CUES Learning Portal

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Create A Group:

1. From the CUES Learning Portal Home page, under the "Resources" section, click "Groups".

2. Click "Create".

3. Fill in required (*) fields and click "Save" to complete.

CUES
POTENTIAL, REALIZED.™

Group Name:

As it will appear in the CUES Learning Portal.

Description:

Enter a description of about the group. This displays to group members on the Group page.

Skills:

Enter the Skills you want to associate to the Group. These Skills determine what The content items display in the "Group activity Feed".

Note: The default role of the group creator is admin.

Once the Group is created, you can begin inviting members, and sharing/assigning Content to the group.

Manage A Group

Group Admins can perform the following tasks:

- Share/Assign Content to the group.
- Manage The Group Activity Feed.
- Invite/Remove Members.
- Change Member Roles (Member – Admin).
- View Insights and run reports.
- Update Group Settings.
- Delete Group.

Share/Assign Content:

Share Content:

On the content card, click the "Share" icon (Arrow). And then enter the group name In the "To:" Field. Lastly hit the "Share With" button.

Assign:

Follow the above steps and then click on the "Assign Button" before sharing.

Settings:

(Admin Only) From the group page, the Settings page displays the following options:

Update the group information (Name, Description, Skills)

TEST

1 members · Private Group

Feed   Members   Insights   **Settings**

Create Group

Group Name*

> TEST

Description*

> TEST

Skills *❓

🏷 [Leadership ✕] [Talent Development ✕] Enter a skill

Tip: Enter a skill name, then you can choose from the list or use the enter key

[+ Leadership] [+ Talent Development]

Update the group role Permissions (Admin/Member)

Permissions	Admin	Member
Edit Permissions ⌄	☑	☐
Edit Settings ⌄	☑	☐
Invite Members ⌄	☑	☐
Remove Members ⌄	☑	☐
Share ⌄	☑	☑
Delete Group ⌄	☑	☐
View Members ⌄	☑	☑
Remove Feed Items ⌄	☑	☐
Share Skill Ratings ⌄	☑	☑
View Group Insights ⌄	☑	☐

The default role for new members of this group is "Group Member"   [Save]

Delete the Group

Delete Group

To delete this group, type "Delete" into the field and press the "Delete Group" button.

Type the word "Delete"   [Delete Group]