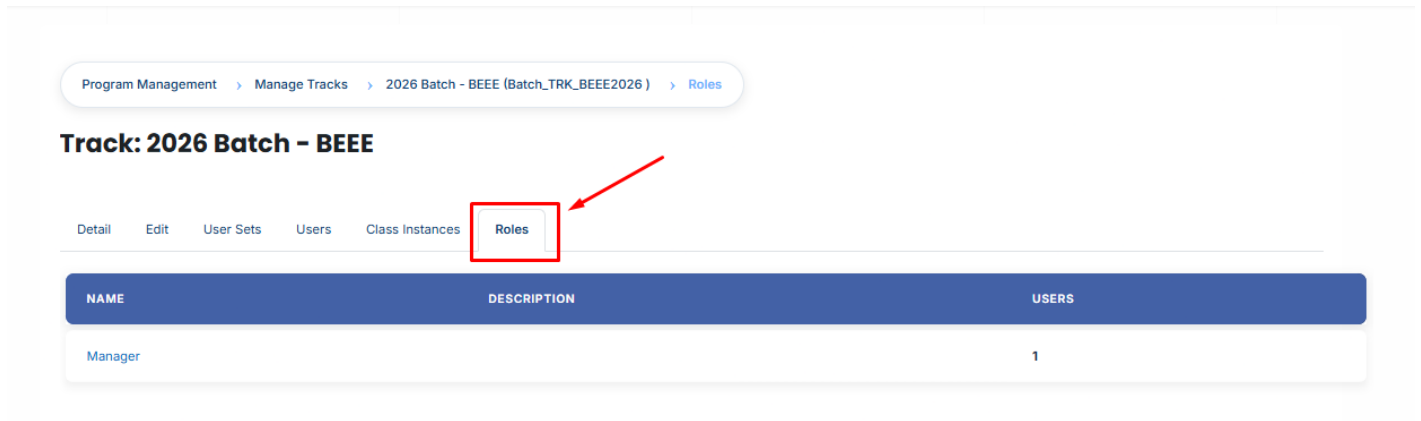


How to Assign Roles to a Batch

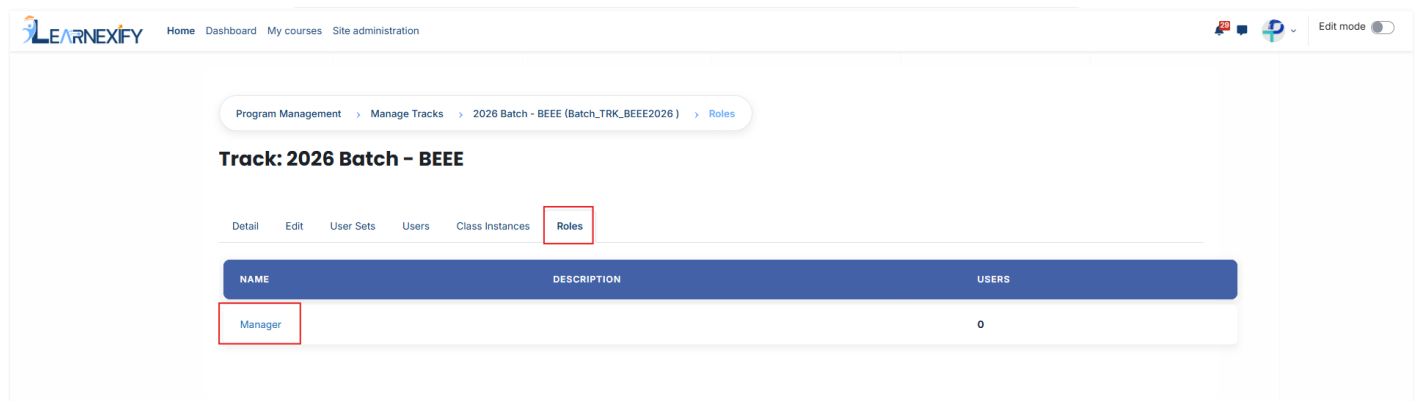
- Identify the specific batch you wish to modify from the main list of **batches**.
- Click that **batch name** and then click on the **Roles tab**.



The screenshot shows the 'Roles' tab for the '2026 Batch - BEEE' track. The breadcrumb trail is 'Program Management > Manage Tracks > 2026 Batch - BEEE (Batch_TRK_BEEE2026) > Roles'. The track name is 'Track: 2026 Batch - BEEE'. Below the track name are tabs: 'Detail', 'Edit', 'User Sets', 'Users', 'Class Instances', and 'Roles'. The 'Roles' tab is selected and highlighted with a red box and a red arrow. Below the tabs is a table with three columns: 'NAME', 'DESCRIPTION', and 'USERS'. The table has one row with 'Manager' in the 'NAME' column and '1' in the 'USERS' column.

NAME	DESCRIPTION	USERS
Manager		1

- Pick the **specific access level** you want to manage (for example: **Manager**).



The screenshot shows the 'Roles' tab for the '2026 Batch - BEEE' track. The breadcrumb trail is 'Program Management > Manage Tracks > 2026 Batch - BEEE (Batch_TRK_BEEE2026) > Roles'. The track name is 'Track: 2026 Batch - BEEE'. Below the track name are tabs: 'Detail', 'Edit', 'User Sets', 'Users', 'Class Instances', and 'Roles'. The 'Roles' tab is selected and highlighted with a red box. Below the tabs is a table with three columns: 'NAME', 'DESCRIPTION', and 'USERS'. The table has one row with 'Manager' in the 'NAME' column and '0' in the 'USERS' column. The 'Manager' text in the 'NAME' column is highlighted with a red box.

NAME	DESCRIPTION	USERS
Manager		0

- The page will **display users** who are **already assigned** to this role; click the **Unassigned button** to see a list of other people you can add

LEARNEXIFY Home Dashboard My courses Site administration

Program Management > Manage Tracks > 2026 Batch - BEEE (Batch_TRK_BEEE2026) > Roles

Track: 2026 Batch - BEEE

Detail Edit User Sets Users Class Instances Roles

Assigned Unassigned

Select

▼ New filter

Full name contains

Show more... Email address contains

Username contains

Add filter

Select all Deselect all 1 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☐	muhammad-ali	Muhammad Ali

0 currently selected

Activate Windows
Go to Settings to activate Windows

- Tick the **checkbox next** to each person you **want** to grant this role to.
- Move to the bottom of the page and click **Assign Roles** to **confirm** the update.

If you need to find a specific person (Using Filters):

- Use the Filter tool located at the top of the user list.
- Create a search rule using the person's Full Name, Username, or Email Address.
- Click the **Add Filter button** to see the matching users.
- Select the **correct individual** from the list and click **Assign Roles** to **complete** the process.

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Edit mode ☐

AssignedUnassigned

Select

▼ New filter

Full name

contains

Abdullah Azhar

Show more...

Email address

contains

Username

contains

Replace filters

Add filter

▼ Active filters

☐ Full name contains "Abdullah Azhar"

Remove selected

Remove all filters

Select allDeselect all

1 users found

SELECT	ID NUMBER	FIRST NAME / LAST NAME ↓
☒	abdullah.azhar@example.com	Abdullah Azhar

1 currently selected

☐ Show selected items only

Note: Users with no Learnexify account are not shown in this listing.

Assign roles

Activate Windows

Go to Settings to activate Windows



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