How to Manage Training Groups

GlobalLearn version 2.5

TRIAL INTERACTIVE

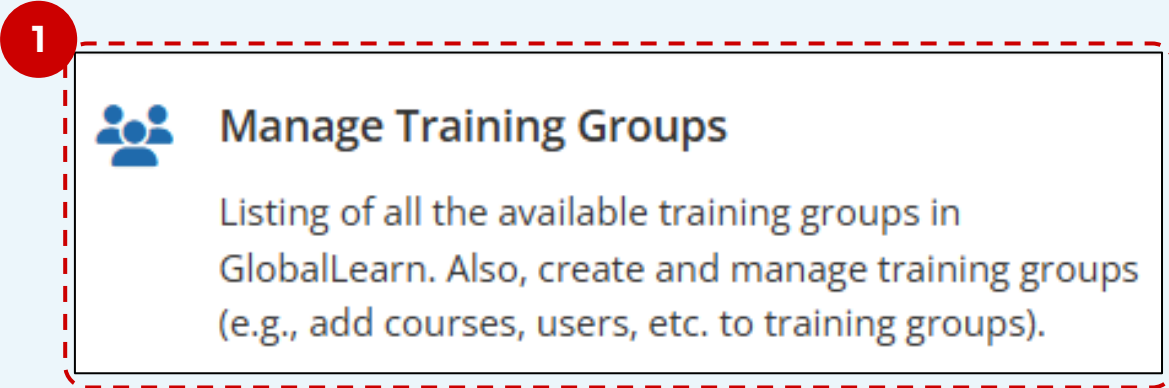**APPLICABLE TO:**

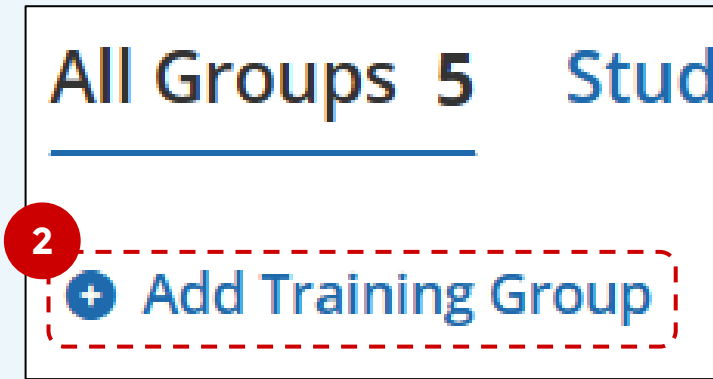- ● Company Admin
- ○ Manager
- ○ Instructor
- ○ Learner

● GlobalLearn

Training Groups are a tool to match multiple users to one or more courses. Once matched, users are enrolled in those courses automatically, instead of manually.
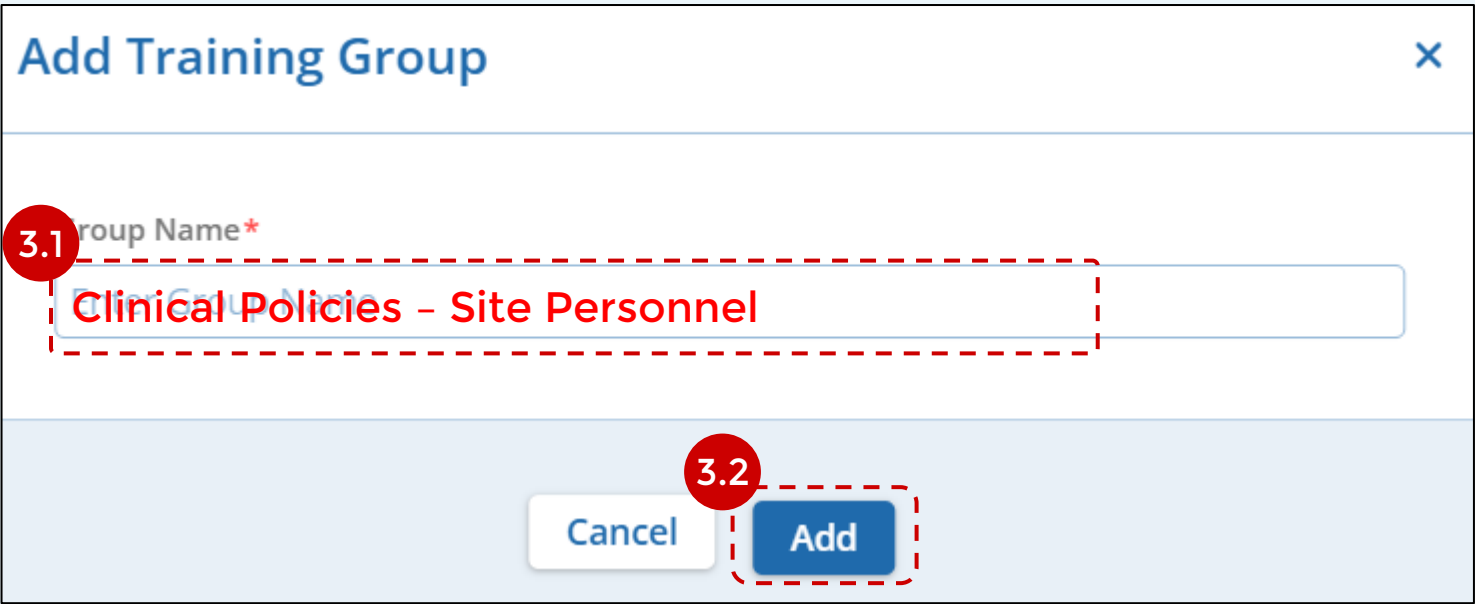
1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Manage Training Groups**.

