

# Editing a group

June 2021

Version 2



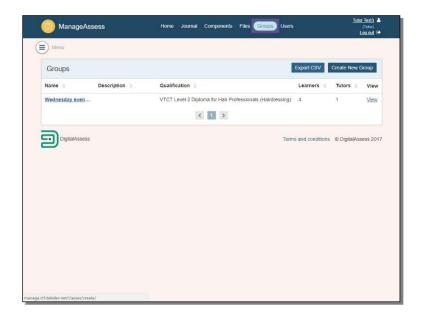
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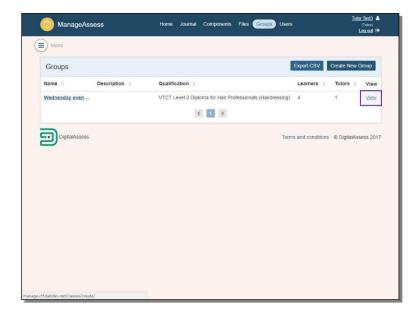


## 1. Editing a group

#### 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
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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:

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- 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