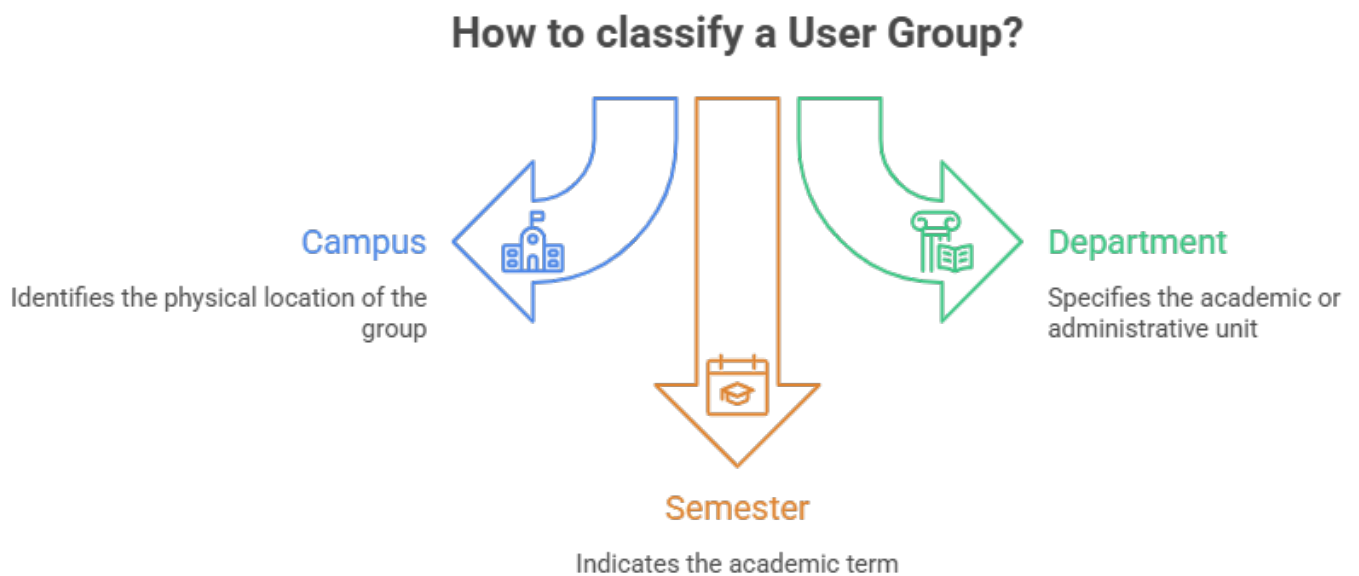


# User Group Classifications

---

A Classification defines what a User Group represents (e.g., is this folder a Campus, a Department, or a specific Semester?). Beyond just labeling, classifications are the "engines" behind Learnexify's automation; they determine which programs or batch a user is automatically joined into when they are added to a group.



## To manage or create new classifications:

- Open the **Side Drawer menu**.
- Click on **Admin**.
- Select **User Group Classifications**.

As shown in the image below, you will see a list of all existing classifications.

- **Short Name:** The unique internal ID used by the system.
- **Name:** The label displayed to administrators (e.g., Campus, Department).

### Action Icons:

- **Pencil Icon (Edit):** Click this to change the settings or automation rules of an existing classification.
- **X Icon (Delete):** Click this to remove a classification. Note: You cannot delete a classification if it is currently being used by a User Group.

4 User Set classification(s) found

All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Add User Set Classification

| SHORT NAME             | NAME                   |                                                                                                                                                                             |
|------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| department             | Department             |   |
| campus                 | Campus                 |   |
| program                | Program                |   |
| semester (batch: 2026) | Semester (Batch: 2026) |   |

◀ Add User Set Classification ▶

To create a User Group Classification, Click the Add User Group Classification button at the top or bottom of the list.

4 User Set classification(s) found

All **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add User Set Classification

| SHORT NAME             | NAME                   |                                                                                                                                                                         |
|------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| department             | Department             |   |
| campus                 | Campus                 |   |
| program                | Program                |   |
| semester (batch: 2026) | Semester (Batch: 2026) |   |

Add User Set Classification

After clicking on the User Group Classification button you will these following fields:

- Short name: Enter a unique code (e.g., academic\_dept).
- Name: Enter a clear display name (e.g., Academic Department).

The screenshot shows a form for user classification. A red rectangular box highlights the 'Short name' and 'Name' fields, both of which have a red exclamation mark icon indicating they are required. The 'Short name' field contains the text 'academic\_dept' and the 'Name' field contains 'Academic Department'. Below these are four unchecked checkboxes: 'Autoenrol users in programs', 'Autoenrol users in tracks', 'Autoenrol users in groups', and 'Autoenrol users in groupings'. The 'Autoenrol users in groups' and 'Autoenrol users in groupings' checkboxes have a question mark icon. Below the checkboxes is a 'Default classification for child User Sets' section with a dropdown menu showing 'Same classification'. At the bottom are 'Save changes' and 'Cancel' buttons. A red arrow points from the red box to the text 'Required Fields' on the right. A legend at the bottom left shows a red exclamation mark icon followed by the word 'Required'.

Short name  academic\_dept

Name  Academic Department

☐ Autoenrol users in programs

☐ Autoenrol users in tracks

☐ Autoenrol users in groups 

☐ Autoenrol users in groupings 

Default classification for child User Sets: Same classification 

 Required

Required Fields

Save changes Cancel

This is the most powerful part of the classification.

By selecting these checkboxes, you tell the system: **"Whenever a user is added to a group of this type, enroll them in these items automatically."**

- **Auto-enroll into Programs:** Automatically signs users up for assigned degrees/diplomas.
- **Auto-enroll into batches:** Automatically places users into specific learning pathways or batches.
- **Auto-enroll into Groups:** Automatically adds users to Moodle-level groups.

- **Auto-enroll into Groupings:** Automatically organizes users into specific study clusters.

This setting defines the "Default classification for child User Groups." It is used when you create a sub-folder under a main folder.

- **Same Classification:** The child set will be the same type as the parent.
- **Specific Type:** You can force a hierarchy.

For example, if the Parent is a Campus, you can set the Child to automatically be a Department.

Short name 

Name 

☐ Autoenrol users in programs

☒ Autoenrol users in tracks

☒ Autoenrol users in groups 

☐ Autoenrol users in groupings 

Default classification for child User Sets

 Required

Same classification 

Same classification

Campus

Department

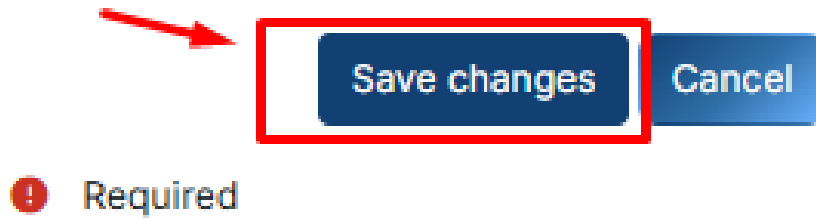
Program

Semester (Batch: 2026)

Dropdown

Once your settings are configured, click the **Save Changes** button.

child User Sets



Your new classification will now appear as an option when you create or edit a User Group.

If you enabled the auto-enrollment checkboxes, any User Group assigned to this classification will now handle student enrollments automatically, saving you hours of manual work.

---

Revision #1

Created 2026-07-09 07:45:39 UTC by Shahnain

Updated 2026-07-09 07:52:11 UTC by Shahnain