

How to Remove Users from a Group

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

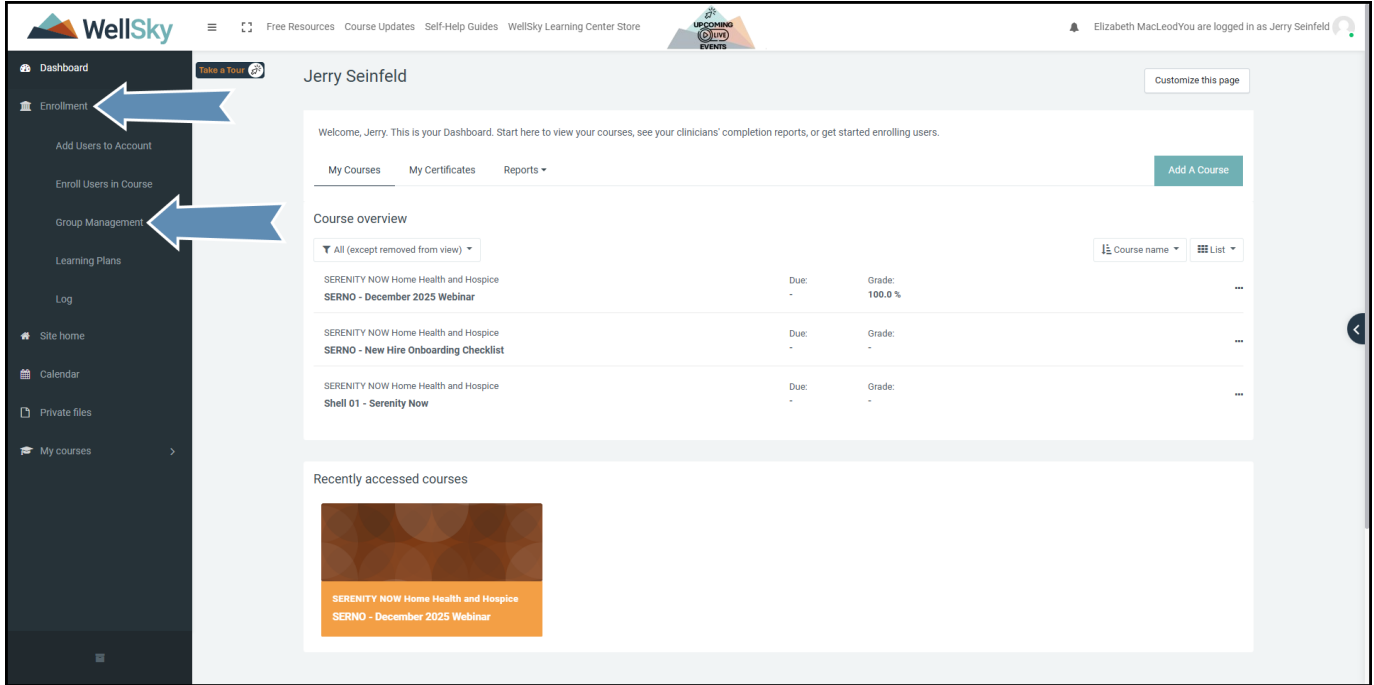
- 1) Log into the WLC
- 2) Click the *Enrollment* tab from the left-hand admin panel
- 3) Select *Group Management* from the dropdown
- 4) Select the silhouette with a plus sign icon from the right-hand side of the group you would like to manage
- 5) Select the needed learners from the *Current Members* list on the left-hand side of your screen and click *Remove*
- 6) Click *Finish* after removing all needed learners from the Current Members list on the left-hand side of your screen
- 7) Repeat the process above for each individual group you need edited



