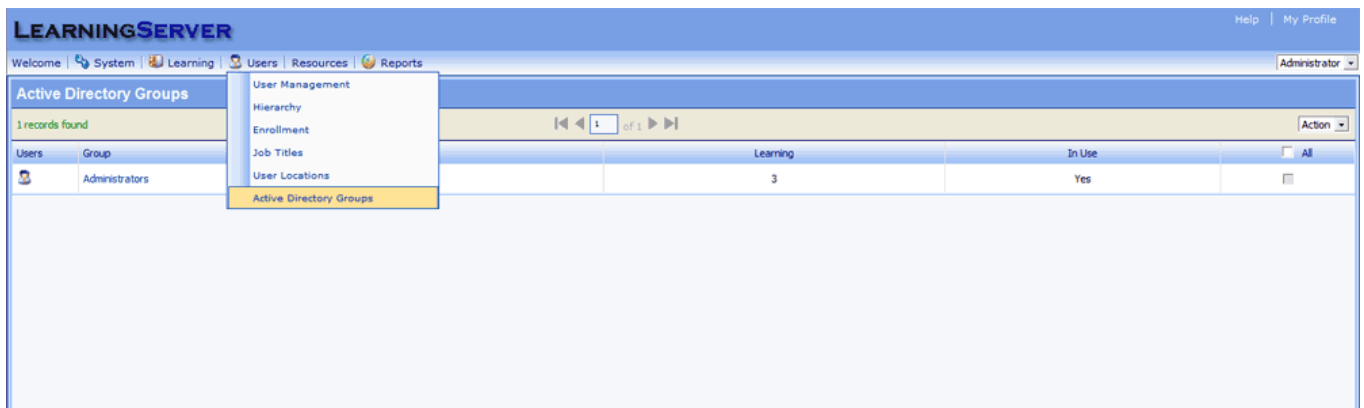


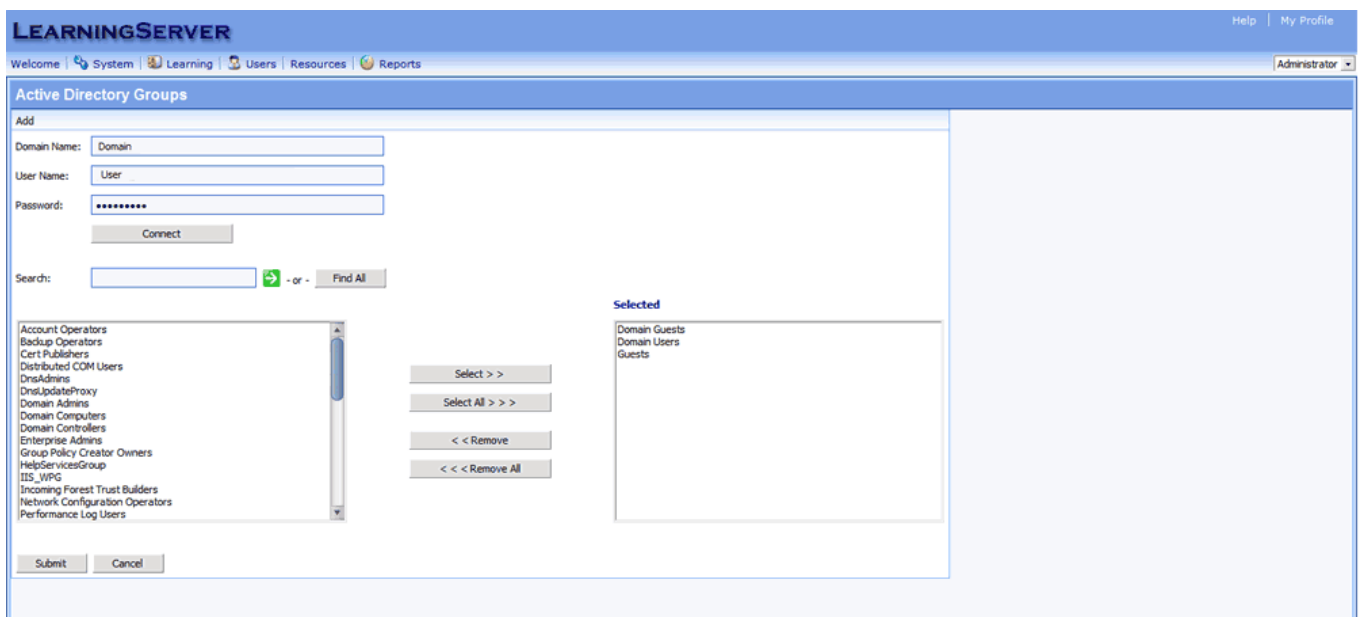
# Managing Active Directory Groups In **LEARNINGSERVER**

## Importing AD Group Names into LearningServer

1. As Administrator, highlight the Users drop-down and select Active Directory Groups
  - a. This page displays the AD Group Names that have been previously imported into LearningServer
2. Choose Add from Action Drop-down



3. Enter connection information and click connect
4. Click find all, or search for a specific group name
5. Select the group name(s) and click select to move them to the selected box
6. Click submit



## Importing Users into LearningServer and Associating Them with AD Groups

1. Highlight the Users drop-down and select User Management
2. Choose Add from Action Drop-down
3. Enter connection info and click connect
4. Choose Find by Group
  - a. This will populate the list with the group names chosen in Users->Active Directory Groups
5. Choose a group and click select
  - a. This will show a list of the users in that group
6. Select the users you want to add to the system from the middle box and click select
7. Click Add

User(s) will now be added to LearningServer and be a member of the group.

The screenshot shows the LearningServer web interface for user management. At the top, there is a navigation bar with 'Welcome', 'System', 'Learning', 'Users', 'Resources', and 'Reports'. The 'Users' section is active, and the user role is set to 'Administrator'. The main area is titled 'Users' and contains several sections:

- Form Fields:** Domain Name (Domain), User Name (User), Password (masked with asterisks), and a 'Connect' button.
- Find by:** A dropdown menu set to 'Group'.
- Group List:** A list of groups including Administrators, Domain Guests, Domain Users, and Guests. 'Domain Users' is selected.
- Add Users from Sub-Groups:** Radio buttons for 'Yes' and 'No'.
- Account name:** A list of users: yraj, Jivera, and Joloan.
- Selected account name(s):** A list containing 'dwilson'.
- Role Selection:** A list of roles with checkboxes: Administrator, Instructor, Learner (checked), Supervisor, User Management, Enrollment Management, and Report Management.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom right.

## Adding Courses to a Group for Auto-Enrollment

1. As Administrator, highlight the Users drop-down and select Active Directory Groups
2. Click the title of the Group
3. Search for a course or click Find All
4. Highlight the desired course and click select
5. Click Submit

Learners that are a member of this group will automatically be enrolled to these courses and any other courses added at a later date



## Maintaining Group Membership for Users

1. As Administrator, highlight the Users drop-down and select Active Directory Groups
2. Click the User icon next to the Group
3. From this page, users can be added to a group via Add from the action drop-down, or removed from the group by selecting them and choosing delete from the action drop-down.

