

How to Assign Users Groups to a Batch

User Groups:

A user group is a group of users combined for easier management. Instead of assigning users individually, administrators can assign and manage multiple users as a single unit.

Example:

For example, a university may create a user group containing 20 users. By assigning the user group to a batch, all users in the set are associated with the batch at once, saving time and reducing manual effort.

Steps to Assign User Groups to a Batch:

- From the Dashboard, open the side drawer menu and navigate to Programs > Manage batches. A list of available batches will be displayed.
- Locate the batch to which you want to assign a user group and click the user group icon.

- A list of available user groups will appear. Select the **user group** you want to **assign**.
- Click the **arrow icon** to move the user group to the assignment area.
- You can then **choose** from the **following options**:

1. Auto-enroll users into this batch when they are added to this user group

Enable this option to automatically enroll users in the batch whenever they are added to the selected user group. This eliminates the need for manual enrollment and provides immediate access to the batch.

2. Apply batch association to all User subsets

Enable this option to apply the batch to all User Subsets within the selected user group. This ensures that users in related subsets are also assigned to the batch automatically.

- After selecting the required options, click the **green tick (?)** to confirm the assignment.

The screenshot displays the '2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign User Sets' page. The 'User Sets' tab is active, showing a table with columns 'NAME' and 'ACTIONS'. The first row is 'Lahore Campus'. A modal dialog is open for 'Lahore Campus' with the following options:

- ☒ Auto-enroll users into this track when they are added to this User Set
- ☐ Apply Track association to all User Subsets

Red annotations highlight key elements: (1) points to the 'ACTIONS' column header, (2) points to the modal dialog, and (3) points to the green confirmation tick icon in the modal.

- Next, click on the **Currently Assigned button** to view all user groups that have been **successfully assigned** to the batch.

Assign user groups Using Filters

If the required user group is not visible in the **Available to Assign list**, you can use filters to locate it.

Click the **Add button** to access the **available filter options**.

The screenshot shows the LARNEXIFY interface for assigning user sets to a batch. The title is "2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign User Sets". The "User Sets" tab is selected, and the "Available To Assign" sub-tab is active. A filter dropdown is open, showing options like "User Set classification", "Display Priority", "Enable Corresponding Group", "Autoenrol users in groupings", "Theme Priority", and "Theme". The "Add" button is highlighted. Below the table, there is a confirmation dialog asking "You are about to assign this user set to the track, proceed?" with checkboxes for "Auto-enrol users into this track when they are added to this User Set" and "Apply Track association to all User Subsets".

1. User Set Classification

Use this filter to search for user groups based on their classification. Enter a value to display matching user groups only.

2. Display Priority

Use this filter to locate user groups according to their assigned priority level.

3. Enable Corresponding Group

This filter displays user groups that are associated with a specific group.

4. Auto Enroll User in Grouping

Use this option to find user groups configured for automatic user enrollment after assignment.

5. Theme Priority

Use this filter to search for user groups based on their theme priority.

6. Theme

Use this filter to locate user groups associated with a specific theme.

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

The assigned user group will then be displayed in the **Currently Assigned section**.

Bulk User Action:

Purpose:

Use this feature to assign multiple User sets efficiently.

Method 1:

- Select those **user groups** you want to assign.
- After making your selections, **click the “Add All 11 Selected Items” button** to add the selected user groups.

The number displayed in the button (e.g., 11) represents the number of items currently selected and will change depending on how many items you select.



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

2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign User Sets

Detail Edit **User Sets** Users Class Instances Roles

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any X + Add

NAME	ACTIONS
Lahore Campus	
Information Technology	

Showing 1-2 of 2 Results Page: 1

Bulk Assignment for 11 selected items: Assign

Add All 13 Search Results Clear

Showing 1-11 of 11 Results Page: 1

X Test User Set

- testing
- Cyber Security
- Software Engineering
- Melbourne Campus (AU)
- Business Administration

Method 2:

- Click the **“Add All 13 Search Results”** button to add all user groups with a single click. The number displayed in the button (e.g., 13) 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 1-13 of 13 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 13 Search Results Clear

Revision #2

Created 2026-07-16 04:12:37 UTC by Danain

Updated 2026-07-16 05:04:24 UTC by Danain