

CUES Learning Portal



Create And Manage Groups

Create A Group:

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

Resources

Assignments	2
Saved	>
Shared	>
Pathways	>
Plans	>
Groups	>

2. Click "Create".



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

Create Group ×

Group Name*

Please specify a name for the group.

Description*

Privacy Settings*
 Open Closed Private Administrative
Open: Anyone in your organization can find and join this group. The group may be closed later.

Related Skills

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

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.

Share Trackable Link

To: Search by name

 **Damon Rivera**
drivera@islandfcu.com

Harvard ManageMentor Courses **HARVARD**
ManageMentor

<https://degreed.com/plan/1887316?orgsso=cues> Copy Link

Assign x

Prioritize learning with an optional due date.

Cancel Share with 0 people

Assign:

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

Share Trackable Link

To: Search by name

 **Damon Rivera**
drivera@islandfcu.com

Harvard ManageMentor Courses **HARVARD**
ManageMentor

<https://degreed.com/plan/1887316?orgsso=cues> Copy Link

Assign x

Prioritize learning with an optional due date.

Cancel Share with 0 people

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 x Talent Development x 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 ▾	<input type="checkbox"/>	<input type="checkbox"/>
Edit Settings ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invite Members ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remove Members ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete Group ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Members ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Remove Feed Items ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share Skill Ratings ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Group Insights ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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](#)