1

👥 **Manage Training Groups**

Listing of all the available training groups in GlobalLearn. Also, create and manage training groups (e.g., add courses, users, etc. to training groups).

2 Click on the **Add Training Group** button.

All Groups **5** Stud

2 ⊕ Add Training Group

3 Add a **name** to identify the group. This should be as descriptive as possible.
Click Add to save the changes – this creates an empty group.

Add Training Group ✕

3.1 Group Name*

Clinical Policies – Site Personnel

3.2 Cancel | Add

4 You will need to populate the group with users.
Select the group from the list (checkbox) and then click **Manage Users**.

⊕ **Add Training Group**   ✏ **Edit**   🗑 **Delete**   🎓 **Manage Courses**   👤 **Manage Users**   4.2

6 Items 1 Selected

	Training Group Name	Type	Room Nar
4.1 ☑ ⋯	👥 New Group Example	Non-Specific	

5 In the dialog box, mark the users chosen for
inclusion, then click '**Add Users**'.

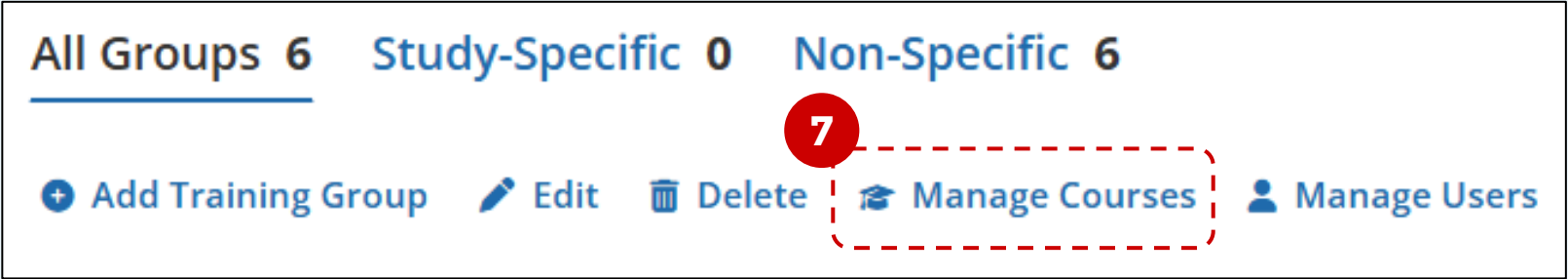|		
☑ 👤 Charlotte Bronte		
☑ 👤 Diego Velazquez	🧪 001 - DiscerN	
	010 - Health Dr…	
☐ 👤 Edgar Degas		
☐ 👤 Emily Bronte	📚 2	
DOCUMENT SPECIALIST ⬛⬛⬛⬛⬛		
☐ 👤 Jan Van Eyck	📚 2	
AUXILIARY NURSE, SUB INVESTIGATOR,…		
☐ 👤 Michael Scott	📚 2	

