

How to Assign User Subsets to a Organizational Hierarchy

- From the list of all Organizational Hierarchies, click the User subset icon for the userset to which you want to assign user subset.

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

☐ 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

User Subset
Icon

- Once user subset tab is opened, here you will see assigned User Subsets in the Organizational Hierarchies.
- If you want to add a new User subset click on this Add Organizational Hierarchy Button.

LEARNEXIFY Home Dashboard My courses Site administration

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

Melbourne Campus (AU): Assign User Subsets

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

Currently Assigned Available To Assign

Add User Set

+ Save search

Filters: Name: Any x + Add

NAME	ACTIONS
Software Engineering	    
Cyber Security	    

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 click the X (Delete) icon on a Organizational Hierarchy that contains Sub-sets , Learnexify gives you two choices to handle the sub-groups:

Promote User Subsets to top-level Organizational Hierarchies:

It deletes only the "Parent" group but saves all the sub-groups inside it. The sub-groups (eg. Software Engineering) are moved out and become main, independent groups on the top-level list.

Delete User Subsets:

It deletes everything at once. Both the "Parent" group and all the "Child" sub-groups inside it are permanently removed from the system.

After selecting your choice, click the Green Tick (?) to confirm or the Red (?) to cancel.

Melbourne Campus (AU): Assign User Subsets

[Detail](#) [Edit](#) [User Subsets](#) [Tracks](#) [Users](#) [Programs](#) [Roles](#)

[Currently Assigned](#) [Available To Assign](#)

[Add User Set](#)

[+ Save search](#)

Filters: Name: Any X [+ Add](#)

NAME	ACTIONS
Software Engineering	    
You are about to delete the User Subset, proceed? ☐ Promote User Subsets to top-level User Sets   ☐ Delete User Subsets	
Cyber Security	    

Showing 1-2 of 2 Results Page: [1](#)

Bulk Edits To perform bulk actions, drag rows here.

[Add All 2 Search Results](#) [Add 1 selected item](#) [Clear](#)



- If you want to add existing Organizational Hierarchies as user sub-sets click on the Available to Assign button.

LEARNEXIFY Home Dashboard My courses Site administration

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

Diploma in Computer Science (DCS): Assign User Sets

Detail Edit Users **User Sets** Semesters Course Descriptions Course Sets Tracks Roles

Currently Assigned Available To Assign

+ Save search

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

Name	Auto-enrol	Actions
Computer Science Technology (CST)	Yes	

Showing 1 of 1 Result Page: 1

Bulk Edits To perform bulk actions, drag rows here. [Add All 1 Search Results](#) [Clear](#)

Activate Windows
Go to Settings to activate Windows

- A list of available Organizational Hierarchies will be displayed
- Select the Organizational Hierarchies you want to assign
- Then, click on the arrow icon to move the Organizational Hierarchies to the assigned list

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

Melbourne Campus (AU): Assign User Subsets

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

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any X + Add

NAME	ACTIONS
PGD_BA_2025F	
You are about to move this userset to be a subset of "Melbourne Campus (AU)". Do you want to continue? ☒ ☐	
Lahore Campus	
Islamabad Campus	
Department of Computer Science Technology	
Diploma in Computer Science (DCS)	

- After that, click on the Currently Assigned button
- Here, you will see the existing Organizational Hierarchies as user sub-sets who have been successfully assigned to the Organizational Hierarchy.

In the "Available to Assign" section, if you have a lot of user sub-sets there is a filter section above the user sub-set list , you can use the filter option to search for it.

Click on the Add button, and you will see different filter options:

1. Organizational Hierarchy Classification

If you select this filter and type a value, the system will show only matching Organizational Hierarchies.

For example, if you select “Organizational Hierarchy Classification” and type “campus”, then only campus-related User Groups will appear.

2. Display Priority

This filter is used to find Organizational Hierarchies based on priority.

For example, if you enter “2”, then only Organizational Hierarchies with priority 2 will be shown.

3. Enable Corresponding Group

This filter is used to show Organizational Hierarchies linked with a specific group.

For example, if a group is enabled and you apply this filter, only related Organizational Hierarchies will appear.

4. Auto Enroll User in Grouping

If this option is selected, users inside the Organizational Hierarchy will be automatically enrolled into the program after assignment.

