

Editing a group

June 2021

Version 2



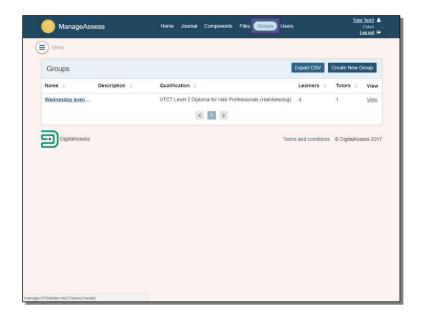
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| | | |

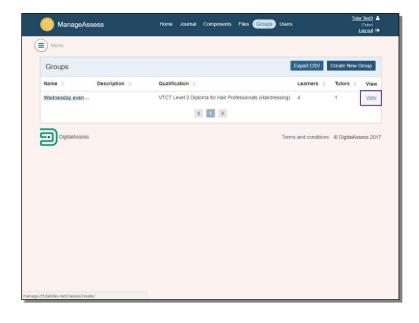


1. Editing a group

1) Select Groups.



2) Select View to the right of the group you want to edit.





3) An overview of the group is displayed.

| Menu | | | | | | | |
|----------------------------|-----------------------|-------------|-----------|--------|---------|------------------|--------------|
| Wednesday evenin | g group | | | | | | Edit Group |
| Description | | | | | | | |
| Qualification | | | | | | | |
| VTCT Level 2 Diploma for I | Hair Professionals (H | airdressing |) | | | | |
| Learners Info | | Tutors | i | | | | |
| 4 Learners | | Tur | tor Test3 | | | | |
| Group Journal | | | | | | | |
| ag post | | | | | | | |
| Test post Nov 2017 | | | | | | | |
| more posts | | | | | | | |
| Learners | | | | | | | |
| Select All / None Ex | port CSV | | | | | | |
| Name | Username | Open | Complete | Marked | Awarded | Quota | View |
| Learner Test4 | learnertest4 | 8 | 0 | 0 | 0 | 2.88mb (1% used) | View as user |

4) You can view which learners are assigned to the group and export the list as a CSV file.

| 4 Learners | | Tul | tor Test3 | | | | Log out |
|------------------------|--------------|------|-----------|--------|---------|------------------|--------------|
| Group Journal | | | | | | | |
| a tag post | | | | | | | |
| Test post Nov 2017 | | | | | | | |
| more posts | | | | | | | |
| Learners | | | | | | | |
| Select All / None Expo | ort CSV | | | | | | |
| Name | Username | Open | Complete | Marked | Awarded | Quota | View |
| Learner Test4 | learnertest4 | 8 | 0 | 0 | 0 | 2.88mb (1% used) | View as user |
| Learner Test3 | learnertest3 | 7 | 1 | 0 | 0 | 1.97mb (1% used) | View as user |
| Learner Test2 | learnertest2 | 8 | 0 | 0 | 0 | 1.97mb (1% used) | View as user |
| Learner Test1 | learnertest1 | 6 | 0 | 1 | 0 | 1.97mb (1% used) | View as user |
| Remove Selected | | | | | | | |
| | | | | | | | Remove Group |
| | | | | | | | |



5) To edit the group, select Edit Group.

| Wednesday evening | g group | | | | | | Edit Group |
|----------------------------|-----------------------|-------------|-----------|--------|---------|-------|------------|
| Description | | | | | | | |
| Qualification | | | | | | | |
| VTCT Level 2 Diploma for H | lair Professionals (H | airdressing | 1) | | | | |
| Learners Info | | Tutors | 5 | | | | |
| 4 Learners | | 🗶 Tu | tor Test3 | | | | |
| Group Journal | | | | | | | |
| tag post | | | | | | | |
| Test post Nov 2017 | | | | | | | |
| more posts | | | | | | | |
| Learners | | | | | | | |
| Select All / None Exp | ort CSV | | | | | | |
| Name | Username | Open | Complete | Marked | Awarded | Quota | View |

- 6) You can edit the highlighted sections.
- 7) Select Save when you have finished editing.

| Edit Group | | | | | |
|--|---------------------------|------------------------|------------------------|--|---------------|
| Name | | | | | |
| Wednesday evening group | | | | | |
| Qualification | | | | | |
| VTCT Level 2 Diploma for H \$ | | | | | |
| | | | | | |
| Qualifications cannot be change | d once assigned. | | | | |
| | | colors the upper to ma | andalani unite. Vali e | an antine unor to onlined u | nite un the |
| Qualifications cannot be changed Note: assigning this Group to a qualifications page. | | ssign the users to ma | andatory units. You c | an assign users to optional u | nits via the |
| Note: assigning this Group to a qualifications page. | | ssign the users to ma | andatory units. You c | an assign users to optional u | inits via the |
| Note: assigning this Group to a qualifications page. | | ssign the users to ma | andatory units. You c | can assign users to optional u | inits via the |
| Note: assigning this Group to a qualifications page. | | ssign the users to me | andatory units. You c | an assign users to optional u | inits via the |
| Note: assigning this Group to a qualifications page Description Description | | ssign the users to ma | andatory units. You c | can assign users to optional u | nits via the |
| Note: assigning this Group to a qualifications page. Description Description | | ssign the users to ma | andatory units. You c | can assign users to optional u | inits via the |
| Note: assigning this Group to a qualifications page Description Description | | ssign the users to ma | andatory units. You c | an asaign users to optional u | nnts via the |
| Note: assigning this Group to a qualifications page. Description Description Learners Start typing name | qualification will only a | | | | |
| Note: assigning this Group to a qualifications page. Description Description | | | andatory units. You o | an assign users to optional u Learner Test2 learnertest2 | nts via the |

For help and support:

- E: <u>customersupport@vtct.org.uk</u> / T: +44 (0) 2380 684500
- ManageAssess support page



Document amendment history page

| Version | Document Owner | Issue Date | Changes | Role |
|---------|-----------------------------|------------|-----------------------|-----------------------------|
| 1 | Customer Support Manager | 10/07/2019 | New document | Customer Support Manager |
| 2 | Customer Support Manager | 29/06/2021 | Document title change | Customer Support Manager |

Document Review

| Role | Review Status |
|--------------------------|---------------|
| QA and Technical manager | Reviewed |
| | |

Document Owner

| Document Owner | Document shared with |
|--------------------------|----------------------|
| Customer Support Manager | |
| | |

Document Sign-off

| Role | Sign-off Date |
|-----------------------------|---------------|
| Customer Support Manager | 10/07/2019 |
| | |