Editing a group

June 2021

Version 2
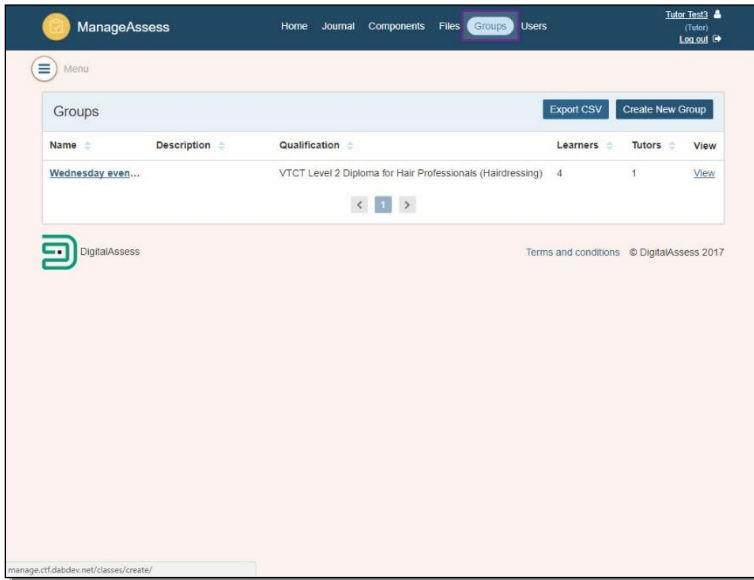
Contents

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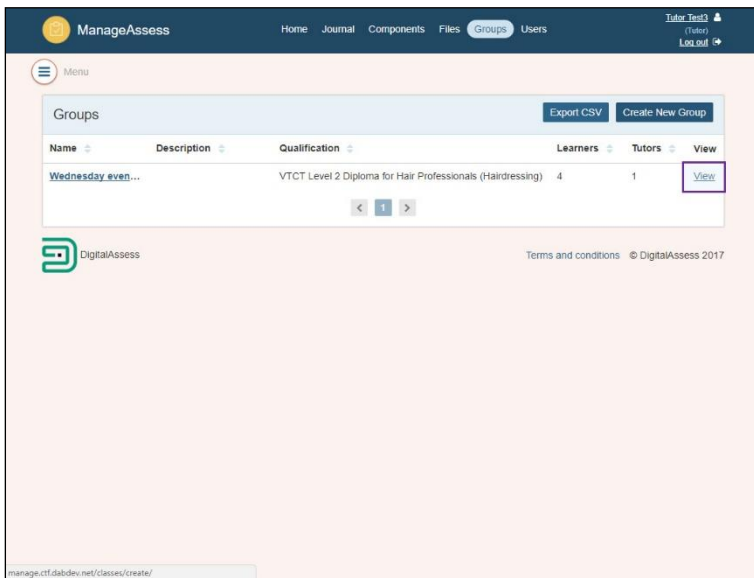Information classification: Public
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1. Editing a group

1) Select Groups.

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

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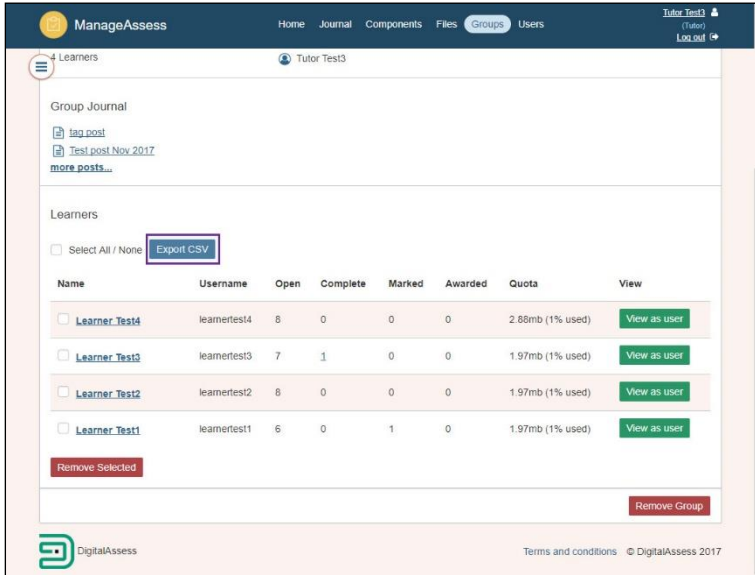
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3) An overview of the group is displayed.
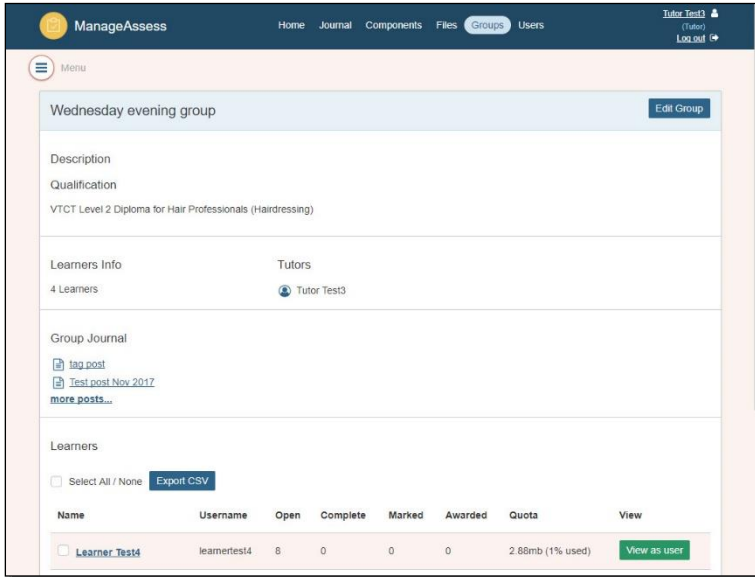
4) You can view which learners are assigned to the group and export the list as a CSV file.

