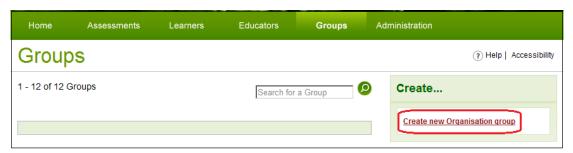
## **How to create Organisation Groups**

An Organisation Group is a group created by an Organisation Administrator. It is a group consisting of Educator(s) and Learners and it establishes the relationship between the two.

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:



2. Click on the Groups tab and 'Create new Organisation group':

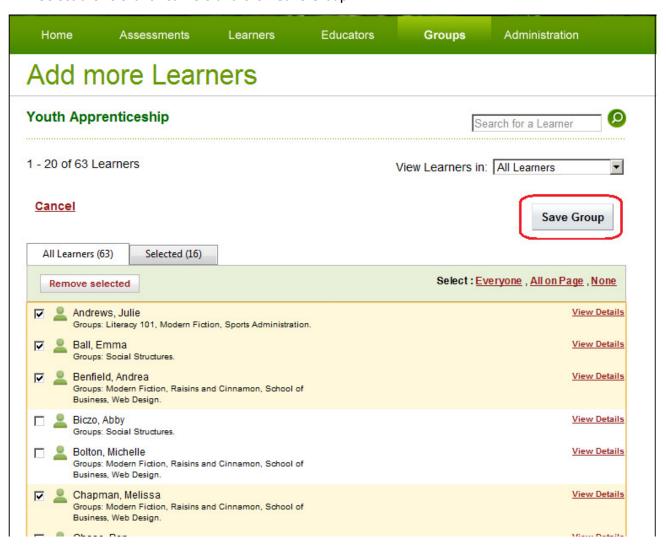


3. Complete the 'Group Name' field (this is mandatory) and add a description if desired. When naming groups, you may find it helpful to adopt a particular naming schema, or a naming strategy may have been implemented for your organisation. Naming by subject, intake and/or Tutor helps when identifying groups from across the whole organisation in the future.

Click 'Save Group' to complete the creation of the group and add Learners another time, otherwise Learners can be added immediately by clicking on the '**Add more Learners**' link:



4. Select the relevant Learners and click 'Save Group':



5. The new Youth Apprenticeship Organisational Group has now been created. Educators and extra Learners may added immediately by clicking the 'Add more' links, or at a later date:

