# Health & Safety E-learning Platform
Managing course enrolment

**Introduction**

Adding your users to cohorts will enrol them on courses.  A cohort is a group of users, any users added to a cohort will be enrolled in the associated course/s.  Unless a user has been enrolled on courses they will be unable to access them.  This document explains how to add users to courses via cohorts.

**Step one: Viewing your cohorts**

You can view the cohorts available on your platform by going to **Administration** > **Users** > **Accounts** > **Cohort**.
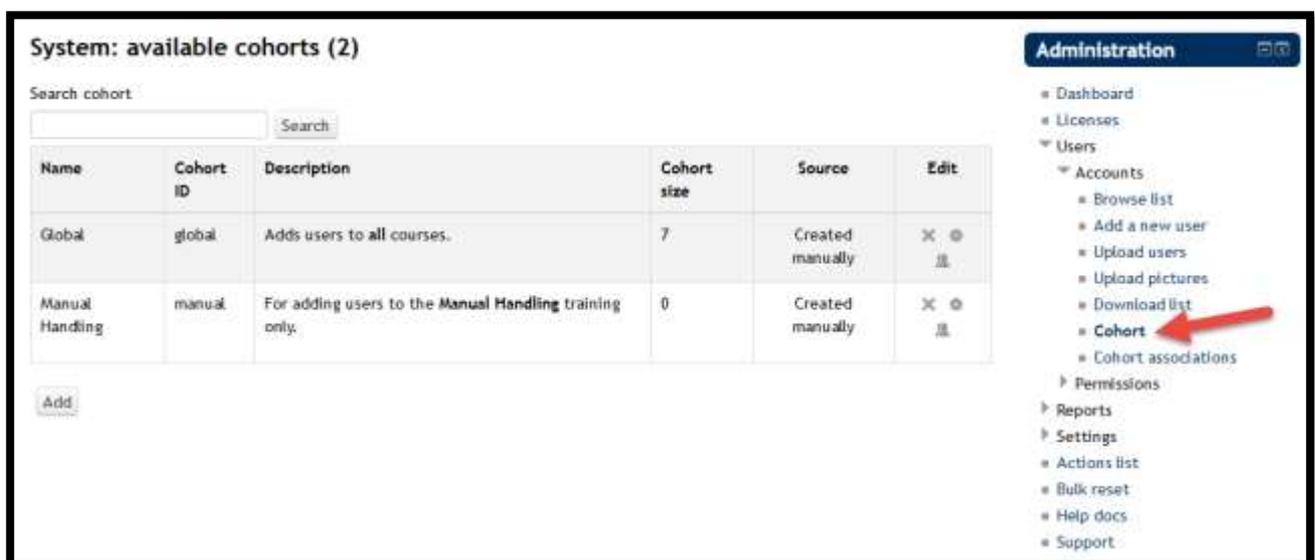


*Figure 1 - The cohorts list*

You will likely have a number of cohorts on your platform.  Typically, this will be one cohort for each course and a 'Global' cohort that is associated with all courses.

**Step two: Adding users to cohorts**

You can add users to a cohort by clicking on the membership button 👤 adjacent to the cohort you wish to use.

