How do supervisors and faculty manage membership of a Skillport group?

Tell Me

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups > User Management**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the option to **Copy/Move Users**
8. Enter the **username** (the beginning of their University email, not alias) of the desired person and click **Search**
9. Click on the person from the search results (if there are multiple options, any selection is fine); click **Copy**
10. You should see the person displayed on the right as a member of the group
11. Repeat the process for all desired members

Remove User from Group

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups > User Management**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the checkbox next to the person you want to remove from the group; click **Remove** along the top
8. A confirmation will be displayed; click **OK**
9. Repeat the process for all desired members

Related FAQs

- How do supervisors assign Skillport resources to an employee?
- What is Skillport?
- How do supervisors and faculty create a report template in Skillport?
- How do supervisors and faculty generate Skillport completion reports by course?
- How do supervisors and faculty manage membership of a Skillport group?