	State	Users	
6076	SERENITY NOW Home Health and Hospice - Lenexa, KS	SERENITY NOW Home Health and Hospice			6	
6077	SERENITY NOW Home Health and Hospice - Overland Park, KS	SERENITY NOW Home Health and Hospice			8	
6248	Clinical	SERENITY NOW Home Health and Hospice			8	
6250	Non-clinical	SERENITY NOW Home Health and Hospice			0	
6466	Example	SERENITY NOW Home Health and Hospice			0	
6873	Lees Summit	SERENITY NOW Home Health and Hospice			0	

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learning@wellsky.com

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Elizabeth MacLeod You are logged in as Jerry Seinfeld Log out
Data retention summary

5) Click *Continue*

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Delete

Confirm

Group: Lees Summit

It will delete group and its sub-groups permanently. Do you want to continue?

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