5 **+ Add 2 Users >**

6 Review your selection and click **Save** (located at the
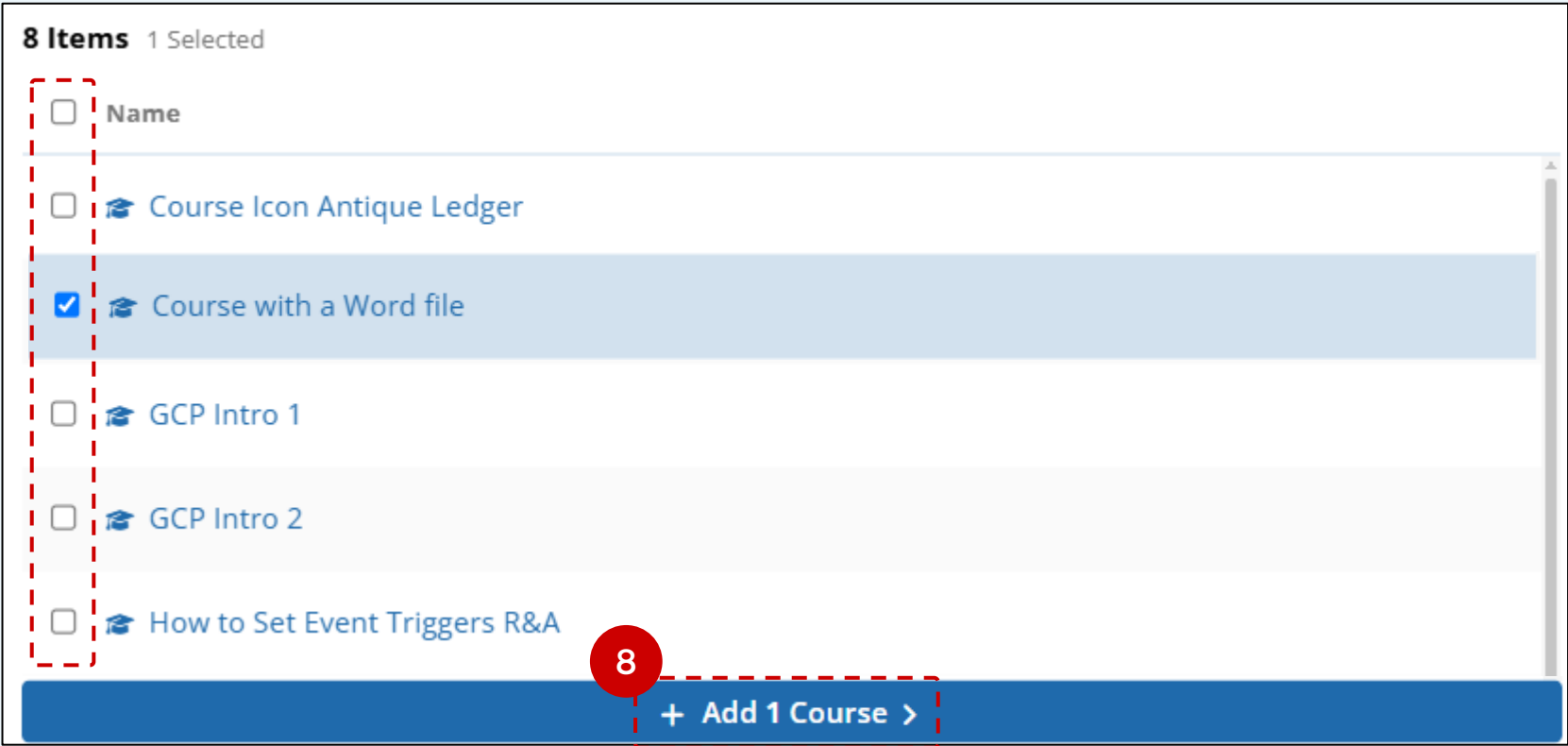bottom of the dialog) to confirm.

6   Cancel   **Save**

7 Now the group must be matched with courses, so the users can be enrolled for learning. Select the group again and click on **Manage Courses**

