

SYSTEMS

/SUPPORT/S/TOPIC/0TO5G00000...

## How to create, manage, and use a group of learners in the NCCER Learning Platform


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🕒 Jul 19, 2023 · Knowledge

# How to create, manage, and use a group of learners in the NCCER Learning Platform


1. To access the group management functionality, log in to your NCCER account and navigate to the NCCER Learning Platform.

test

 **Learning Platform**


[Access online courses and tests.](#)

[Launch >](#)



Make or

Launch

 **Registration of Training Modules**

2. From here, click the "Assign" button in the top navigation strap, then select one of the assignment consoles available to you. Note: the assignment consoles visible to you will vary based on both your program and your role.

Home **Assign** Registration of Curriculum Certifications Proctor

Program Personnel Training

Learning **Courses**

Module Test

MODULE TESTS

s

3. On the left side of the screen, under "GROUPS SELECTOR", click "Manage groups".

GROUPS SELECTOR ◀ ☐

Manage groups

Search

4. On the next page, you must select the name of the program you are attempting to create or manage groups under.

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Dashboard / Custom groups

PROGRAM SELECTOR ◀ ☐

Select an option ▼

SEARCH ◀ ☐

5. Once a program is selected, you will see a list of all groups created under that program. You can create a new group by clicking the "Add new group" button.

Add new group

Name	C
Seans Test Group	S
new group 2	S
Level 1	D
Level 2	D
Sample Group for Training Documentation	L

6. First, you will be prompted to add a name for your group. Enter a name, then click "Save changes".

Dashboard Custom groups

## Creating new group

Group name

Save changes

Cancel

7. Next, you need to add learners to your group by searching for their NCCER number. To do so, type in the learner's NCCER number, then click "Search".

## Manage Custom groups

28745

Update Name

Search for users to add to the group

28745

Search

8. On the next screen, you can confirm that the learner was the correct one. If not, click "Cancel" and search for a different NCCER number. If it is correct, you can click "Add user". The learner will show in your group on the right side of the screen; if they do not show immediately, please refresh the page. Repeat the above steps as many times as necessary to add as many learners to your group as you would like.

Current users

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Test Taker details

NCCER card number: 28745

First Name: Donald

Last Name:

Cancel

9. Once you have added all desired learners to a group, you can use the group by navigating back to any assignment console you wish to make an assignment under.

NCCER Home Assign Registration of Curriculum Certifications

Program Personnel Training

Courses

Module Test

Manage Custom

Sample group for How T Update Name

Search for users to add to the group

NCCER card

Search

Current t

Show

NCC

2874

10. Once the program name is selected, you will now see your newly created group in the "GROUPS SELECTOR" list. You can click this group to use it in the assignment process. This will immediately add all learners to the list for assignment. Clicking the group name again will remove the learners from the list for assignment. You may select more than one group at a time. If needed, you can add additional learners to the list for assignment or remove individual users, if needed. Making any changes to the list for assignment will ONLY affect the particular assignment actions -- not the group itself.

Manage groups

SEARCH

Seans Test Group

new group 2

Level 1

Level 2

Sample Group for Training Documentation

Sample group for How To

11. If you need to make updates to the group itself, you can do so by navigating back to "Manage groups".

Manage groups







SEARCH

Seans Test Group

new group 2

Level 1

12. Next to each group name, you can delete a group by clicking the red "X", or you can edit a group by clicking the pencil icon.

	Creator Username	Actions
	■ swebb	■ 
	swebb	
	17904536	
	17904536	
	27311097	
	27311097	

Edit

13. From the next page, you can add additional users to the group following the steps shown earlier in this document or delete users from the group by clicking "Remove". Changes to the group will save automatically.

**Current users**

Show 50 entries

NCCER CARD #	First name	Last name
28745	Donald	
27312883	LMS	Test

Showing 1 to 2 of 2 entries

**Title**

How to create, manage, and use a group of learners in the NCCER Learning Platform

**URL Name**

Create-and-manage-a-group