


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**.


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

6 Items 1 Selected

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

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

☒

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001 - DiscerN  
010 - Health Dr...

2

2

2

5

+ Add 2 Users >

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

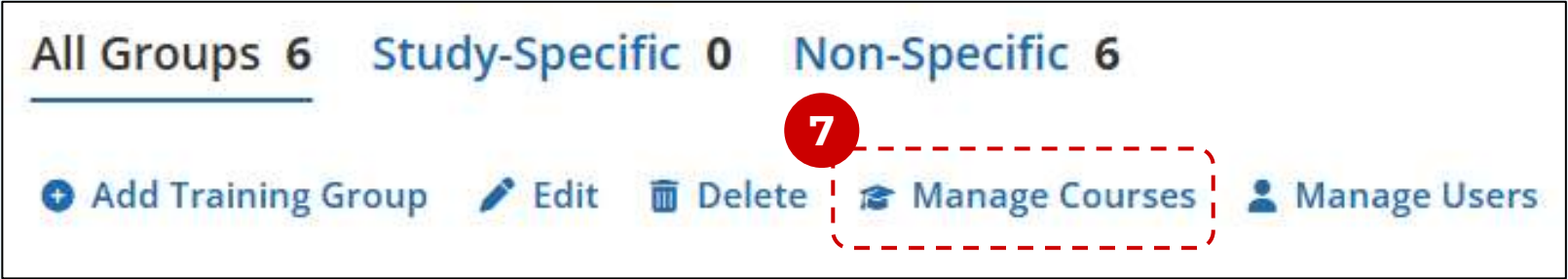
6

Cancel

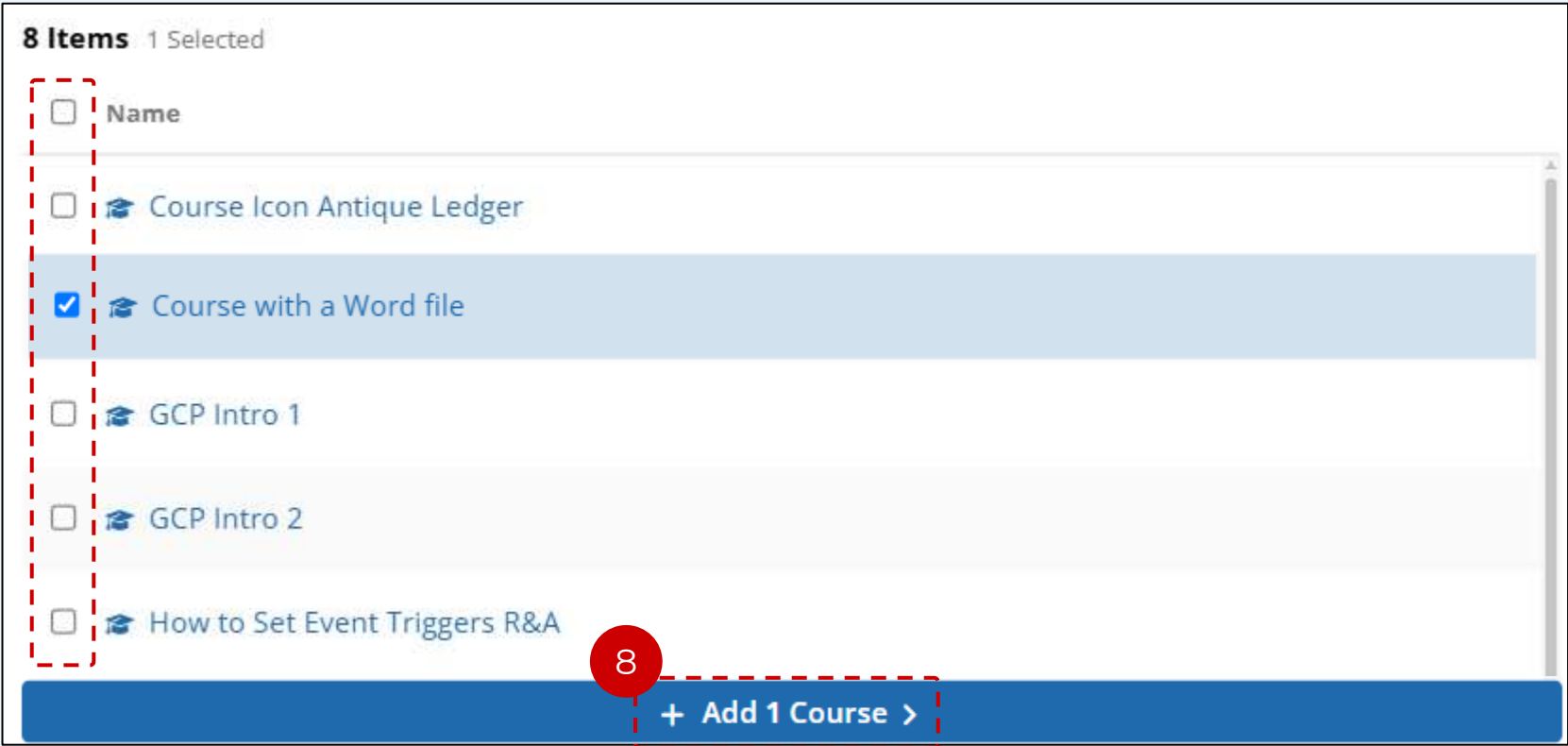
Save



**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**



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



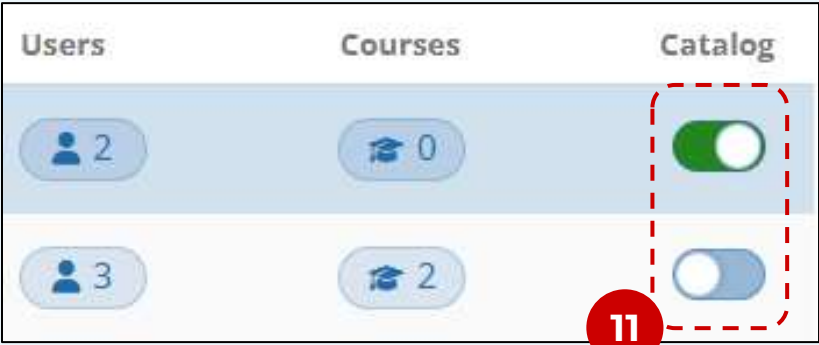