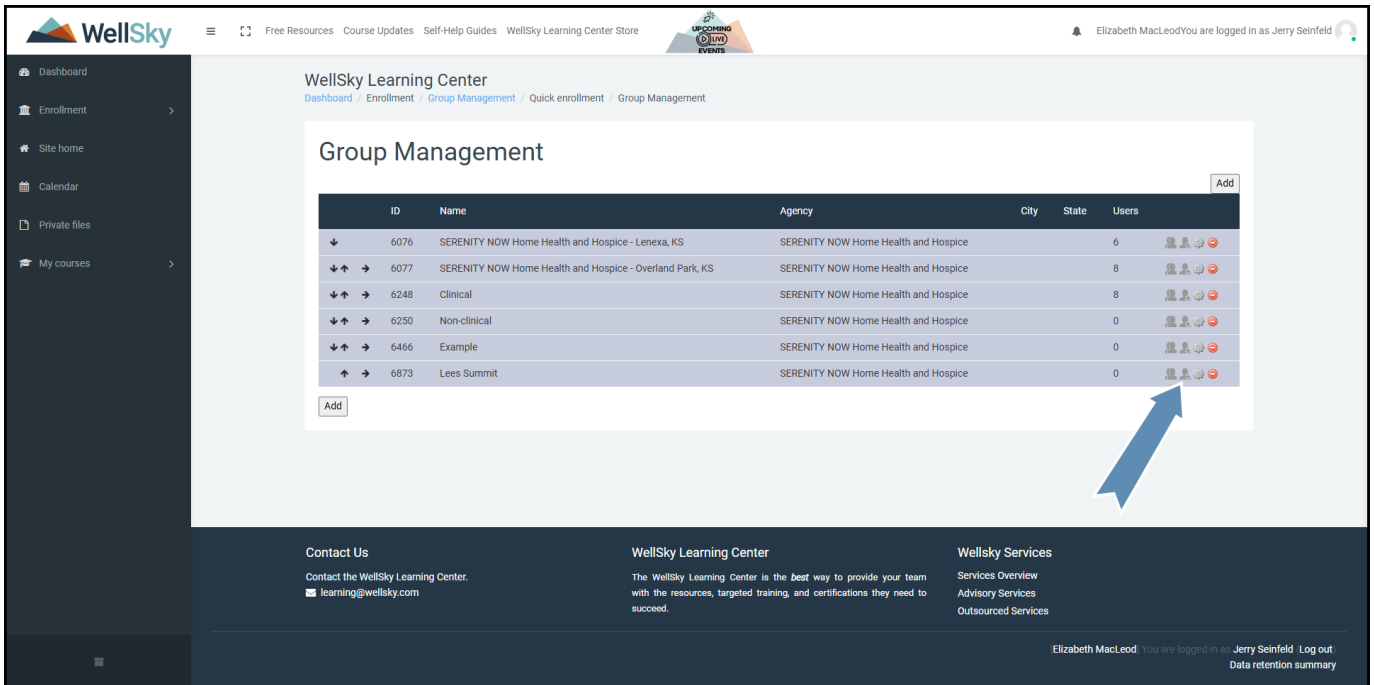
- You can multi select learners from the *Potential Members* list by using the CTRL button.
- Learners can reside in multiple groups.
- You can select which groups a learner's account should be tied to during the account creation process.

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- 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 Current Members list on the left-hand side of your screen and click Remove
- 6) Click Finish after removing all needed learners from the Current Members list on the left-hand side of your screen
- 7) Repeat the process above for each individual group you need edited

The screenshot displays the 'Group Member Assignment' interface for 'SERENITY NOW Home Health and Hospice - Lenexa, KS'. The interface is divided into two main columns: 'Current Members' and 'Members'. The 'Current Members' list includes names like Cohen, Ruthie and Costanza, Estelle. The 'Members' list includes names like Alton, Alton and Elaine. Between the lists are buttons for 'Add', 'Remove', 'Add All', and 'Remove All'. Below the 'Current Members' list are 'Clear' and 'Finish' buttons. Blue arrows point to the 'Remove' button, the 'Finish' button, and the 'Members' list. The footer contains contact information and service links.