All Groups **6**   Study-Specific **0**   Non-Specific **6**

7

⊕ Add Training Group   ✏ Edit   🗑 Delete   🕮 Manage Courses   👤 Manage Users

8 Similarly to step 5, select courses from the list on the left then click '**Add Courses**'.

8 Items 1 Selected

☐ Name

☐ 🎓 Course Icon Antique Ledger

☑ 🎓 Course with a Word file

☐ 🎓 GCP Intro 1

☐ 🎓 GCP Intro 2

☐ 🎓 How to Set Event Triggers R&A

8

+ Add 1 Course ›

9 Review your selection and click **Save** (located at the bottom of the dialog) to confirm.

**9**

Cancel   Save

**10** As soon as a user and course are matched, enrollment happens automatically.

11 Manage Training Groups supports some advanced optional functions.
You can **deny or allow** access to the Courses Catalog for all members of a group using the **toggle** at the last column in the page.
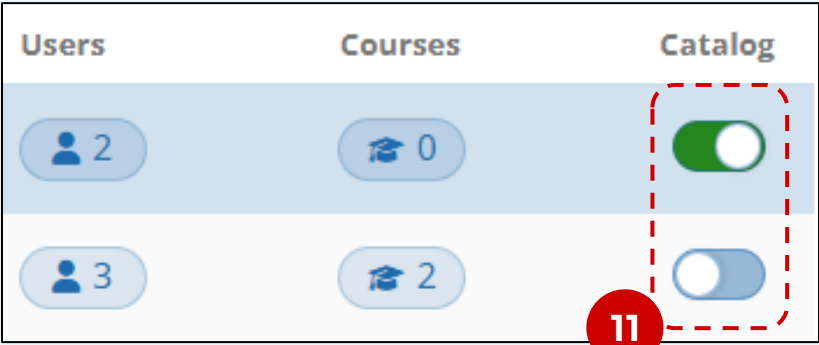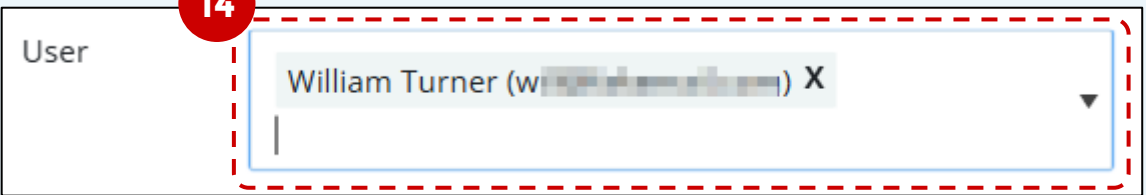

12 You can define Group Owners. Use this to delegate functions normally reserved to Managers or Company Admins.
Start by clicking on **Map Group Owner**.
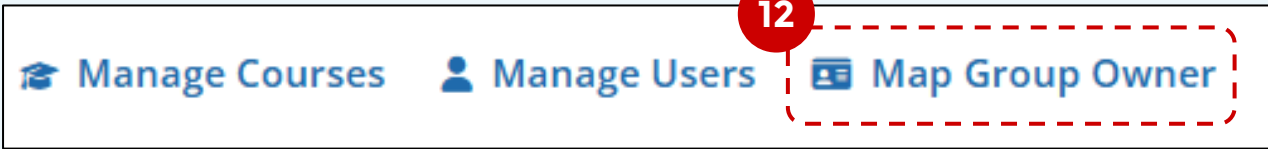
13 Any existing Own[...]
Click on **Add Grou[...]**
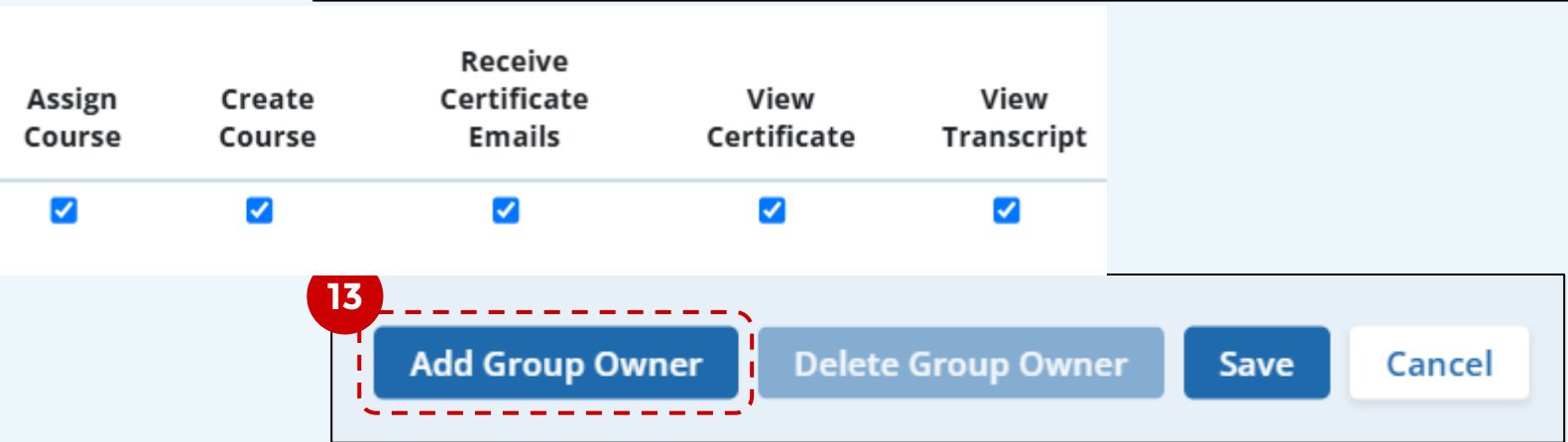
14 Use the dropdown or start typing to select a user. Repeat if you wish to have multiple Group Owners.

15 Permissions for Group Owners can be configured. Use the **checkboxes** (your experience may vary) to enabled/disable them for the Owners you're adding.
Click **Save** to make your changes effective.