

How to Assign Users to a Program

- From the Program List, select the **Users icon** for the **desired program**. Clicking this will open the **Users tab**, where you can **assign users** to the program.

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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 the Users tab
- Here you will see the assigned user in the **Currently Assigned tab**.
- If you want to assign more users **Click** on the **Available to Assign** button.

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

Diploma in Computer Science (DCS): Assign Students

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

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any x Name: Any x Country: All v x Creation time: Any x + Add

11	syedmahtab	Mahtab	Hussain	PK	Dec 3, 2025	↔
11	support@paktaleem.net	PakTaleem	Support	PK	Dec 3, 2025	↔
11	student1@gmail.com	student	2		Dec 3, 2025	↔

- A list of available users will be displayed
- Select the users you want to assign
- First Click on the **arrow icon** to move the user to the assigned list
- Click on the **green tick (?)** to confirm the assignment

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

Diploma in Computer Science (DCS): Assign Students

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

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any x Name: Any x + Add

student1@gmail.com	student	2	Dec 3, 2025	+
You are about to assign this user to the program, proceed? ✓ ✗				
sadaf.zahoor@paktaleem.net	Sadaf	Zahoor	Dec 3, 2025	+

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

Bulk User Action:

Purpose:

Use this feature to assign multiple Users efficiently.

Method 1:

- Select those multiple users you want to assign.
- After making your selections, click the **“Add All 7 Selected Items”** button to add the selected users.

The number displayed in the button (e.g., 7) 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 to the assigned list.

Method 2:

- Click the “**Add All 491 Search Results**” button to add all user with a **single click**. The number displayed in the button (**e.g., 491**) may vary depending on the number of user available in the search results.
- If you want to clear everything, click the **Clear button**.



Add a User if Not Found in Available List

If the user you want to assign is not available in the list, follow these steps:

- Click on the **Available to Assign button**
- Then click on the **Add** button.
- A dropdown list will appear
- Select the required field (**e.g., Email, username, city e.t.c**)
- Enter the user’s details in the selected field according to the chosen option.

Diploma in Computer Science (DCS): Assign Students

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Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any x Name: Any x **+ Add**

Username
City/town
Postal code
Address
Phone
Email
State/Province
Country
Creation time

ID NUMBER	FIRST NAME	LAST NAME	ACTIONS
Test Program _User	Testuser	User	
Test Program User	Tester	Demo	
syedmuhammad	Mahab	Muhammad	
syedzonair	Syed	Zonair	

- The user will appear in the list
- Select the **user** and **assign** them to the program

You can also search and add a user using other details such as:

- Name
- ID Number
- Phone Number
- Username
- Country e.t.c.

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