

How to Assign Program in a Organizational Hierarchy

From the list of all Organizational Hierarchies, click the Program icon for the Userset to which you want to assign Program.

Program Management
Manage User Sets

Manage User Sets

5 User Set(s) found

All
ABCDEFGHIJKLMNOPQRSTUVWXYZ

☐ Include all User Subsets in listing.

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		

Once the tab opens, you will see a list of programs already linked to this Userset.

You can use the copy button to make a copy of a program and link it to this Organizational Hierarchy.

Melbourne Campus (AU): Assign Programs

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

Currently Assigned Available To Assign

Use the copy button to make a copy of a program and link it to this user set.  [Copy Program](#)

+ Save search

Filters: Name: Any  ID Number: Any  Required Credits: Any  Auto-enrol: All   + Add

	NAME	ID NUMBER	REQUIRED CREDITS	AUTO-ENROL	ACTIONS
...	Diploma in Computer Science (DCS)	DCS-c4	24.00	No	 
...	BE Electrical Engineering	BEEE-PRG	136.00	No	 

Showing 1-2 of 2 Results Page: **1**

Bulk Edits To perform bulk actions, drag rows here.

[Add All 2 Search Results](#)

[Clear](#)

When you find the program you want to add and click the **Arrow Icon**.

Two automation options will appear to help manage your enrollments:

- **Auto-enrol users into this program 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 in the future—will be automatically enrolled in this program. It ensures that new members get their courses immediately without any manual work from the administrator.

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

This pushes the program assignment down to all "Child" groups. If your main

group has smaller departments or batches inside it, they will all be linked to this program at once. It is the fastest way to assign a program to an entire campus and every department within it.

1. Select your preferred checkboxes.
 2. Click the Green Tick (?) to save.
- Next, click on the **Currently Assigned** button to view that program have been successfully assigned to the batch.

Adding a Program Using Filter:

If the required program is not visible, follow these steps:

In the Available to Assign section, click the Add button.

A new form will appear. Provide the following details:

- **Name:** The official title used to identify the program.
- **ID Number:** A unique code assigned specifically to this program.
- **Long Description:** A full summary providing more detail about the program.
- **Required Credits:** The total number of points a learner must earn to complete the program.

Melbourne Campus (AU): Assign Programs

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

Currently Assigned **Available To Assign**

+ Save search

Filters:

Name: Any

X

+ Add

Long description

ID Number

Required Credits

NAME	ID NUMBER	ACTIONS
Bachelor of Engineering in Electrical Engineering	BEE-PRG	
Diploma in Graphic Design	DGD-001	
documentation testing	d-t:011	
Test program	testporg	

Showing 1-4 of 4 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 4 Search Results

Clear

- Once you save these details, the program will appear in the available list. You can then follow the steps above to assign program to your Organizational Hierarchy.

Bulk User Action:

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

Method 1:

- Select those programs you want to assign.

- After making your selections, click the “Add All 4 Selected Items” button to add the selected Programs.

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.

The screenshot shows a search bar with the text "Test program" and "testporg". Below the search bar, it says "Showing 1-6 of 6 Results Page: 1". In the "Bulk Assignment" section, there are three buttons: "Add All 6 Search Results", "Add All 4 selected items" (highlighted with a red box and arrow), and "Clear".

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

The screenshot shows a table with two columns: "NAME" and "ID NUMBER". The table contains two rows: "Diploma in Computer Science (DCS)" with ID "DCS-c4" and "BE Electrical Engineering" with ID "BEEE-PRG". Below the table, it says "Showing 1-2 of 2 Results Page: 1". In the "Bulk Assignment" section, there is a button "Assign" (highlighted with a red box and arrow) and a list of 4 selected items: "Test program", "documentation testing", "Diploma in Graphic Design", and "Bachelor of Engineering in Electrical Engineering".

Method 2:

- Click the “Add All 6 Search Results” button to add all programs with a single click. The number displayed in the button (e.g., 6) will change depending on the number of programs available in the search results.
- If you want to clear everything, click the Clear button.

The screenshot shows the LARNEXIFY web application interface for assigning programs. The breadcrumb trail is: Program Management > Manage User Sets > Islamabad Campus > Department of Computer Science Technology. The main heading is "Department of Computer Science Technology: Assign Programs". Below this are tabs for Detail, Edit, User Subsets, Tracks, Users, Programs (selected), and Roles. There are two sub-tabs: "Currently Assigned" and "Available To Assign". A "+ Save search" button is present. A filter section shows "Filters: Name: Any" with a search icon and a "+ Add" button. Below the filters is a table with 6 rows of programs:

NAME	ID NUMBER	ACTIONS
Diploma in Computer Science (DCS)	DCS-c4	[Add]
BE Electrical Engineering	BEEE-PRG	[Add]
Bachelor of Engineering in Electrical Engineering	BEE-PRG	[Add]
Diploma in Graphic Design	DGD-001	[Add]
documentation testing	d-t:011	[Add]
Test program	testporg	[Add]

Below the table, it says "Showing 1-6 of 6 Results Page 1". At the bottom, there is a "Bulk Assignment" section with the text "To perform bulk actions, drag rows here." and two buttons: "Add All 6 Search Results" (highlighted with a red box and an arrow) and "Clear".

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