

ManageAssess

Editing a group

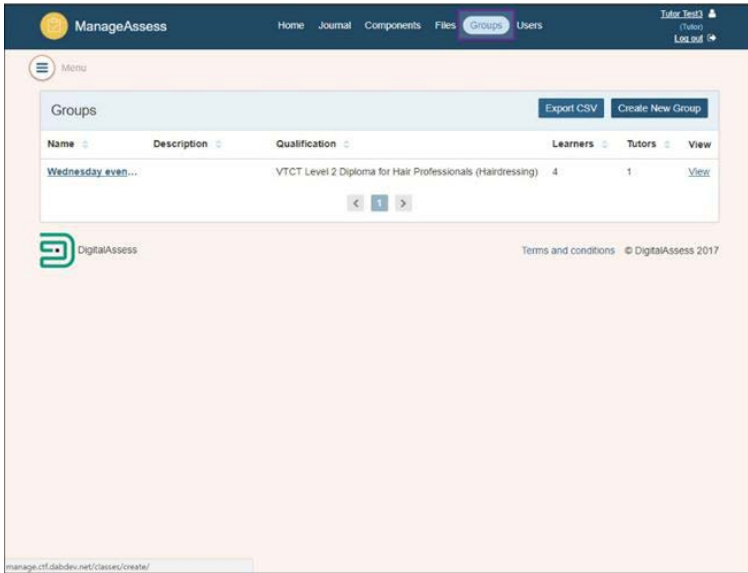
Content

1. Editing a group

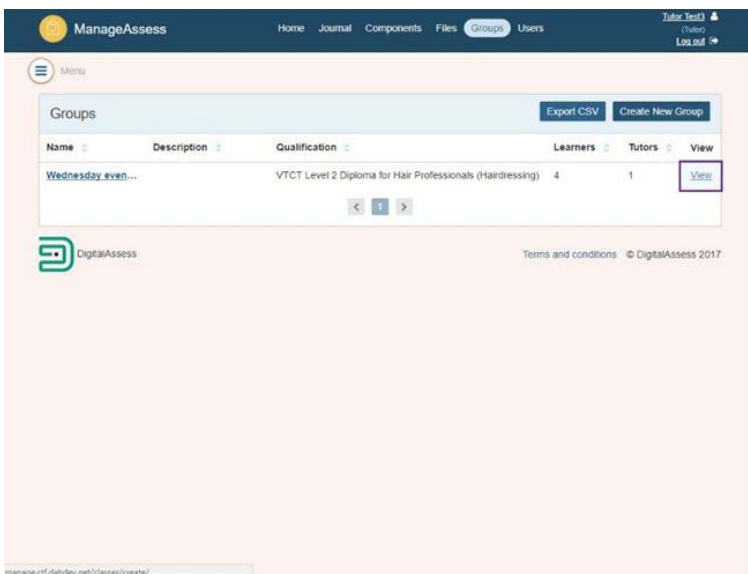
2-4

1. Editing a group

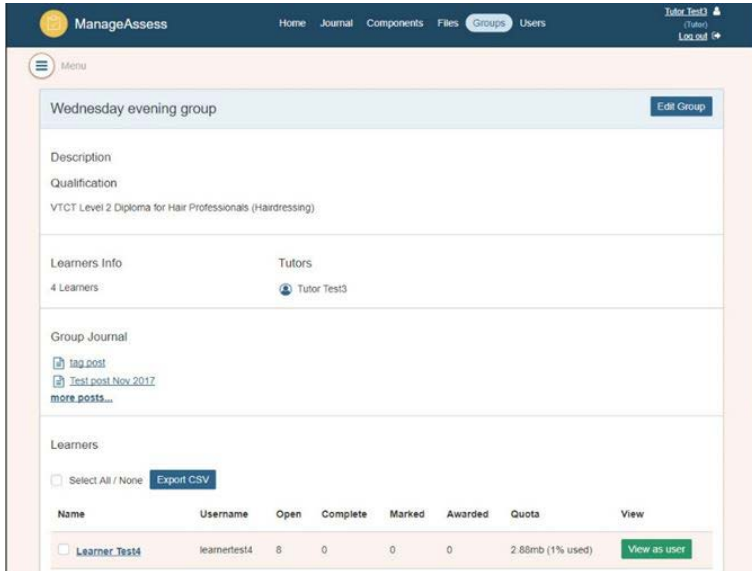
1. Select Groups.