For example, once a Organizational Hierarchy is assigned, users will instantly get access without manual enrollment.

5. Theme Priority

This filter helps to find Organizational Hierarchies based on theme priority.

For example, if you set priority “1”, then Organizational Hierarchies with theme priority 1 will be displayed.

6. Theme

This filter is used to search Organizational Hierarchies based on a theme.

For example, if you type “flexpath”, then all Organizational Hierarchies related to that theme will appear.

Melbourne Campus (AU): Assign User Subsets

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

Currently Assigned Available To Assign

+ Save search

Filters:

Name: Any

x

+ Add

User Set classification

Display Priority

Enable Corresponding Group

Autoenrol users in groupings

Theme Priority

Theme

NAME

PGD_BA_2025

Lahore Campus

Islamabad Campus

Department of Computer Science Technology

Diploma in Computer Science (DCS)

New York Campus (US)

Business Administration

ACTIONS



Assign User Subsets Using Filters

Once the correct User Subset appears, click on the arrow icon and assign it using the green tick (?).

The User Subset will then appear in the “Currently Assigned” list.

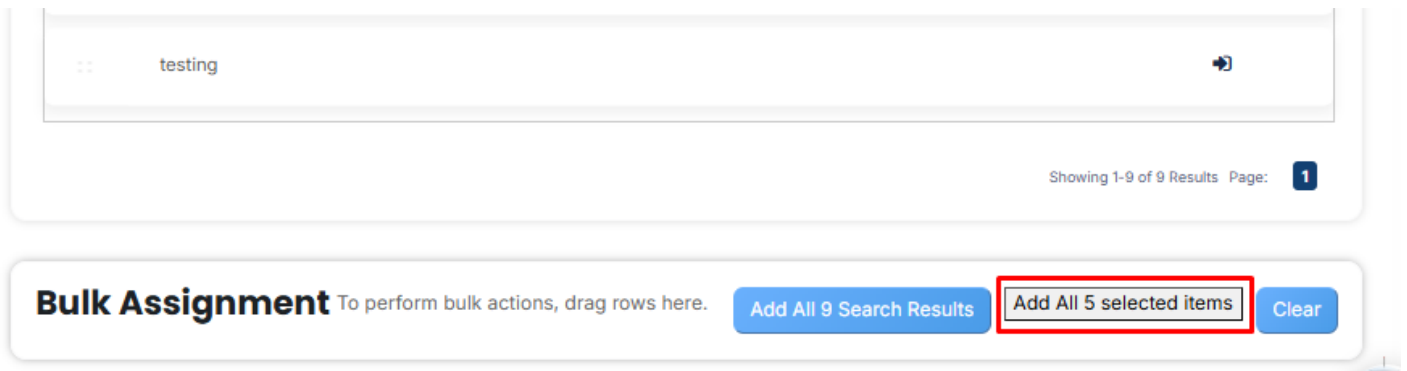
Bulk User Action:

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

Method 1:

- Select those multiple user subsets you want to assign
- After making your selections, click the “Add All 5 Selected Items” button to add the selected Organizational Hierarchies.

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.



- Then click on the Assign as subset(s) in the Bulk Assignment Section to move the Organizational Hierarchies to the assigned list as subsets.

Filters: Name: Any X + Add

NAME	ACTIONS
PGD_BA_2025F	
Lahore Campus	
New York Campus (US)	
testing	

Showing 1-4 of 4 Results Page: 1

Bulk Assignment for 5 selected items Assign as subset(s)

Add All 9 Search Results Clear

Showing 1-5 of 5 Results Page: 1

Cyber Security
Software Engineering
Melbourne Campus (AU)
Information Technology
Business Administration

Method 2:

- Click the “Add All 9 Search Results” button to add all user subsets with a single click. The number displayed in the button (e.g., 9) change depending on the number of user subsets available in the search results.
- If you want to clear everything, click the Clear button.

Software Engineering

Cyber Security

testing

Showing 1-9 of 9 ResultsPage: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 9 Search ResultsClear

Revision #3

Created 2026-09-25 07:55:02 UTC by Shahnain

Updated 2026-09-26 07:21:48 UTC by Shahnain