Health & Safety E-learning Platform
Creating Cohorts

Creating cohorts

You will have a selection of cohorts on your platform but you may find you need to create another. For example, you may be continually adding users to both Fire Safety and Driver Safety Awareness training and wish to create a cohort for only those two courses. Creating a new cohort involves two stages:

1. Creating the cohort
2. Associating the cohort with the course/s

Stage 1: Creating the cohort

In order to create the cohort we would follow the steps below:

1. Access the cohort screen via **Administration** > **Users** > **Accounts** > **Cohort**
2. Once the list of cohorts appears, click on the **Add** button
3. Enter a name for the cohort. In this example I have used 'Fire and Driver Safety'
4. Enter a cohort ID. The Cohort ID will be used to identify the cohort when we are adding users via a CSV file upload. The Cohort ID cannot contain spaces. In this example I have used 'FireDriver'.
5. Enter a description. This can be used to act as a reminder and to advise other administrators of the purpose of the cohort. In this example I have entered 'A cohort for adding users to Fire Safety and Driver Safety Awareness.'
6. Click on the **Save changes** button

We have now created our cohort.

Figure 1 - Creating a new cohort

Figure 1 - The new cohort is listed

Stage 2: Creating a cohort association

We have now created the cohort. However, the platform does not yet know which course or courses we would like users in this cohort to be added to. We need to create an association between the cohort and the course/s. We can achieve this through the following steps:

1. Access the *Cohort Association* screen via **Administration** > **Users** > **Accounts** > **Cohort associations**
2. We now see a four column table

Figure 2 - The Cohort associations screen

The Cohort association screen consists of **Course**, **Name**, **Users** and **Edit**

- Course – The course that users will be added to
- Name – The name of the cohort associated with that course
- Users – The number of users in that cohort

- Edit – Tools to delete or hide the association (both of which will remove the users in that cohort from the course)

3. Click on the **Add** link at the top of the table
4. In the **Cohort** drop-down, select the name of the cohort we would like to associate the course with. In this example we will use 'Fire and Driver Safety'
5. In the Course drop-down select the course we would like to associate the cohort with. In this example we have chosen 'Fire Safety'
6. Click on the **Add method** button
7. In this example, as we would like members of the 'Fire and Driver Safety' cohort to have access to both the Fire Safety and Driver Safety Awareness training we would need to repeat steps 3 to 6 choosing the 'Driver Safety Awareness' course at step 5

Figure 2 - Creating a cohort association

Figure 3 - New associations listed

The new associations are now listed on the *Cohort associations* screen and users that are added to the 'Fire and Driver Safety' cohort will be enrolled on the 'Fire Safety' and 'Driver Safety Awareness' courses.