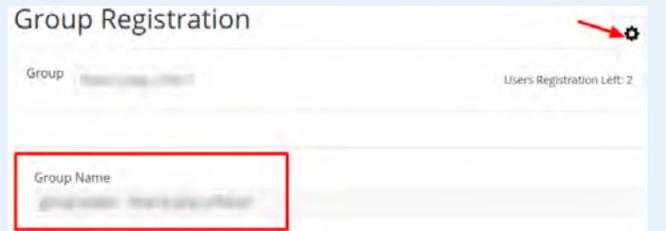


After purchasing a course, you (Group Leader) will receive a registration email to create login credentials. The **GROUP LEADER** will be able to access the **GROUP REGISTRATION PAGE**, which is automatically created after the initial login through the link provided in the registration email. Group Leaders can register and manage students for the purchased course using the Group Registration page.

1 GROUPS MAY BE RENAMED by clicking on the icon on the top right of the Group Registration page. On the next screen, click on the tab the name can be changed from the default.



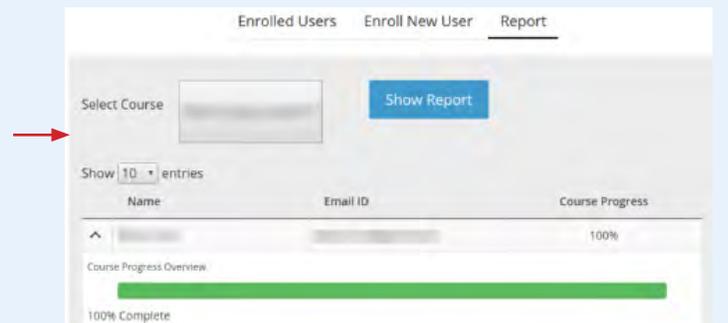
2 Students in a group are automatically enrolled in all courses purchased by their Group Leader. To **ENROLL** additional students or to **MANAGE** current students, begin by selecting the course from the drop-down menu on the Report tab.



3 Enroll new students in a course by using their **NAME** and **EMAIL ADDRESS**. A Wordpress account will automatically be created for them. If the student has an existing account, it can be used to enroll them in the course. Students will receive a confirmation email after enrollment.



4 Reports for purchased courses may be accessed in the **REPORT** tab. Select a course from the drop-down menu at the top of the page to display users who have attempted the course and their up-to-date progress.



5 To **ENROLL STUDENTS IN BULK**, upload a CSV file through the Group Registration page. The format for the CSV file needs to be: **FIRST NAME, LAST NAME, EMAIL ADDRESS**. A **SAMPLE CSV** file is available on the page.



6 Remove all of the users from a particular group by clicking the **BULK REMOVE** button.

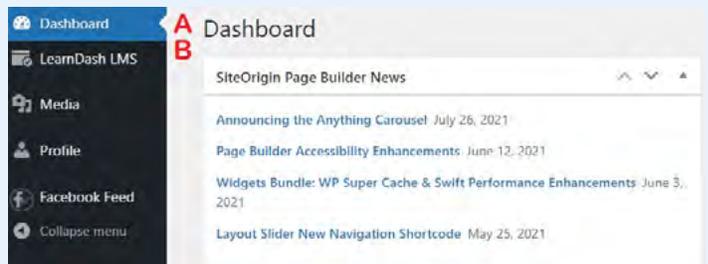


GENERATE EXCEL REPORTS

7 From the Group Leader landing page, click on **COURSE REPORTING**.



8 Inside Course Reporting, you will see that your **DASHBOARD (A)** is the first menu item on the left; followed by **LEARNDASH LMS (B)**.



9 LearnDash is where Group Leaders can produce **EXCEL REPORTS** for all course user progress, assessments, quiz results, and a list of users.



MONITOR REAL-TIME PROGRESS

10 The **PROPANEL ANALYTICS TOOL** tracks progress of users in real-time. To find it, scroll to the bottom of your Dashboard.