You will then be taken to the cohort membership screen.
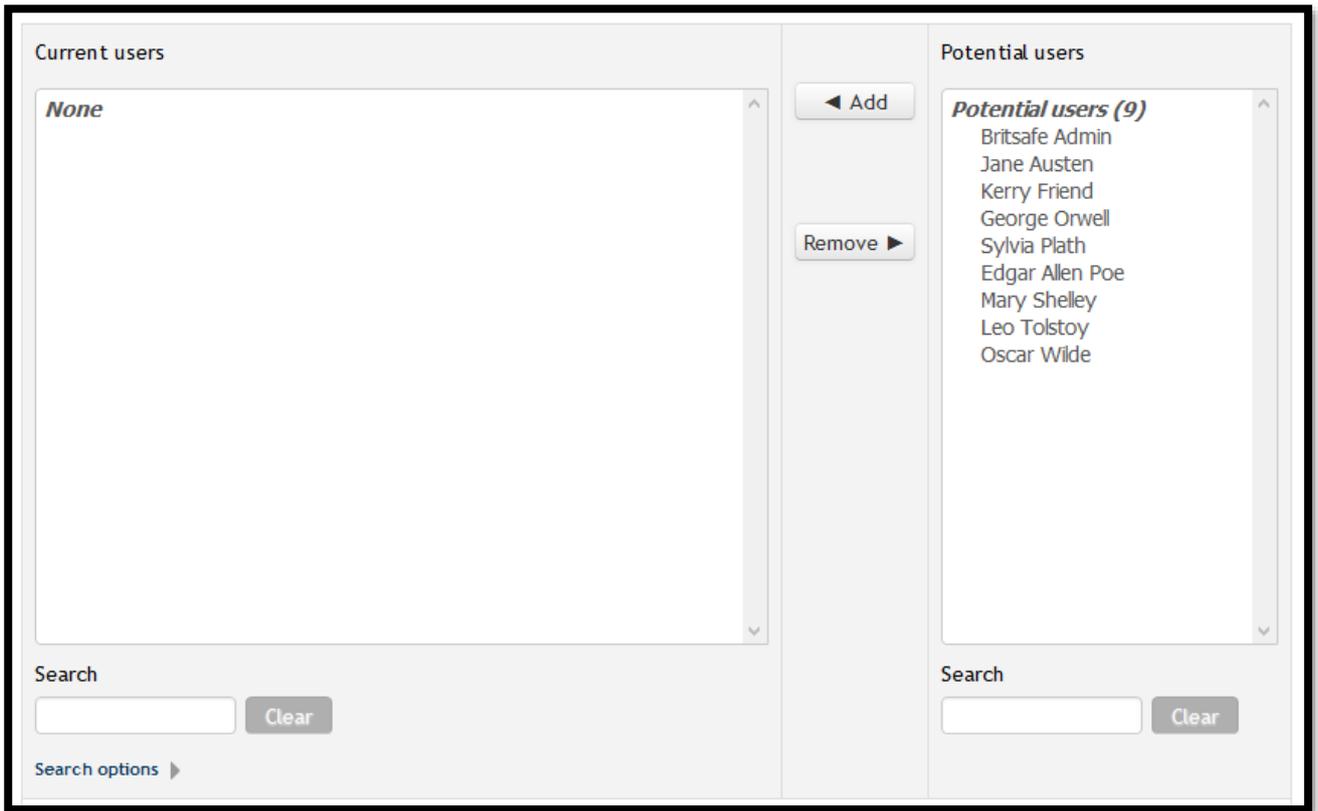
*Figure 2 - The cohort membership screen*

The cohort membership screen contains two columns:

- Current users – A list of users who are already in the cohort
- Potential users – A list of users who are not in the cohort

To add users to the cohort you simply need to move them from the right column to the left column.  To do this:

1. In the **Potential users** column, select the names of the users you wish to add to the course (Tip: you can hold the CTRL or SHIFT key when clicking to select multiple users)
2. Click on the **Add** button

