

How to Assign an Admin to a Learner Group

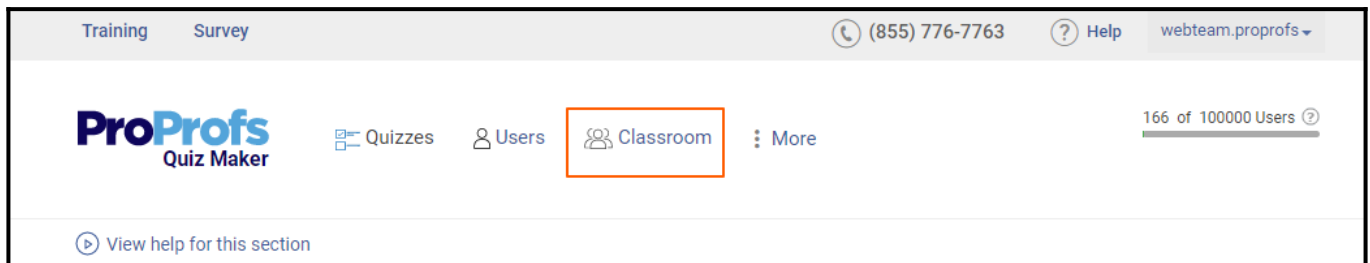
If managing multiple learner groups has become a massive crunch on your time and effort, then assigning group admins can help you effectively manage learners.

Group admins can perform many tasks on your behalf, like adding new learners to the group, viewing and sharing reports, sending reminders to learners, and more.

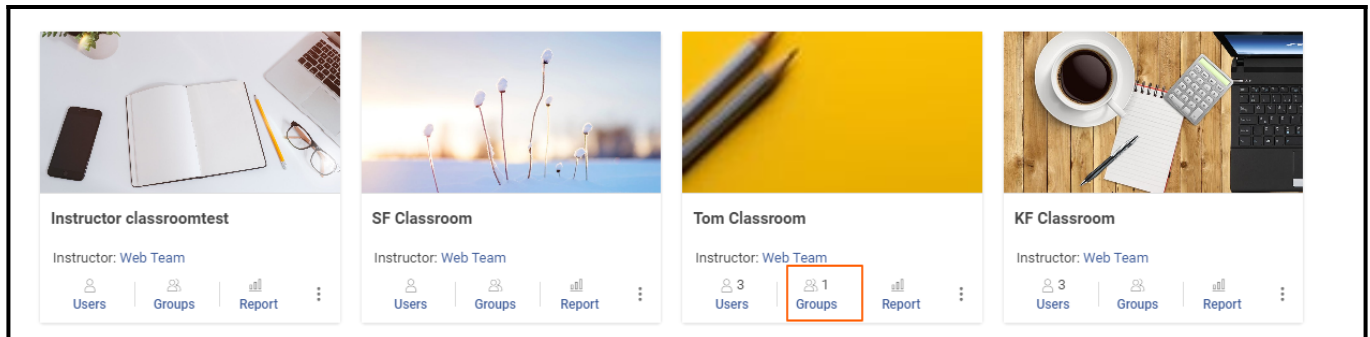
For example, team leads can be made group admins for their team to ensure everyone takes the [quiz](#). With this, the group admin can be assigned permissions like read-only, the ability to add/remove users, etc.