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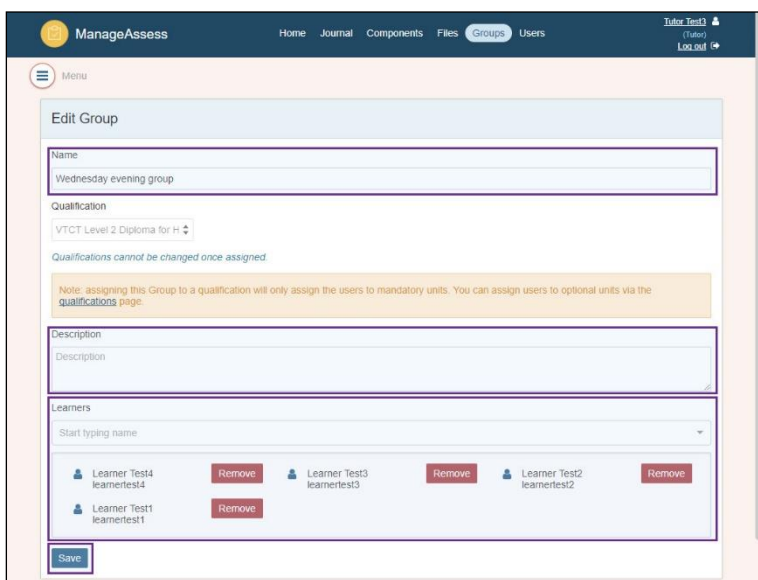
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5) To edit the group, select Edit Group.
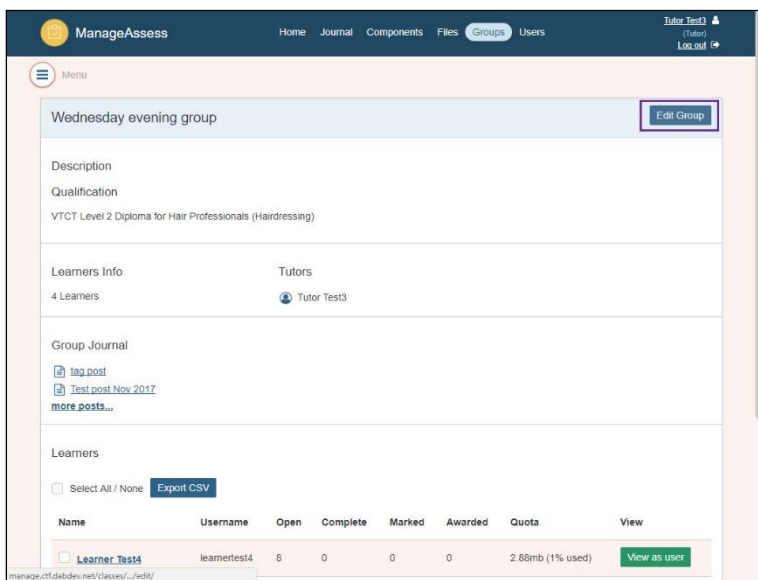
6) You can edit the highlighted sections.

7) Select Save when you have finished editing.

For help and support:

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

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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

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