

How to Assign User Groups to a Semester

To assign user groups to a semester, follow these steps:

- Open the semester list.
- In the semester where you want to add the user group, click on the user groups icon.

Program Management > Manage Semester

Manage Semester

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

ID NUMBER	NAME	CREDITS	
DCS_11001	Semester 1	6.00	     
DCS_11002	Semester 2	6.00	      
DCS_11003	Semester 3	6.00	      

After opening the user groups tab:

- Here, you will see the **user groups** already **assigned** to the semester.
- If you want to assign more user groups, click on the **Available to Assign** button.

Program Management > Manage Semester > Semester 1

Semester 1

Detail Edit Course Sets Users Waiting List **User Groups** Course Descriptions Certificate

Currently Assigned **Available To Assign**

+ Save search

Filters: Name: Any X + Add

NAME	AUTO-ENROL USERS INTO THIS PROGRAM WHEN THEY ARE ADDED TO THIS USER GROUP	ACTIONS
School of Business Administration	Yes	

Showing 1-1 of 1 Result Page: 1

A list of available user groups will be displayed.

- Select the user group(s) you want to **assign**.
- First, click on the **arrow icon** to move the **user group** to the assigned list.

Select an option:

Program Management > Manage Semester > Semester 1

Semester 1

Detail Edit Course Sets Users Waiting List **User Groups** Course Descriptions Certificate

Currently Assigned **Available To Assign**

+ Save search

Filters: + Add

Name	Options	Actions
BBA_2025F	☒ Auto-enrol users into this program when they are added to this User Group ☐ Apply Program association to all User Subsets	
PGD_BA_2025F		

Showing 1-7 of 7 Results Page: 1

1. Auto-enroll users into this semester when they are added to this semester

When this option is enabled, assigning a user group to a semester automatically assigns all users within that user group to the semester.

This means:

- All users included in the user group are automatically added to the semester.
- There is no need to assign each user individually.
- User assignments can be managed centrally through the user group.
- This saves time and reduces administrative effort.

2. Apply program association to all User Subsets

When this option is enabled, the semester is assigned not only to the selected user group but also to all of its associated User Subsets.

This means:

- The semester is automatically applied to all User Subsets within the selected user group.
- Users in those User Subsets are also linked to the semester.
- There is no need to assign the semester separately to each User Subset.
- This ensures consistent assignment across all related user groups.

After that, select an option and **click the green tick (?)** to confirm the assignment.

After that, click on the **Currently Assigned** button.

- Here, you will see the user groups that have been successfully assigned to the semester.

Assign User Groups Using Filters

In the “**Available to Assign**” section, if the required user group is **not visible** in the **list**, you can use the **filter option** to search for it.

Click on the **Add button**, and you will see **different filter options**:

The screenshot shows the 'Semester 1' management interface. The 'User Groups' tab is active. The 'Available To Assign' sub-tab is selected, indicated by a red arrow. Below the tabs, there is a '+ Save search' button. A 'Filters:' section is visible, with a search box containing 'Name: Any' and a '+ Add' button. A dropdown menu is open from the '+ Add' button, listing filter options: 'User Set classification', 'Display Priority', 'Enable Corresponding Group', 'Autoenrol users in groupings', 'Theme Priority', and 'Theme'. The 'Enable Corresponding Group' option is currently selected. Below the dropdown, a table shows the results of the filter. The table has columns for 'Name', 'User Set classification', 'Display Priority', 'Enable Corresponding Group', 'Autoenrol users in groupings', 'Theme Priority', 'Theme', and 'Actions'. The first row shows 'BBA_2025F' with a classification of 'User Set classification', a display priority of 'Display Priority', and an 'Enable Corresponding Group' status of 'Enabled'. The 'Autoenrol users in groupings' section is expanded, showing a checked checkbox for 'Auto-enrol users into this program when they are added to this User Group' and an unchecked checkbox for 'Apply Program association to all User Subsets'. The 'Theme' is 'PGD_BA_2025F'. The 'Actions' column contains a plus icon. At the bottom right, it says 'Showing 1-1 of 1 Result Page: 1'.

1. User Group Classification

If you select this filter and type a value, the system will show only matching user groups. For example, if you select “user group Classification” and type “campus”, then only campus-related user groups will appear.

2. Display Priority

This filter is used to find user groups based on priority.

For example, if you enter “2”, then only user groups with priority 2 will be shown.

3. Enable Corresponding Group

This filter is used to show user groups linked with a specific group.

For example, if a group is enabled and you apply this filter, only related user groups will appear.

4. Auto Enroll User in Grouping

If this option is selected, users inside the user group will be automatically enrolled into the semester after assignment.

For example, once a user group is assigned, users will instantly get access without manual enrollment.

5. Theme Priority

This filter helps to find user groups based on theme priority.

For example, if you set priority “1”, then user groups with theme priority 1 will be displayed.

6. Theme

This filter is used to search user groups based on a theme.

For example, if you type “flexpath”, then all user groups related to that theme will appear.

Once the correct **user group appears**, click on the **arrow icon** and assign it using the **green tick (?)**.

The user group will then appear in the “**Currently Assigned**” list.

Bulk User Action:

Purpose:

Use this feature to assign multiple user sets efficiently.

Method 1:

- Select those multiple **user groups** you want to assign.
- After making your selections, click the “**Add All 15 Selected Items**” button to add the selected user sets.

The number displayed in the button (**e.g., 15**) represents the number of items currently selected and will change depending on how many items you select.

Test User Set

Showing 1-4 of 4 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 4 Search Results Add All 2 selected items Clear

- Then click on the Assign button in the Bulk Assignment Section to move the user groups to the assigned list.

Method 2:

- Click the **“Add All 500 Search Results”** button to add **all users** with a single click. The number displayed in the button (e.g., 500) may vary depending on the **number of user available** in the search **results**.
- If you want to clear everything, **click the Clear button**.

TEST-DEPT-001

Showing 1-7 of 7 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 7 Search Results Clear

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