

CREATING STUDENT GROUPS

OVERVIEW

Groups are used to create an organizational unit based on multiple criteria. The users within a Group can be dynamically updated based on the user criteria, every time the Group is processed. Groups can be used to set availability for learning objects or tasks, to assign training, or to filter for reporting.

Create Group Show Me

Define Group [?]

Name

ID

Description

Details

Parent

Owner

Active

Freeze Group Processing [?] (By selecting this box, group processing for this group will be turned off)

The availability criteria that you select will only include employees who meet the following criteria: Division is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago or Location is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago or Position is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago or Cost Center is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago or Employment Category is or below LCH Medical Center or Grade is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago or Secondary Position is or below Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago

Upload Users

Upload a file of users in CSV format. Each file can have a maximum of 2000 users. All users over 2000 will be ignored.

Upload Files:

Group Criteria [?] +

OR

Modification History

Select attribute

Title All Attributes

Title	Type
Absent	Standard Field
Certification	Standard Field
Client Account	Organizational Unit
Cohort Roster	Organizational Unit
Cost Center	Organizational Unit

Group Criteria

Cost Center is

Select 'is' from drop-down then click search

Select Cost Center

Name ID Owner

Search for Cost Center by name or number

Search Results

Add	Title	ID	Owner	Parent
+	104040 : CLINICAL & ORGANIZATIONAL DEV (Temp)	x008.CC.104040t	soapadmin CSOD	Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago

Click + next to the Cost Center(s)

(1 Result)

Close

Selected Cost Center

Remove	Title	ID
	104040 : CLINICAL & ORGANIZATIONAL DEV (Temp)	x008.CC.104040t

Search Results

Add	Title	ID	Owner	Parent
N/A	104040 : CLINICAL & ORGANIZATIONAL DEV (Temp)	x008.CC.104040t	soapadmin CSOD	Chicago - Ann & Robert H. Lurie Children's Hospital of Chicago

View Hierarchy

Click Done

Close Done

Group Criteria

Cost Center is 104040 : CLINICAL & ORGANIZATIONAL

Click Save

Group Criteria

+ Add Condition

All Users Cost Center is 104040 : CLINICAL & ORGANIZATIONAL DEV (x008.CC.104040)

Optional: Click Add Condition to link with a Position

Click Save when done with all user/criteria

Cancel Save