

Check Progress of Group Members in a Selected Course

1. Go to <https://learn.sonatype.com/group-management-report/>
2. Select the Group in the *Group* drop-down menu.
3. Select the Course in the *Course* drop-down menu. The screen refreshes and the progress of each group member is displayed for the selected course.

Check Progress of a Single Group Member in All Assigned Courses

1. Go to <https://learn.sonatype.com/group-progress-report/>
2. Key in the user's name in the Search Users text field. The screen refreshes, and lists the progress of the learner in each assigned course.

Additional Group Management

1. Go to <https://learn.sonatype.com/group-management/>
2. Complete any of the following:

IF YOU WISH TO...	THEN:
View course details of your group.	Details of your group are displayed by default. If you manage more than one group, select the <i>Group</i> you wish to report on from the drop-down menu.
View courses assigned to your group.	Review the list of all courses assigned to this group.

<p>View enrolled users assigned to this group.</p>	<ol style="list-style-type: none"> 1. Select the <i>Group</i> you wish to report on from the drop-down menu. 2. Scroll down the screen to the Enrolled Users list.
<p>View leaders assigned to this group.</p>	<p>Scroll down the page to view a list of all Leaders for the selected group.</p>
<p>Add an additional group leader.</p>	<ol style="list-style-type: none"> 1. Click Add Group Leader. 2. Key in the leaders first name, last name, email address in the required fields. 3. Click Add Group Leader. An email is sent, notifying the new group leader.
<p>Remove group leaders.</p>	<ol style="list-style-type: none"> 1. Enable the checkbox next to each group leader you wish to remove. 2. Click Remove Group Leader(s). A confirmation dialog box is displayed. 3 Click Remove Group Leader(s). The user is no longer a group leader, and is added as a group member.
<p>View all learners' progress in a course.</p>	<p>From the <i>Reports</i> drop-down menu, click Course. The Course page is displayed with additional instructions.</p>
<p>View all learners' progress in a knowledge check.</p>	<p>From the <i>Reports</i> drop-down menu, click Knowledge Check. The Knowledge Check page is displayed with additional instructions.</p>
<p>View a single learner's progress in courses.</p>	<p>From the <i>Reports</i> drop-down menu, click Progress. The Progress Page is displayed with additional instructions.</p>