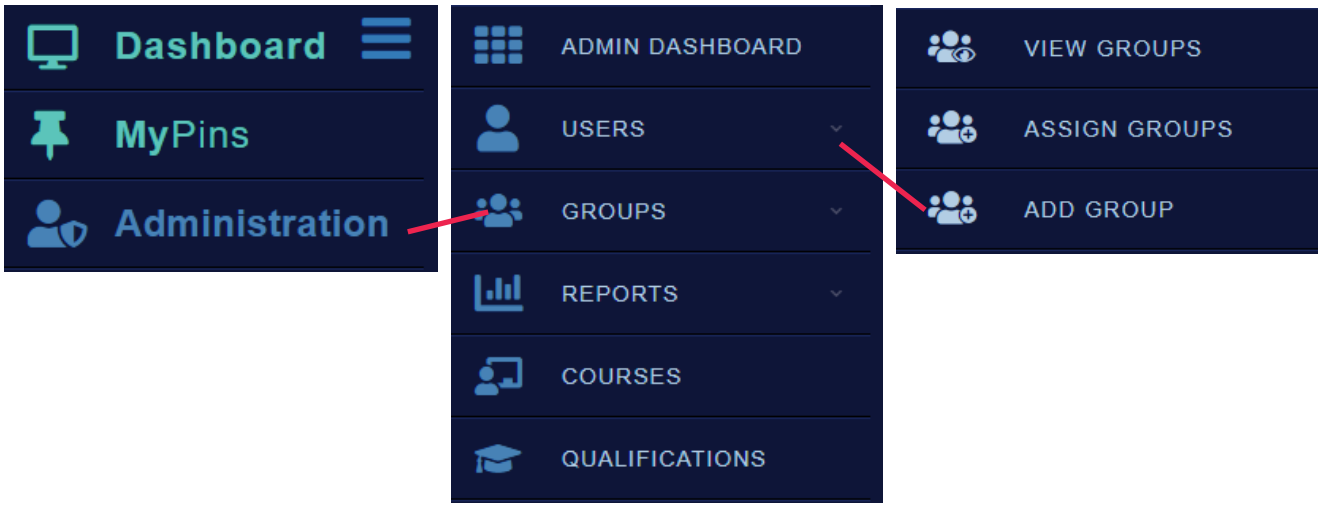
Skills Builder

Admin

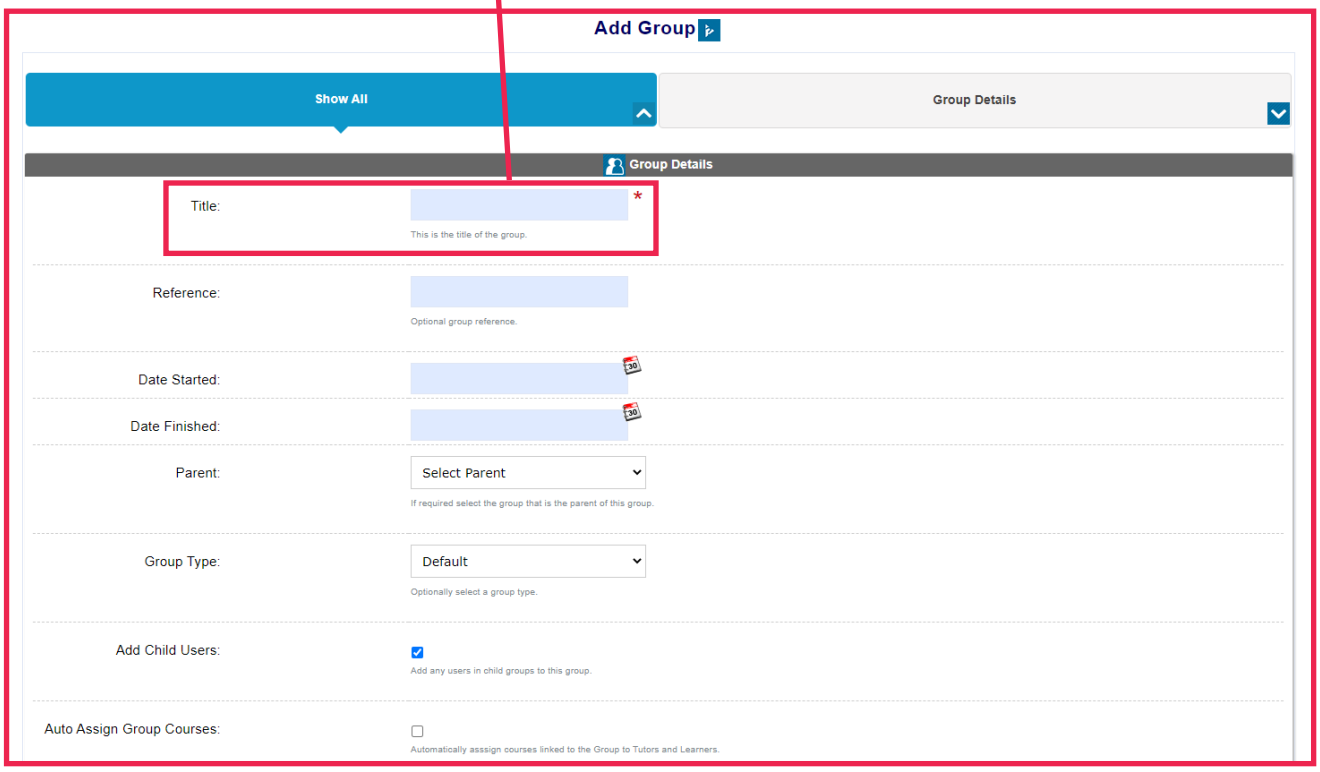
Create a Group & Adding Users

Create a Group

From home page select the **Administration** tab in the tool bar located on the left hand side of the page > Proceed to select **group's** icon > Select **Add group**.



Proceed to give the group a **title** and select **Update** to finalise the creation.



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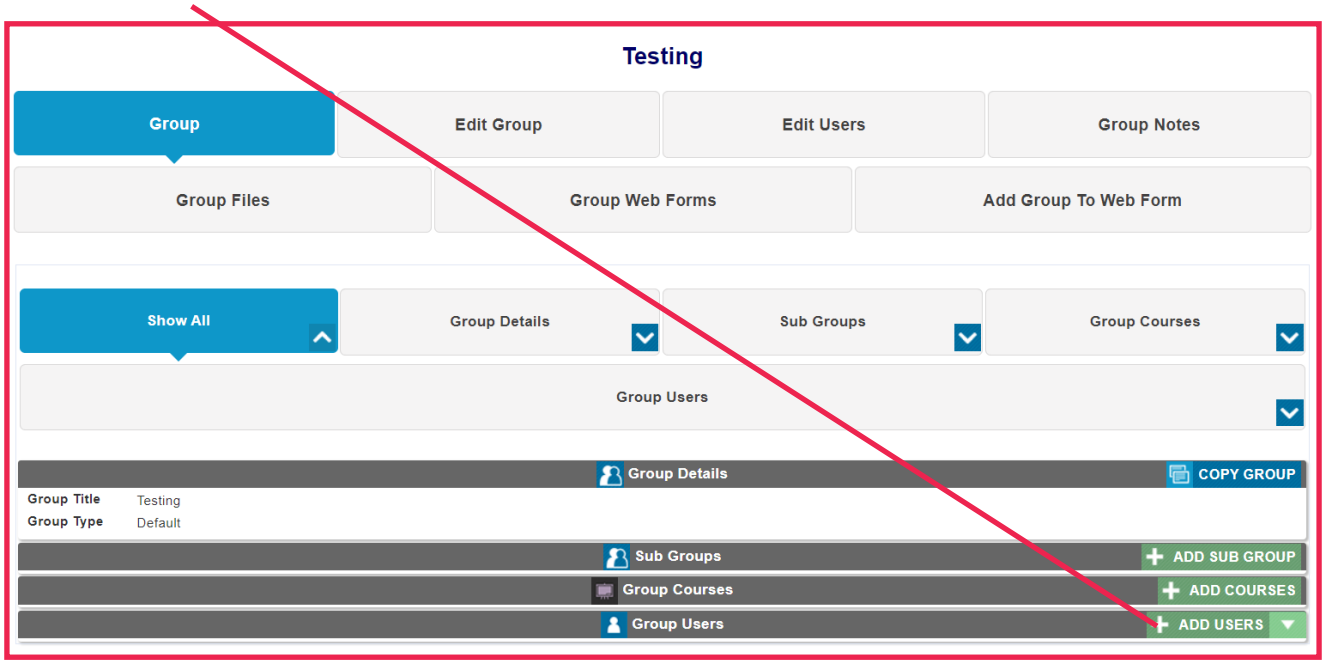
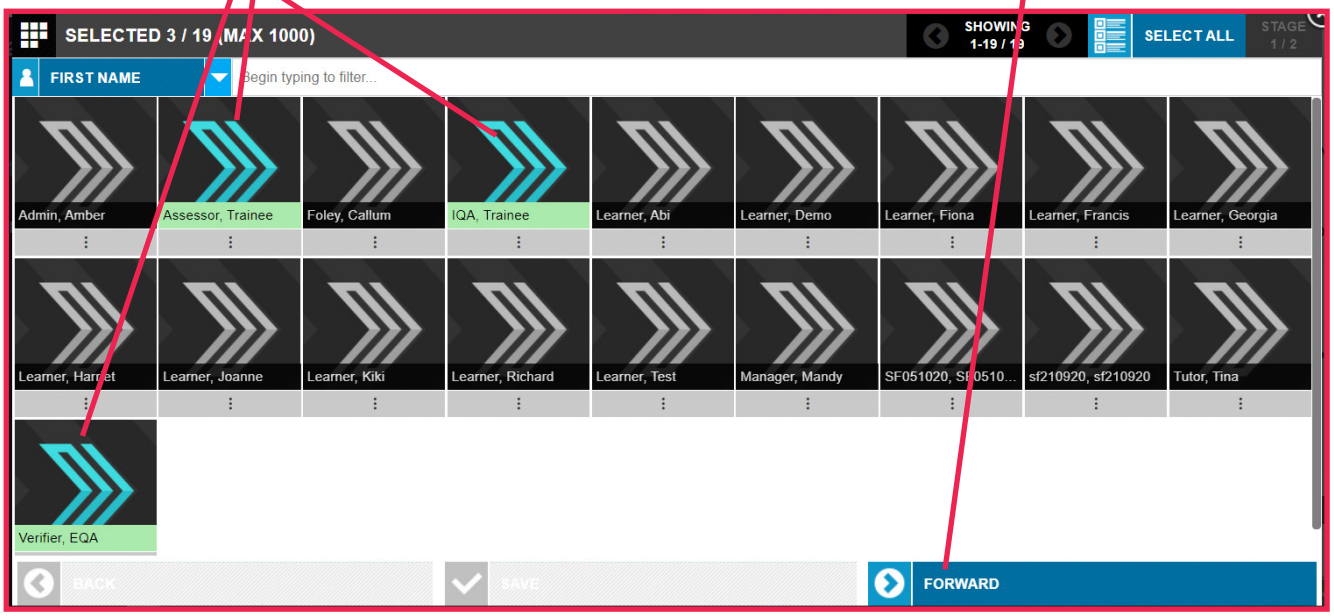
Adding Leaners

