

# How to Manage Training Groups



GlobalLearn version 2.6

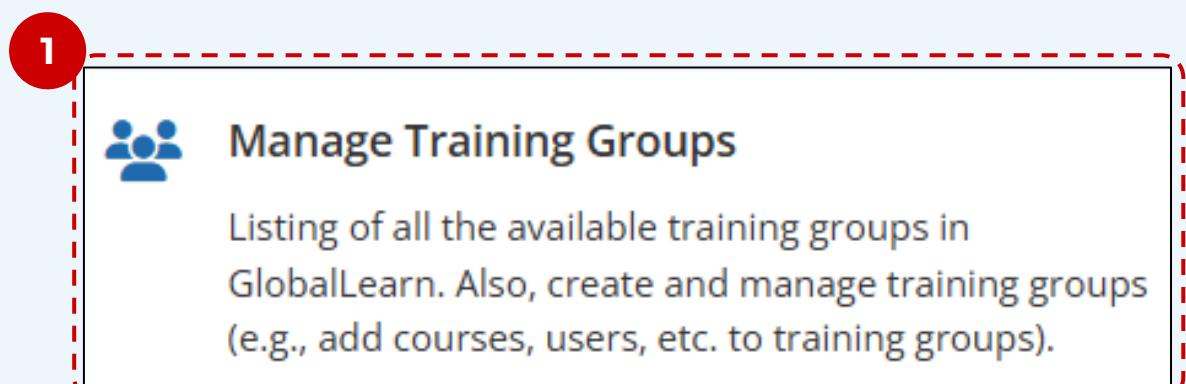
## APPLICABLE TO:

- Company Admin
- Manager
- Instructor
- Learner

## GlobalLearn

Training Groups are essentially a tool to match multiple users to one or more courses. Once matched, users are enrolled automatically, saving noticeable Admin time .

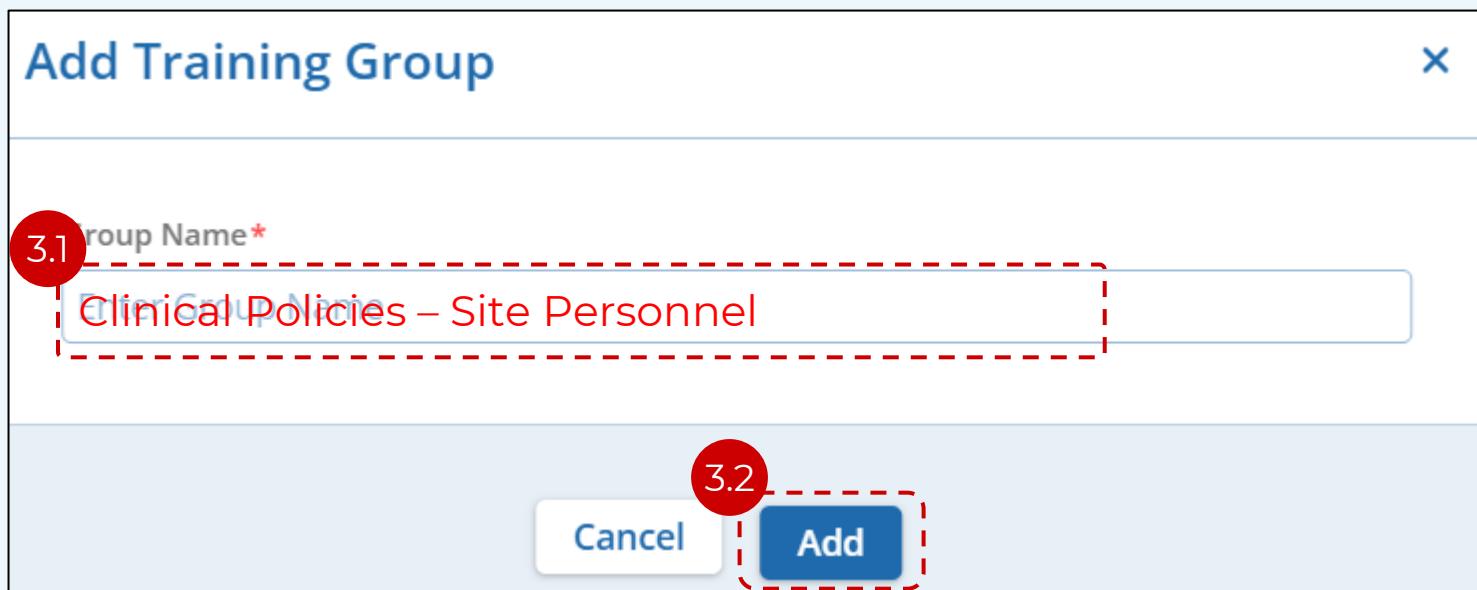
- 1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Manage Training Groups**.



