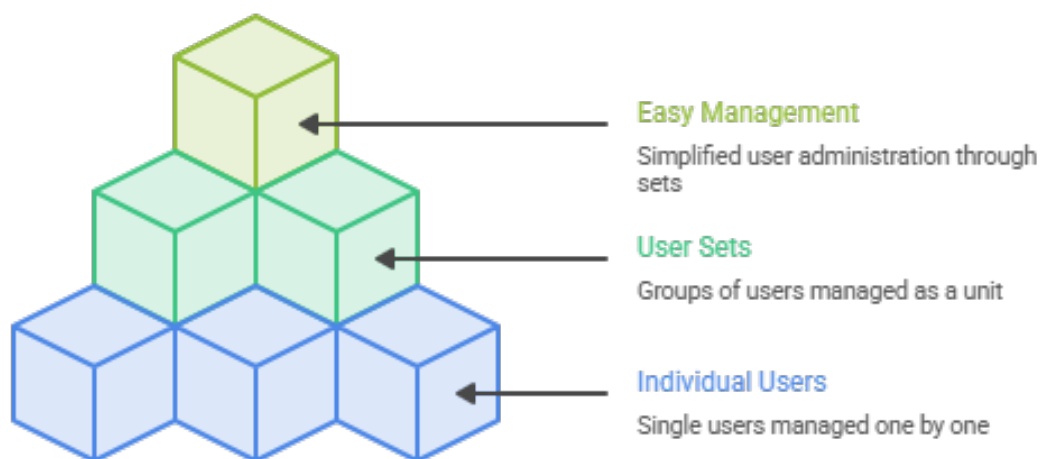


How to Assign Users Group to a Program

User Groups

A user group is a group of users that are combined together for easy management. Instead of assigning users one by one, multiple users can be grouped into a set and managed as a single unit.



Example:

For example, a university creates a user group that contains 20 users. Instead of assigning each user manually to a program or semester, the admin can assign the entire user group at once.

By assigning this user group to a program, all 20 users are automatically added to that program or semester in a single step. This saves time compared to assigning users individually.

https://www.youtube.com/embed/8WtKHI7IIFQ?list=PLJQoLk_J-4YCz4gipNDf92pqt6WQoX4Efindex=40

Steps to Assign User Groups to a Program:

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

- Locate your program in the list and click the **User Groups icon**. This will direct you to the User Groups **tab**, providing the options to **assign** user groups to the **program efficiently**.

Program Management > Manage Programs

Manage Programs

7 programs 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**

Search

Add Program

NAME ↓	DESCRIPTION	REQUIRED CREDITS	COURSE DESCRIPTIONS	DISPLAY PRIORITY	
Bachelor of Engineering in Electrical Engineering	A 4-year undergraduate program in Electrical Engineering.	125.00	2	0	      
Diploma in Comp Science (DCS)	A 2-year program covering programming, databases, operating systems, and web development.	2.00	3	2	     

Add Program

- After opening user groups tab here you will see assigned user groups in the program
- If you want to assign more user groups Click on the Available to Assign button.

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages ▾

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Edit mode

Program Management > Manage Programs > Diploma in Computer Science (DCS)

Diploma in Computer Science (DCS): Assign User Groups

Detail Edit Users **User Groups** Semesters Course Descriptions Course Sets Batches Roles

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any x Auto-enrol: All x + Add

Islamabad Campus	Yes	
Business Administration	No	
Information Technology	Yes	
Melbourne Campus (AU)	No	

- A list of available user groups will be displayed
- Select the user groups you want to assign
- First, Click on the arrow icon to move the user to the assigned list
- Select an option (choose one):

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

When this option is enabled, users are automatically enrolled into the program immediately after they are assigned.

This means:

- No manual enrollment is required after assigned.
- Users gain access to the program content instantly
- Enrollment happens automatically in the background

2. Apply program association to all User subsets

When this option is enabled, the program is linked not only to directly assigned users but also to all related User Subsets.

This means:

- The program is applied across all subsets within the selected user group
- Users belonging to different subsets will also be associated with the program
- Ensures consistent program distribution across grouped users

Click on the green tick (?) to confirm the assignment

The screenshot shows the LARNEXIFY web application interface. At the top, there's a navigation bar with links like Home, Dashboard, My courses, Site administration, and Custom Pages. Below this, a breadcrumb trail indicates the current path: Program Management > Manage Programs > Diploma in Computer Science (DCS). The main heading is 'Diploma in Computer Science (DCS): Assign User Groups'. Below the heading, there are tabs for Detail, Edit, Users, User Groups (selected), Semesters, Course Descriptions, Course Sets, Batches, and Roles. Under the 'User Groups' tab, there are two sub-tabs: 'Currently Assigned' and 'Available To Assign'. A '+ Save search' button is visible. Below the sub-tabs, there's a 'Filters' section with a search bar and an '+ Add' button. The main table lists user groups, with one entry 'PGD_BA_2025F' highlighted. A confirmation dialog is shown over this entry, asking 'You are about to assign this user group to the program, proceed?'. The dialog has a checkbox for 'Auto-enrol users into this program when they are added to this User Group' (checked) and a checkbox for 'Apply Program association to all User Subsets' (unchecked). A green checkmark icon is visible in the dialog, and a red 'X' icon is also present. Red circles and arrows are used to highlight specific elements: 1. The 'Actions' column header. 2. The green checkmark icon in the confirmation dialog. 3. The 'Apply Program association to all User Subsets' checkbox.

- After that, click on the Currently Assigned button
- Here, you will see the user groups who have been successfully assigned to the program

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:

Program Management > Manage Programs > Diploma in Computer Science (DCS)

Diploma in Computer Science (DCS): Assign User Groups

DetailEditUsersUser GroupsSemestersCourse DescriptionsCourse SetsBatchesRoles

Currently AssignedAvailable To Assign

+ Save search

Filters: Name: Any X + Add

Name	User Group classification	Actions
BBA_2025F	Display Priority	
	Enable Corresponding Group	
	Autoenrol users in groupings	☒ Auto-enrol users into this program when they are added to this User Group ☐ Apply Program association to all User Subsets
	Theme Priority	
PGD_BA_2025F	Theme	

Showing 1-1 of 1 Result Page: 1

1. User Set 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 program 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 5 Selected Items**” button to add the **selected user groups**.

The number displayed in the button (**e.g., 5**) represents the number of items currently selected and will change depending on how many items you select.

Test User Set

Showing 1-10 of 10 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 10 Search Results Add All 5 selected items Clear

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

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages

33 Edit mode

Detail Edit Users **User Groups** Semesters Course Descriptions Course Sets Batches Roles

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any x + Add

Name	Actions
Software Engineering	
Cyber Security	
testing	

Bulk Assignment for 5 selected items Assign

Add All 8 Search Results Clear

Showing 1-5 of 5 Results Page: 1

New York Campus (US)
Diploma in Computer Science (DCS)
Department of Computer Science Technology
Lahore Campus
PGD_BA_2025F

Method 2:

- Click the “Add All 10 Search Results” button to add all user groups with a single click. The number displayed in the button (e.g., 10) may vary depending on the number of user groups available in the search results.
- If you want to clear everything, click the Clear button.

Showing 1-8 of 8 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 8 Search Results

Clear

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