To Assign an Admin to a Group

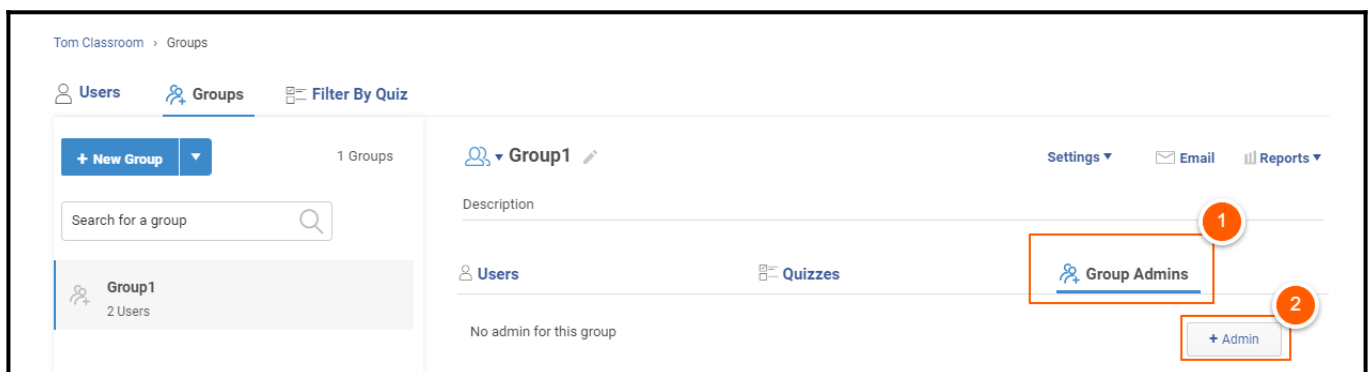
Step 1: In your ProProfs Quiz Maker dashboard, go to **Classroom**.



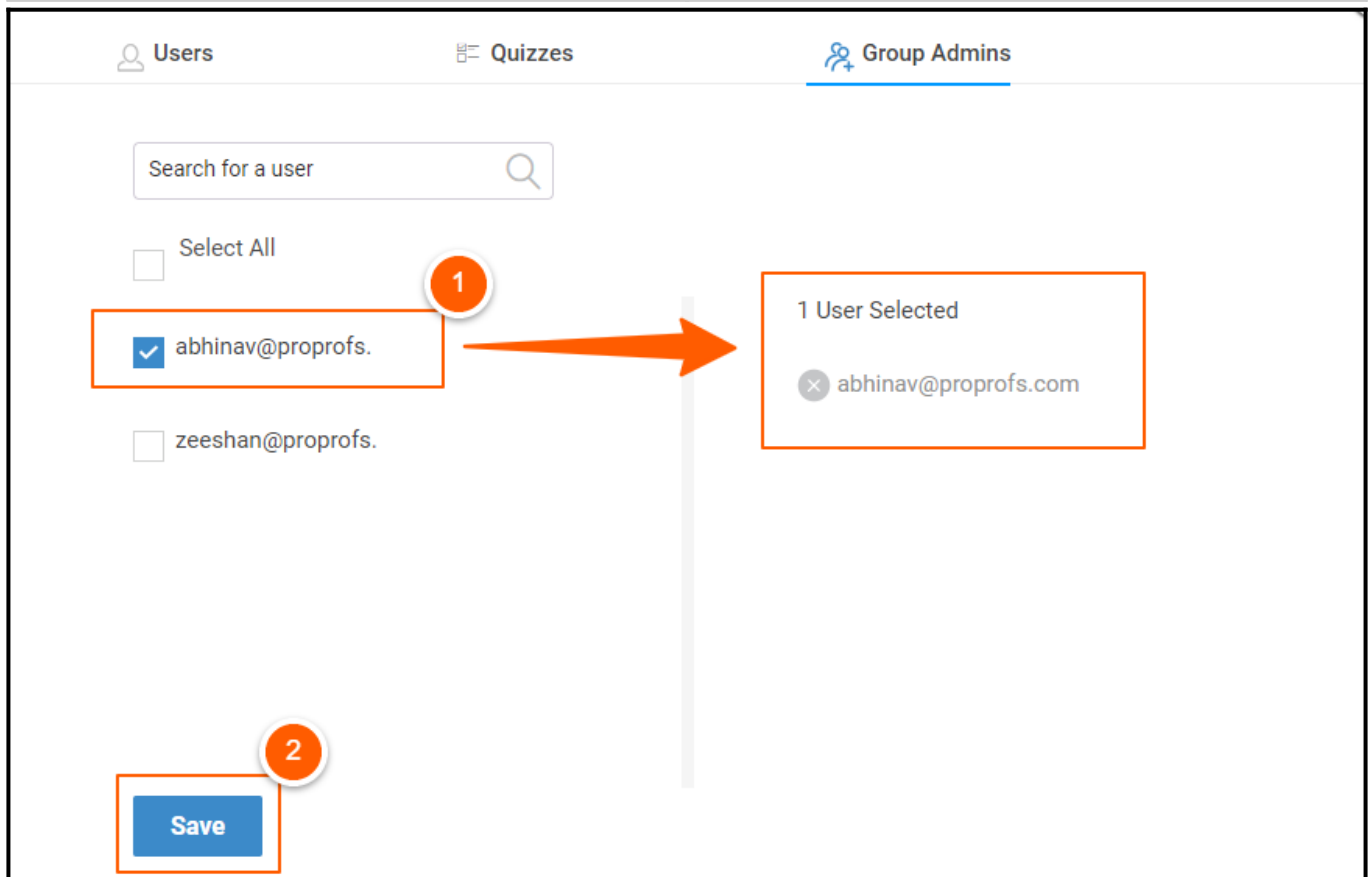
Step 2: Navigate to the classroom where you want to assign an admin and click **Groups**.