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



- 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.

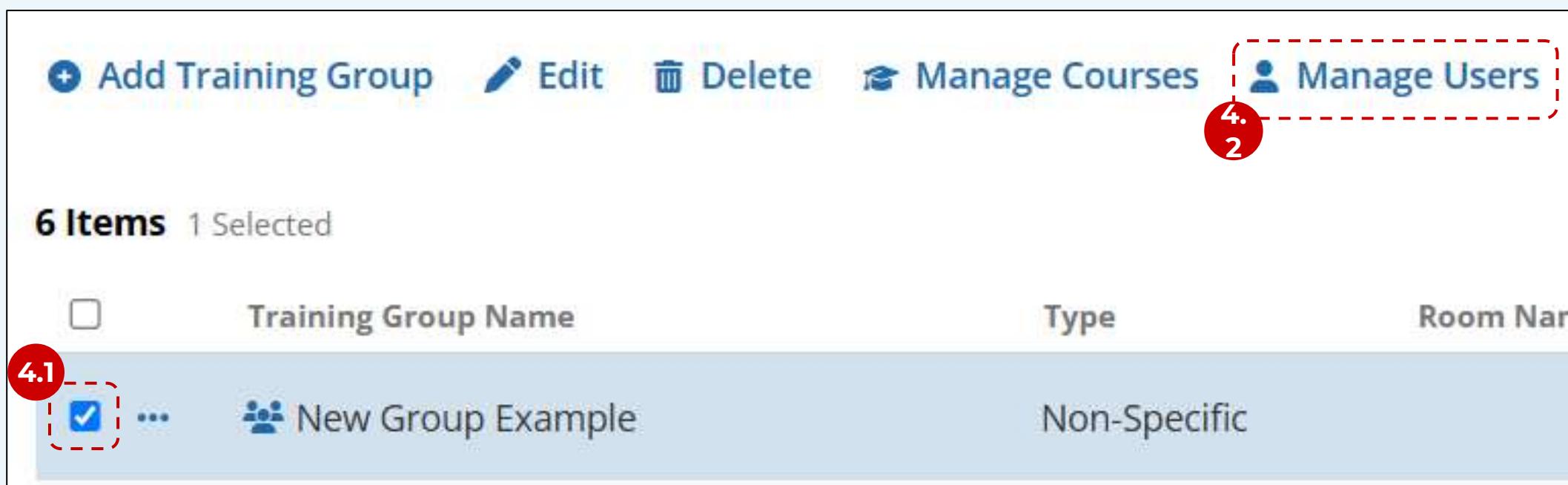


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You will need to populate the group with users.

