

How to Assign a Batch in a Organizational Hierarchy

From the list of all Organizational Hierarchies, click the batch icon for the Organizational Hierarchy to which you want to assign batches.

Manage User Sets

5 User Set(s) 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

☐ Include all User Subsets in listing.

Add User Set

NAME ↓	DESCRIPTION	
Islamabad Campus		
Lahore Campus		
Melbourne Campus (AU)	Melbourne Campus (AU) offers advanced technology education where students learn software development and cybersecurity skills.	
New York Campus (US)	New York Campus (US) provides students with modern education in business and IT, preparing them for the corporate and professional world.	
testing		

Add User Set

Once batch tab is open you see currently assign batches.

Program Management > Manage User Sets > Melbourne Campus (AU)

Melbourne Campus (AU): Assign Tracks

Detail

Edit

User Subsets

Tracks

Users

Programs

Roles

Currently Assigned

Available To Assign

+ Save search

Filters:

Name: Any

ID Number: Any

Program: All

Auto-enrol: All

+ Add

NAME	ID NUMBER	PROGRAM	AUTO-ENROL	ACTIONS
Batch 2026	11040	Diploma in Computer Science (DCS)	No	 

Showing 1-1 of 1 Result Page: 1

Bulk Edits To perform bulk actions, drag rows here.

Add All 1 Search Results

Clear

And if you want to assign any other batch to this Organizational Hierarchy click on this available to assign button.

To assign additional batches, click the Available to Assign button. A list of available batches will be displayed. Select the batches you want to assign.

Click the arrow icon, After clicking the arrow, the following option will appear: When you select a batch to assign and click the Arrow Icon, a configuration box will appear with two important automation options:

- Auto-enrol users into this batch when they are added to this Organizational Hierarchy:**

If you check this box, any person who is currently in this group—or anyone who joins this group in the future—will be automatically enrolled in this batch. This saves you from having to manually enroll every new student or employee.

- **Apply batch association to all User Subsets:**

This applies the batch to the entire hierarchy. If your main group (Parent) has smaller groups (Children) inside it, checking this box ensures those sub-groups also get assigned to this batch. This is the fastest way to assign a single learning path to an entire campus and all its departments at once.

- Click the Green Tick (?) to save these settings and complete the assignment, Click the Red (?) to cancel the process.

Program Management > Manage User Sets > Melbourne Campus (AU)

Melbourne Campus (AU): Assign Tracks

Detail Edit User Subsets **Tracks** Users Programs Roles

Currently Assigned Available To Assign

+ Save search

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

NAME	ID NUMBER	PROGRAM	ACTIONS
12	12	Bachelor of Engineering in Electrical Engineering	→
You are about to assign this track to the user set, proceed? ☐ Auto-enrol users into this track when they are added to this User Set ☐ Apply Track association to all User Subsets ✓ ✗			
2026 Batch - BEEE	Batch_TRK_BEEE2026	BE Electrical Engineering	→
Diploma in Computer Science	11111	Diploma in Computer Science (DCS)	→

Next, click on the Currently Assigned button to view all batches that have been successfully assigned to the Organizational Hierarchy

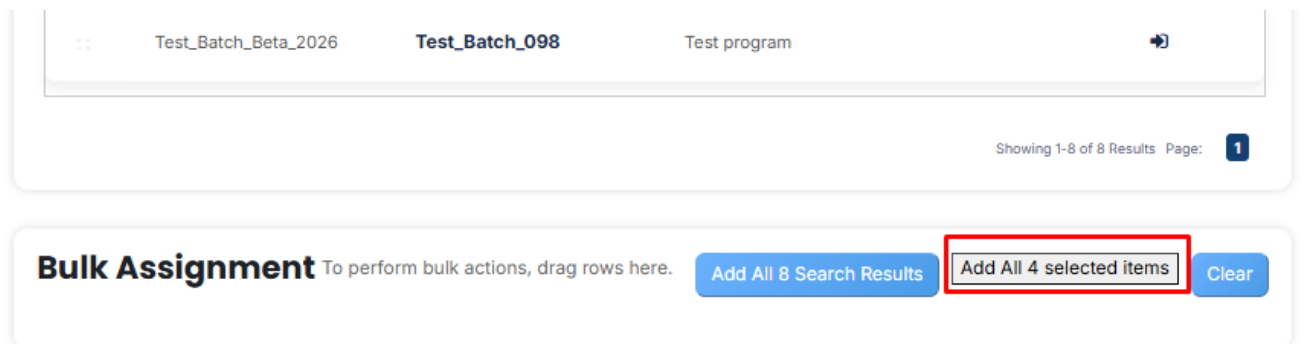
Bulk User Action:

If you want to assign multiple batches in one time then follow these steps:

Method 1:

- Select those batches you want to assign.
- After making your selections, click the “Add All 4 Selected Items” button to add the selected batches.

The number displayed in the button (e.g., 4) 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 batches to the currently assigned list.

Detail
Edit
User Subsets
Tracks
Users
Programs
Roles

Currently Assigned
Available To Assign

+ Save search

Filters:
Name: Any
+ Add

	NAME	ID NUMBER	PROGRAM	ACTIONS
	12	12	Bachelor of Engineering in Electrical Engineering	
	2026 Batch - BEEE	Batch_TRK_BEEE2026	BE Electrical Engineering	
	2026 Batch - DCS	Batch_TRK_DCS2026	Diploma in Computer Science (DCS)	
	Test_Batch_Beta_2026	Test_Batch_098	Test program	

Showing 1-4 of 4 Results Page: 1

Bulk Assignment for 4 selected items
Assign
Add All 8 Search Results
Clear

Test_Batch_Alpha_2026
documentation testing
Batch 2026 (Spring)
Batch 2026

Showing 1-4 of 4 Results Page: 1

Method 2:

- Click the “Add All 8 Search Results” button to add all batches with a single click. The number displayed in the button (e.g., 8) change depending on the number of batches available in the search results.
- If you want to clear everything, click the Clear button.

documentation testing	011	docuentation testing	
Test_Batch_Alpha_2026	TEST-ALPHA-01	docuentation testing	
Test_Batch_Beta_2026	Test_Batch_098	Test program	

Showing 1-8 of 8 ResultsPage: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 8 Search ResultsClear

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