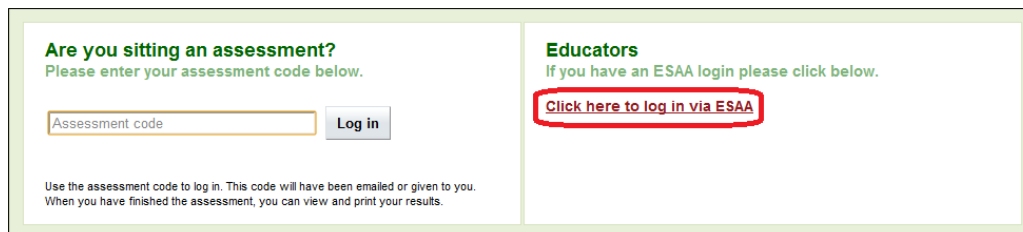


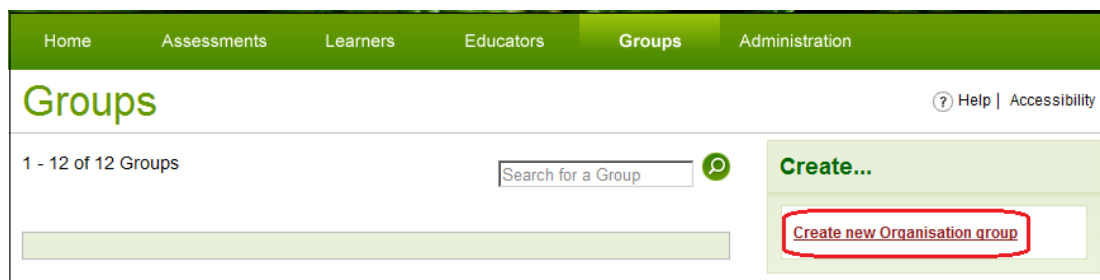
How to create Organisation Groups

An Organisation Group is a group created by an Organisation Administrator. It is a group consisting of Educator(s) and Learners and it establishes the relationship between the two.

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:

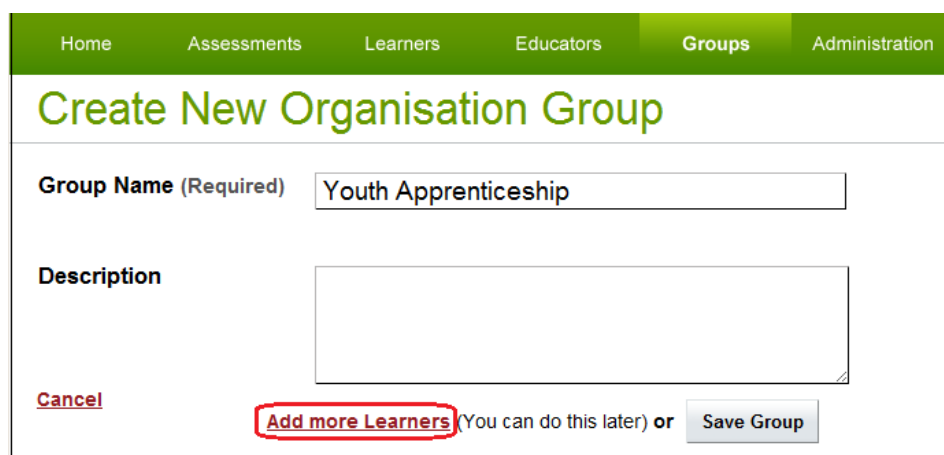


2. Click on the Groups tab and 'Create new Organisation group':



3. Complete the 'Group Name' field (this is mandatory) and add a description if desired. When naming groups, you may find it helpful to adopt a particular naming schema, or a naming strategy may have been implemented for your organisation. Naming by subject, intake and/or Tutor helps when identifying groups from across the whole organisation in the future.

Click 'Save Group' to complete the creation of the group and add Learners another time, otherwise Learners can be added immediately by clicking on the **'Add more Learners'** link:



4. Select the relevant Learners and click 'Save Group':

The screenshot shows the 'Add more Learners' page for the 'Youth Apprenticeship' group. The page has a green navigation bar with links to Home, Assessments, Learners, Educators, Groups, and Administration. Below the navigation bar, the title 'Add more Learners' is displayed in green. The page shows '1 - 20 of 63 Learners' and a 'View Learners in:' dropdown menu set to 'All Learners'. A 'Cancel' link is on the left, and a 'Save Group' button is on the right, highlighted with a red box. Below these, there are tabs for 'All Learners (63)' and 'Selected (16)'. A 'Remove selected' button is on the left, and a 'Select:' dropdown menu is on the right, set to 'Everyone'. The main area displays a list of learners with checkboxes and 'View Details' links. The selected learners are: Andrews, Julie; Ball, Emma; Benfield, Andrea; Biczko, Abby; Bolton, Michelle; and Chapman, Melissa.

Checkbox	Learner Name	Groups	View Details
☒	Andrews, Julie	Literacy 101, Modern Fiction, Sports Administration.	View Details
☒	Ball, Emma	Social Structures.	View Details
☒	Benfield, Andrea	Modern Fiction, Raisins and Cinnamon, School of Business, Web Design.	View Details
☐	Biczko, Abby	Social Structures.	View Details
☐	Bolton, Michelle	Modern Fiction, Raisins and Cinnamon, School of Business, Web Design.	View Details
☒	Chapman, Melissa	Modern Fiction, Raisins and Cinnamon, School of Business, Web Design.	View Details

5. The new Youth Apprenticeship Organisational Group has now been created. Educators and extra Learners may added immediately by clicking the 'Add more' links, or at a later date:

The screenshot shows the 'Organisation Group' page. The page has a green navigation bar with links to Home, Assessments, Learners, Educators, Groups, and Administration. Below the navigation bar, the title 'Organisation Group' is displayed in green. The page shows a success message: 'The Group 'Youth Apprenticeship' has been successfully created.' Below this, there is a section for 'Youth Apprenticeship - Learners' with a search bar and a 'p' icon. The page shows '1 - 16 of 16 Learners'. On the right, there is a 'Group Details' section with 'Group Members'. It shows 'Assigned Learners: 16 Learner(s)' with a link 'Add more Learners' and 'Assigned Educators: 0 Educator(s)' with a link 'Add more Educators'.

Group	Count	Action
Assigned Learners	16 Learner(s)	Add more Learners
Assigned Educators	0 Educator(s)	Add more Educators