Select **Add Users**



Select the **Learner/s** you would like for this group. Select **Forward**



Select the **Student role** from the dropdown.

Select **Save** in order to assign an learners to the group.

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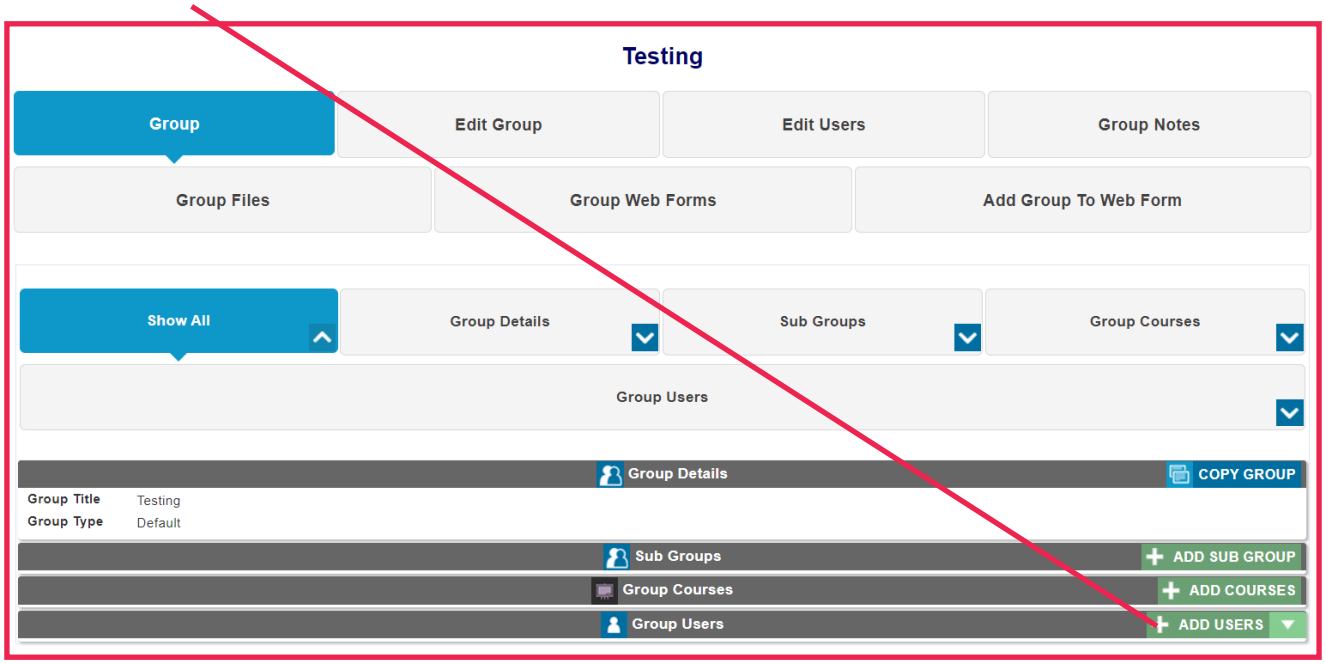
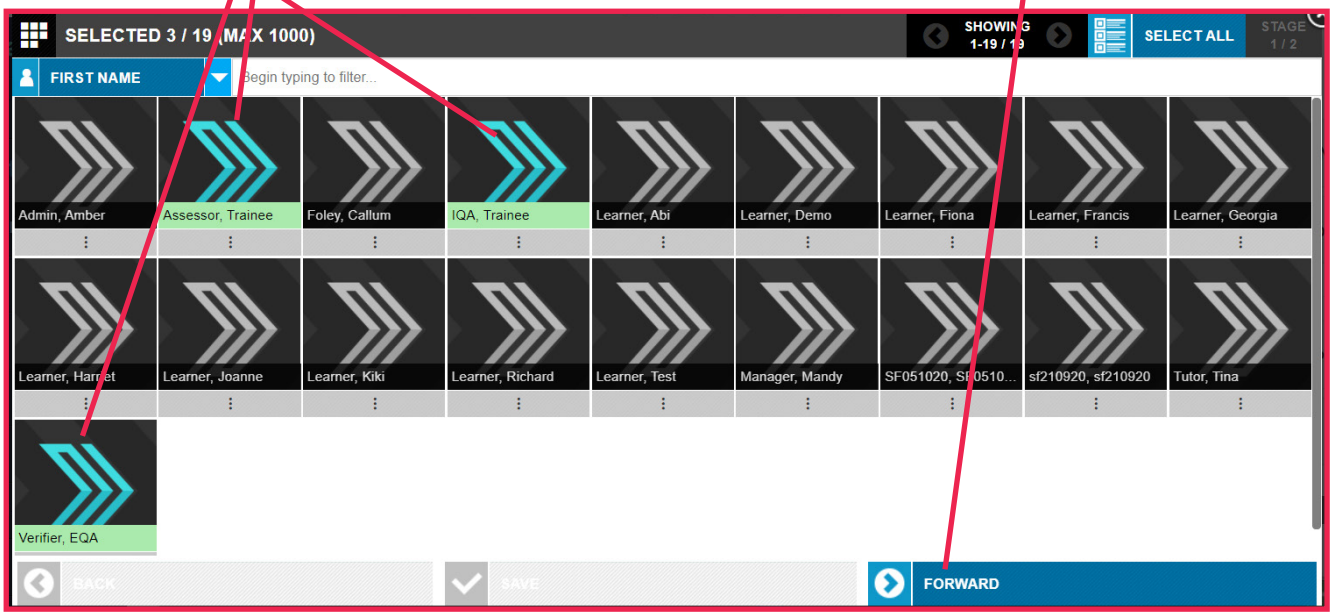
Adding Tutors

Select **Add Users**



Select the **Tutor/s** you would like for this group. Select **Forward**



Select the **Teacher role** from the dropdown.

Select **Save** in order to assign an teachers to the group.

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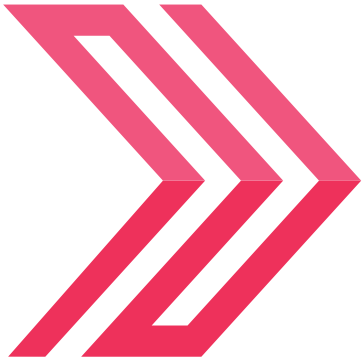

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