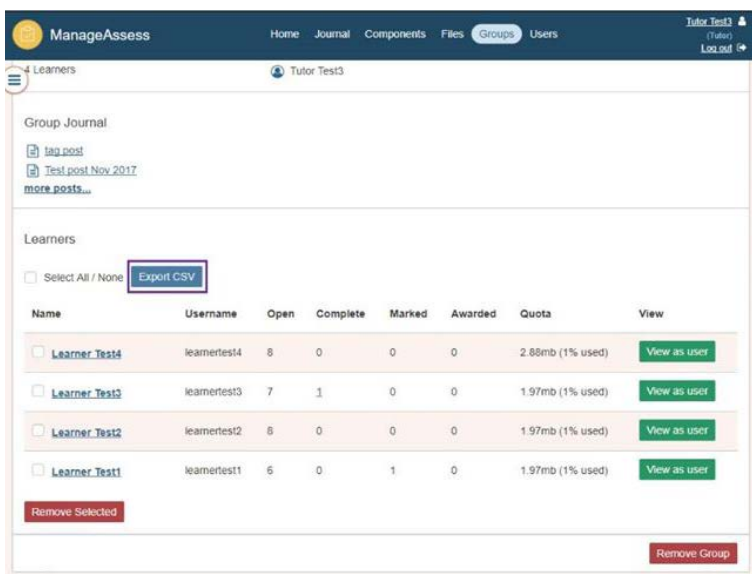
2. Select View to the right of the group you want to edit.



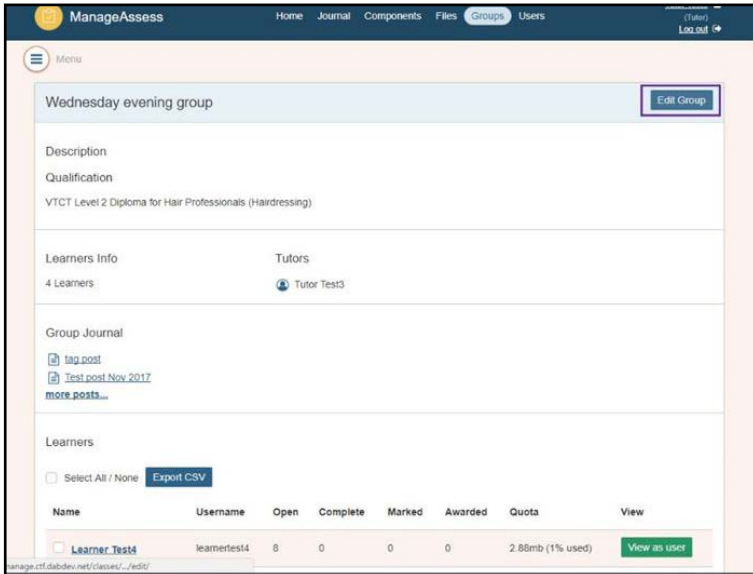
3. An overview of the group is displayed.



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

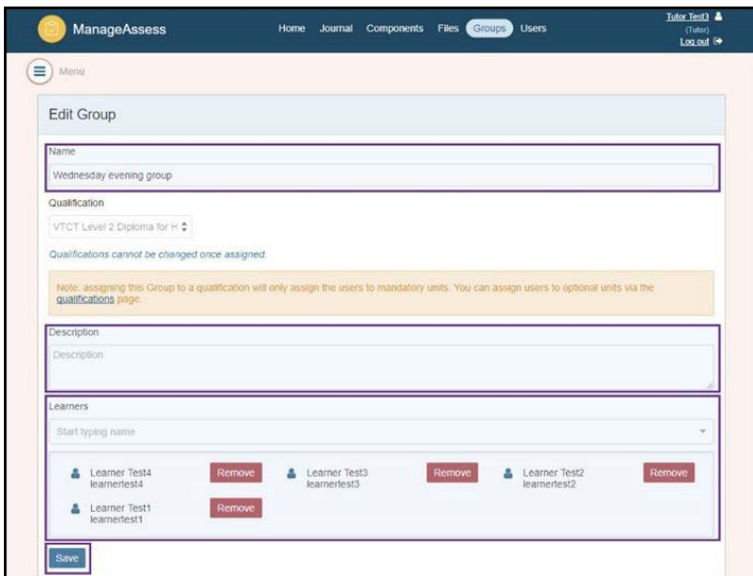


5. To edit the group, select Edit Group.



You can edit the highlighted sections.

Select Save when you have finished editing.



For help and support:

- E: customersupport@vtct.org.uk / T: +44 (0) 2380 684500
- [ManageAssess support page](#)