**9** Review your selection and click **Save** (located at the bottom of the dialog) to confirm.



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



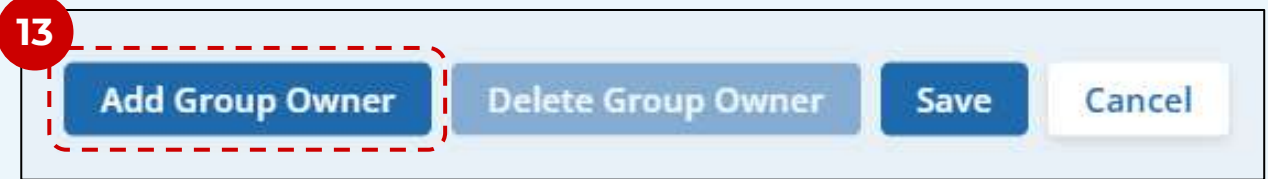
**11** Manage Training Groups supports some advanced optional functions. You can **deny or allow** access to the Courses Catalog for all members of a group using the **toggle** at the last column in the page. ‘Deny’ overrides any previous selection for the users affected.



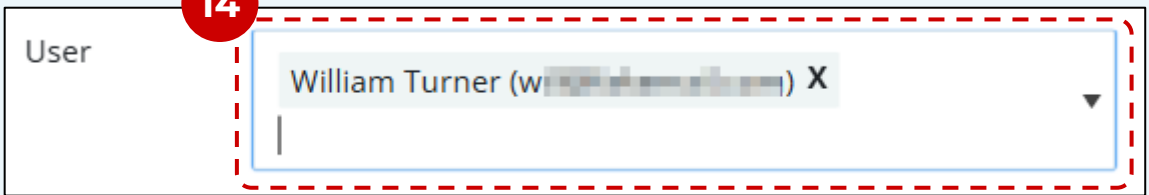
**12** You can define Group Owners. Use this to delegate functions normally reserved to Managers or Company Admins. Start by clicking on **Map Group Owner**.



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