Your users will now appear in the **Current users** column and will instantly be given access to the course/s associated with that cohort.
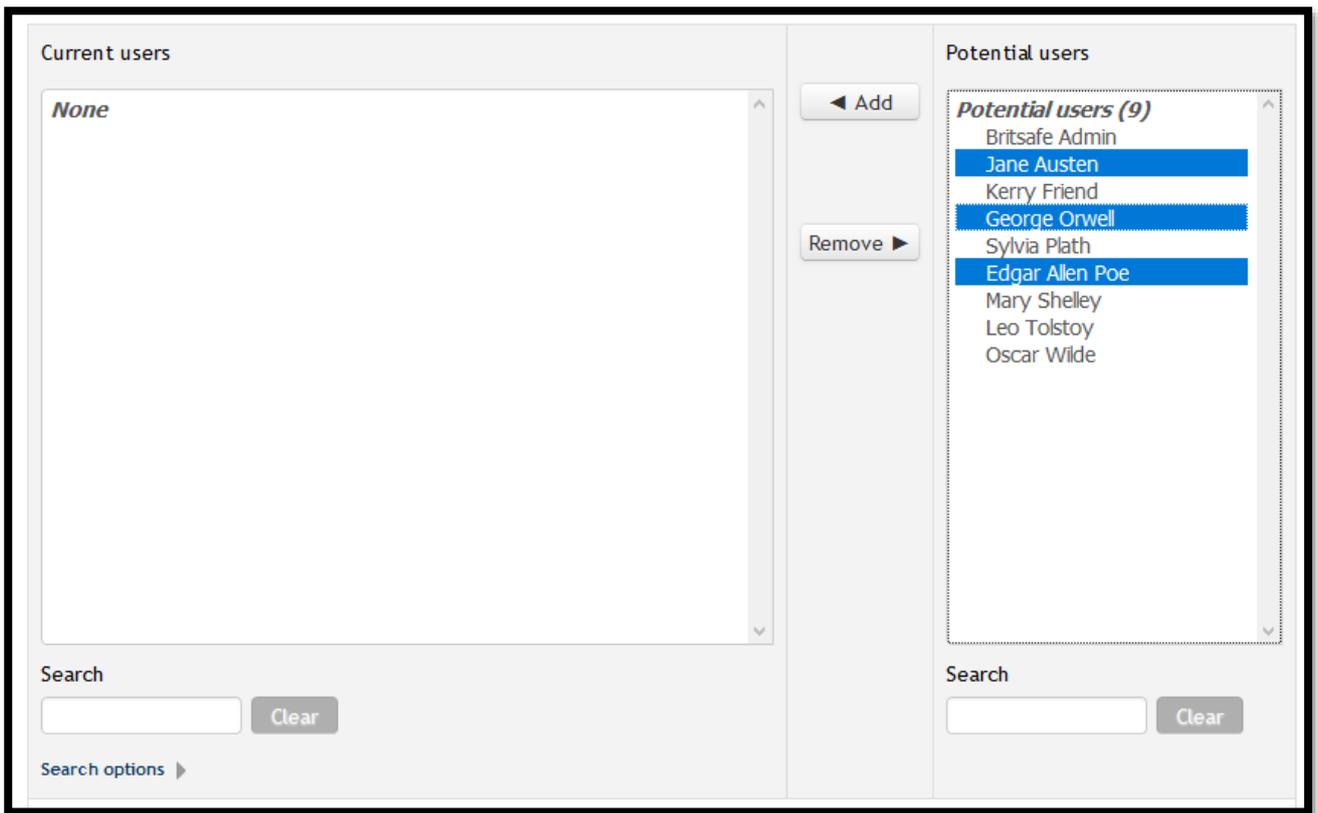
*Figure 3 - Users selected in the 'Potential users' column*
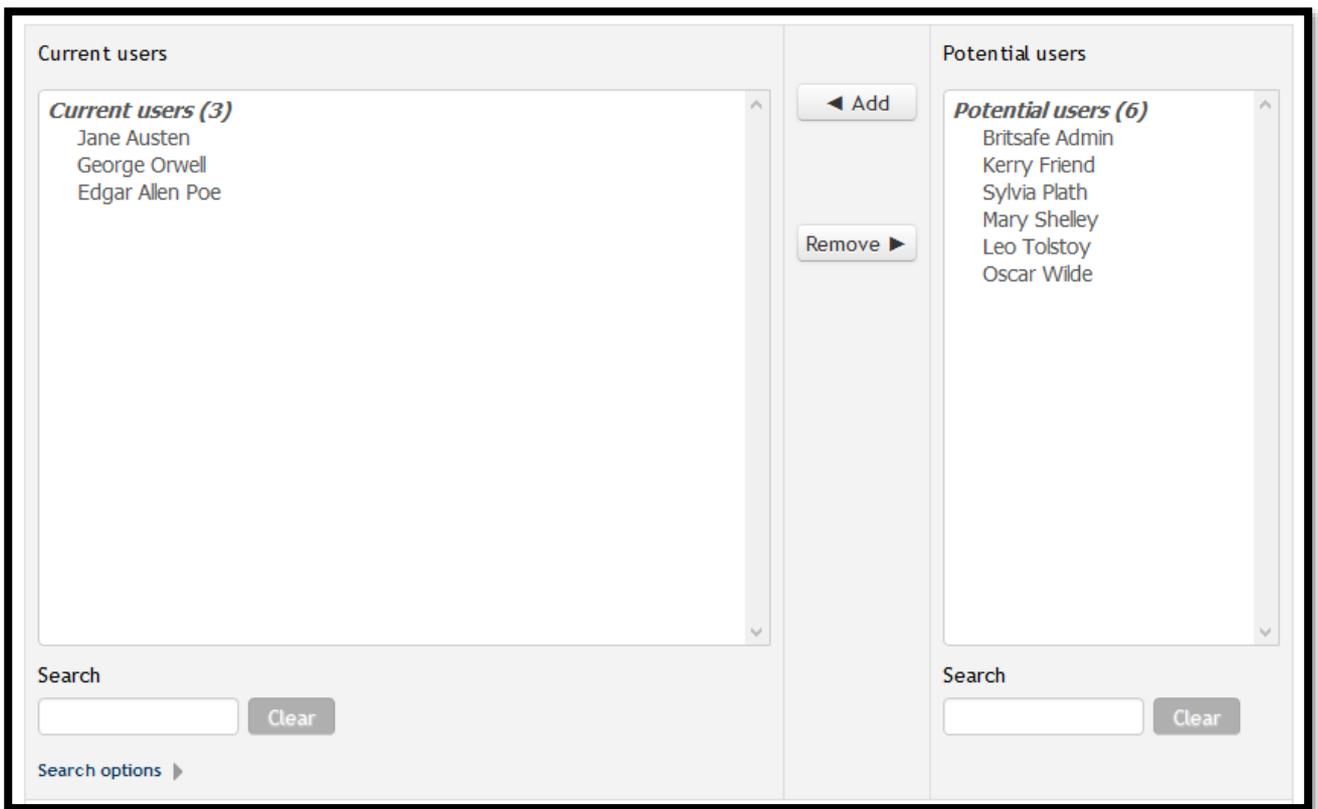