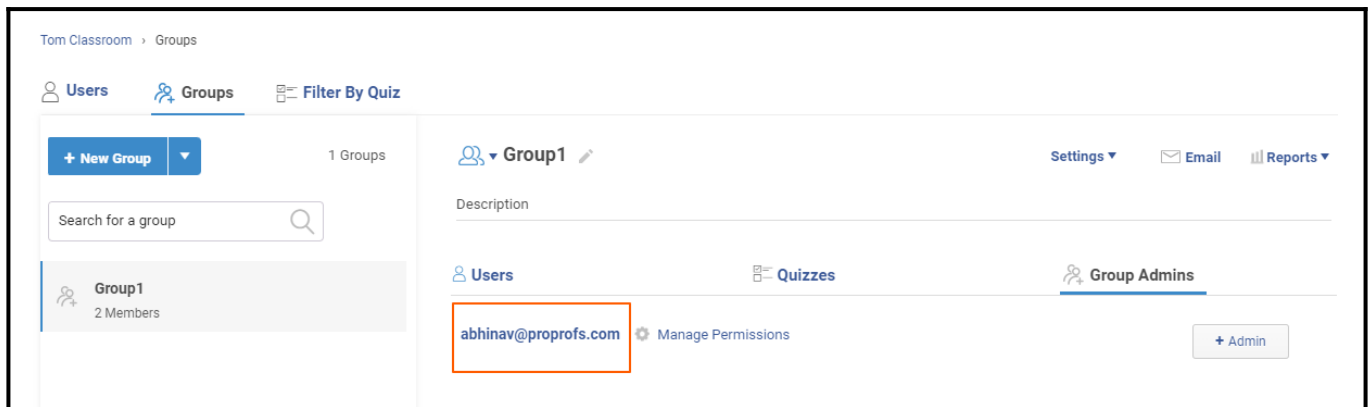
Step 3: Switch to “Group Admins” and click “+Admin.”



Step 4: Select a user from the list and click **Save**.



The assigned admin will appear under the “**Group Admins**” as shown below.



Step 5: Click “**Manage Permissions**” to set the preferences for group admin and save the changes.

Manage Permissions

- ☐ Access list of all users to assign to group
- ☐ Access list of all courses, quizzes etc to assign to group
- ☐ Grade reports
- ☒ Remove users
- ☐ Permanently delete users
- ☐ Add new users to classroom
- ☒ View reports of group users

Notification

- ☐ Email notification when any group member takes the assignments

Save

Cancel

That is all about assigning an admin to a learner's group in ProProfs Quiz Maker.

Related Articles:

- [How to Upload Bulk User Details to Classroom](#)
- [What is an Online Classroom](#)
- [How to Add Learners to Classroom Manually](#)