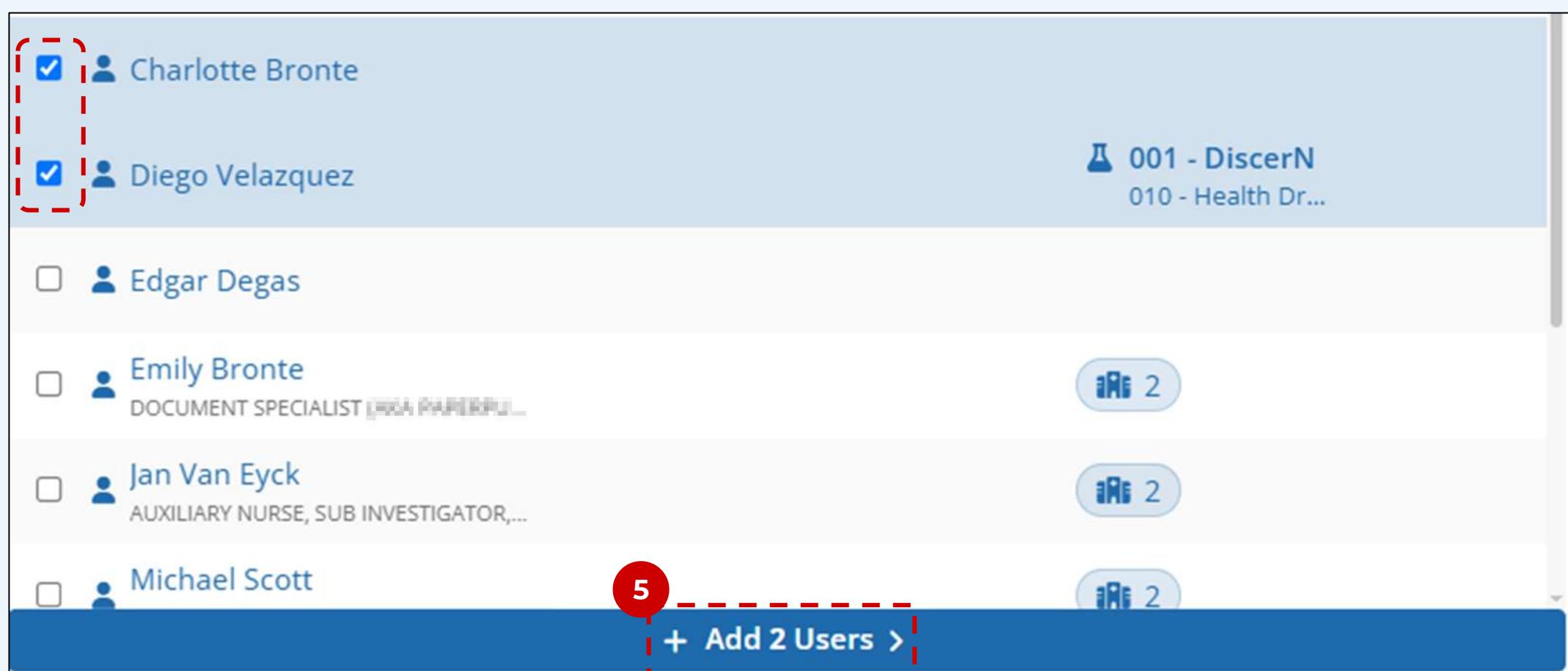
Select the group from the list (checkbox) and then click **Manage Users**.



**6 Items** 1 Selected

	Training Group Name	Type	Room Name
4.1	<input checked="" type="checkbox"/> ...  New Group Example	Non-Specific	