*Figure 4 - After clicking the 'Add' button, the users are now in the 'Current users' column*

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Tip: If you have a large number of users in either column or there are too many to list, you can type a name or partial name into the **Search** box below that column to filter the view.
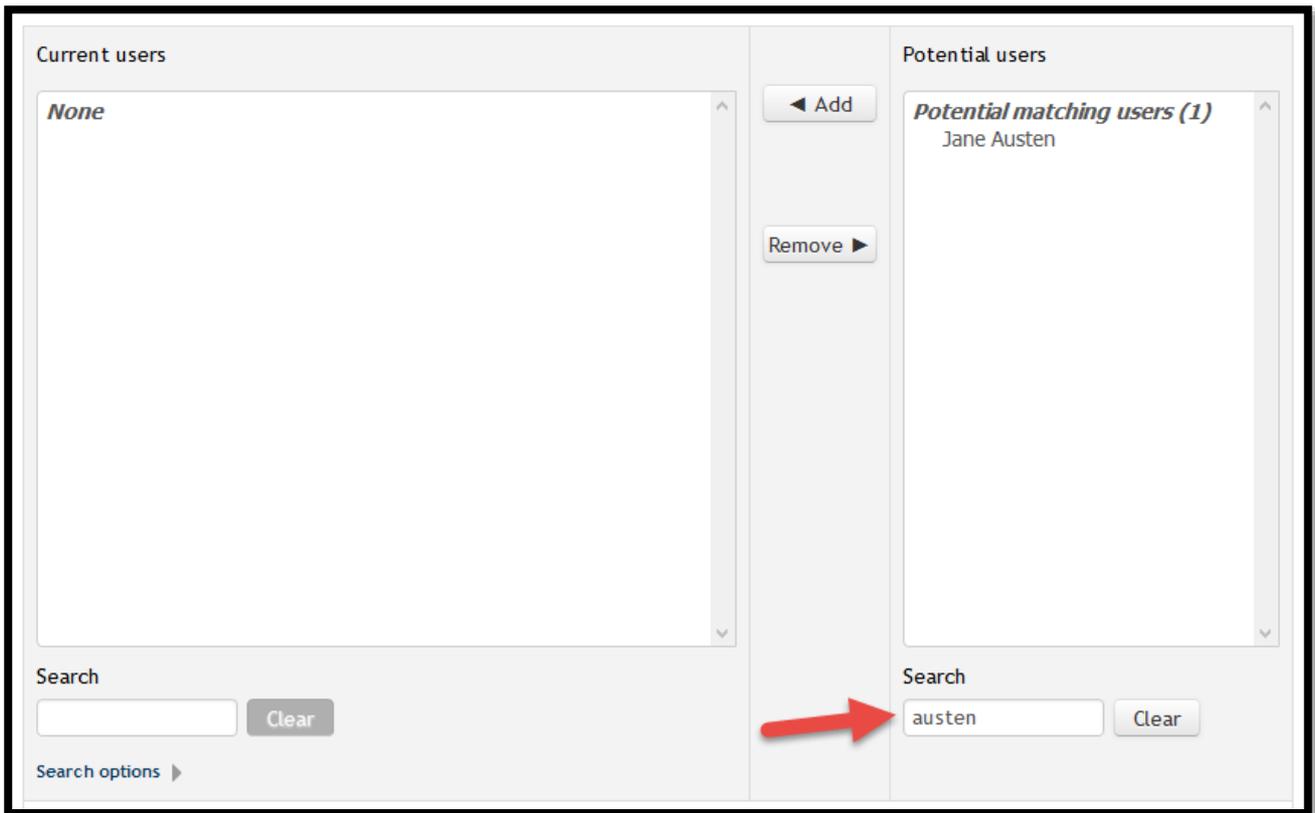


*Figure 5 - The 'Potential users' column filtered to show only users whose names contain 'austen'*

### Removing users from a cohort

You can remove users from a cohort by selecting them in the **Current users** column then clicking the **Remove** button.  Please note: Removing a user from a cohort will **erase all their completion data** for the associated course.

If you wish to remove a user because they have left the organisation consider making their account status 'inactive' instead.  A guide to changing the account status can be found on our help portal here: https://britsafesupport.zendesk.com/hc/en-gb/articles/360000190413

### Creating new cohorts

If you wish need to create a new cohort to better manage your course enrolments you can find a guide to creating custom cohorts here: https://britsafesupport.zendesk.com/hc/en-gb/articles/360000204774