

How to Assign an Admin to a Learner Group

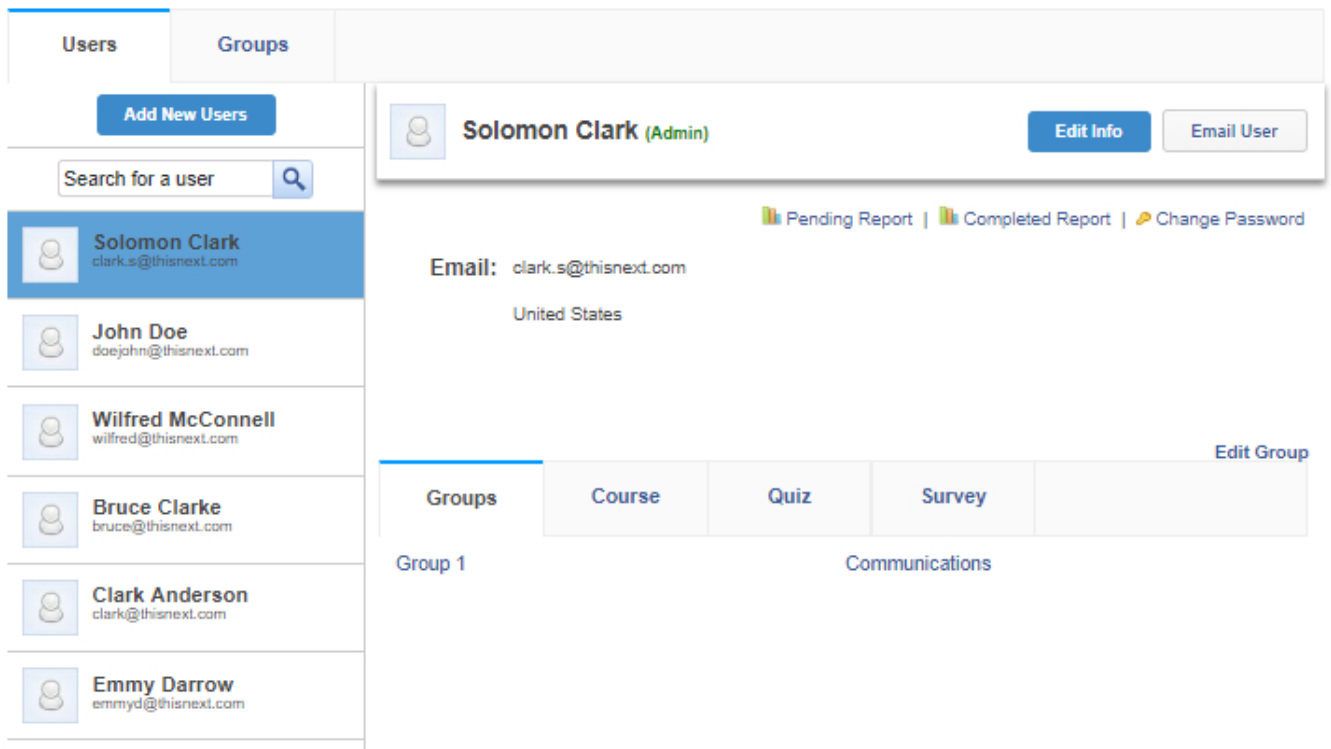
If managing multiple learner groups has become a massive crunch on your time and effort, then assigning group admins can help you effectively manage learners.

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 much more.

For example: In a large company, team leads can be made group admins for their team so they can ensure everyone in the team took the [quiz](#). You can assign permissions like Read-only, the ability to add/remove users, etc. to a group admin as and when needed.

Here's a preview of a user's administrative screen:

Solomon Clark | Logout



Follow these steps to assign admins to a group:

Step 1: Navigate to "Users" ----> "Groups" ----> "Group Admins" and click "+Admin."

The screenshot shows the 'Groups' management interface. On the left, there are tabs for 'Classroom', 'Users', and 'Groups'. Under 'Groups', there are two groups: 'Communications' (5 Members) and 'Group 1' (5 Users). The 'Communications' group is selected. On the right, the 'Communications' group details are shown, including a join code (3545652) and an 'Enable Discussion' toggle set to 'Off'. Below this, there are tabs for 'Users', 'Quizzes', and 'Group Admins'. The 'Group Admins' tab is active, and an orange arrow points to a '+ Admin' button.

Step 2: Select the user(s) to add as group admin(s) and click "Save" to secure the changes.

The screenshot shows the 'Group Admins' selection interface. At the top, there are tabs for 'Users', 'Quizzes', and 'Group Admins'. The 'Group Admins' tab is active. Below the tabs, there is a search bar labeled 'Search for a user'. A list of users is displayed with checkboxes: 'Bruce Clarke' (bruce@thisnext.co), 'Clark Anderson' (clark@thisnext.co), 'John Doe' (doejohn@thisnext.), 'Solomon Clark' (clark.s@thisnext.) (checked), and 'Wilfred McConnell' (wilfred@thisnext.). To the right of the list, it says '1 User Selected' and shows 'clark.s@thisnext.com' with a close button. At the bottom left, there is a blue 'Save' button.

Step 3: To grant permissions to an admin click the 'Manage Permissions' icon.

Users

Quizzes

Group Admins 

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Manage Permissions

+ Admin

Step 4: Select permissions to grant, and click "Save" to implement 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

Save

Cancel

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[What is an Online Classroom](#)

[How to Add Learners to Classroom Manually](#)