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



Charlotte Bronte

Diego Velazquez

Edgar Degas

Emily Bronte

Jan Van Eyck

Michael Scott

+ Add 2 Users >

6

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

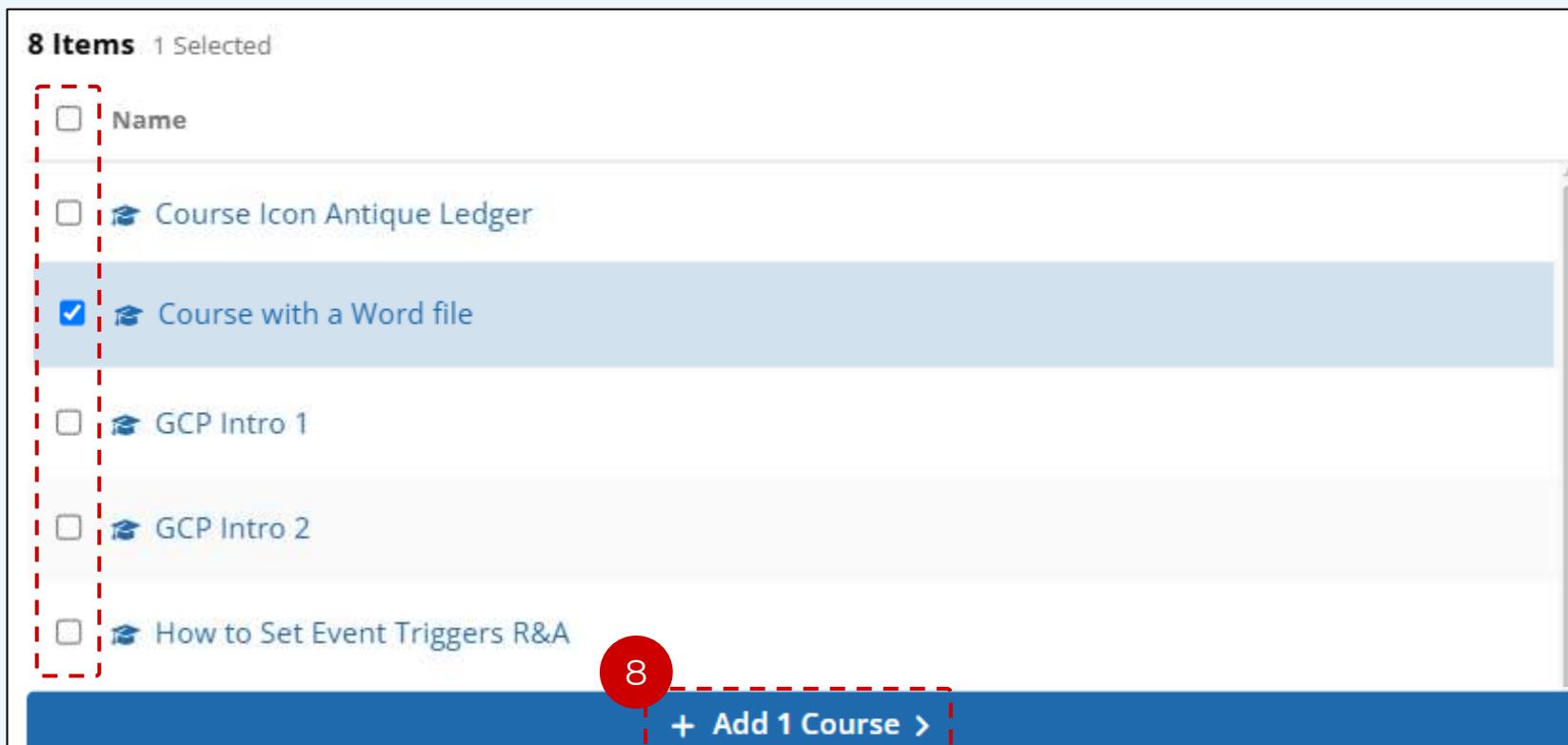


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7 Now the group must be matched with courses, so the users can be enrolled for learning. Select the group again and click on **Manage Courses**



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



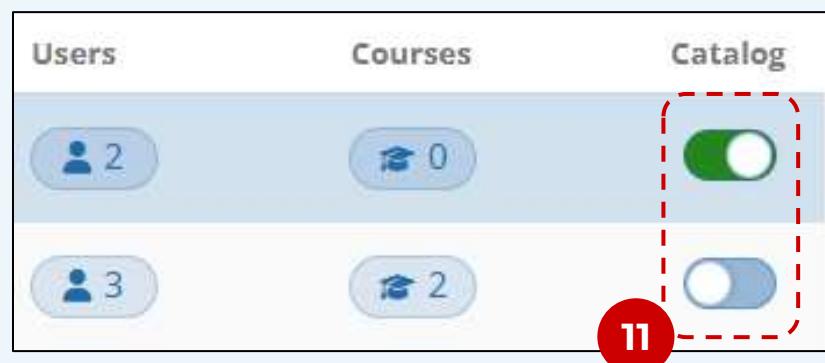
9 Review your selection and click **Save** (located at the bottom of the dialog) to confirm.



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

# How to Manage Training Groups

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. 'Deny' overrides any previous selection for the users affected.



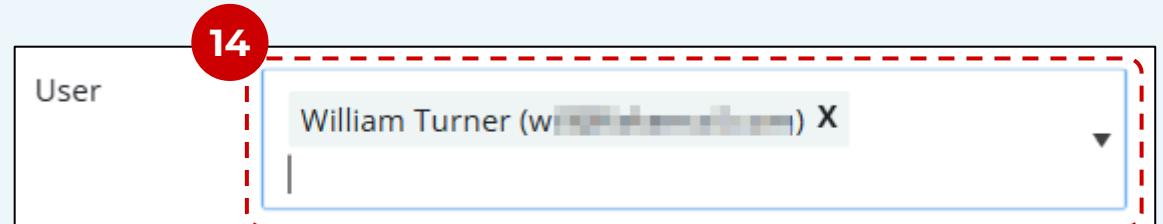
12 You can define Group Owners. Use this to delegate functions normally reserved to Managers or Company Admins. Start by clicking on **Map Group Owner**.



13 Any existing Owners will be listed in the dialog box. Click on **Add Group Owner** at the bottom.



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 enable/disable them for the Owners you're adding. Click **Save** to make your changes effective.

