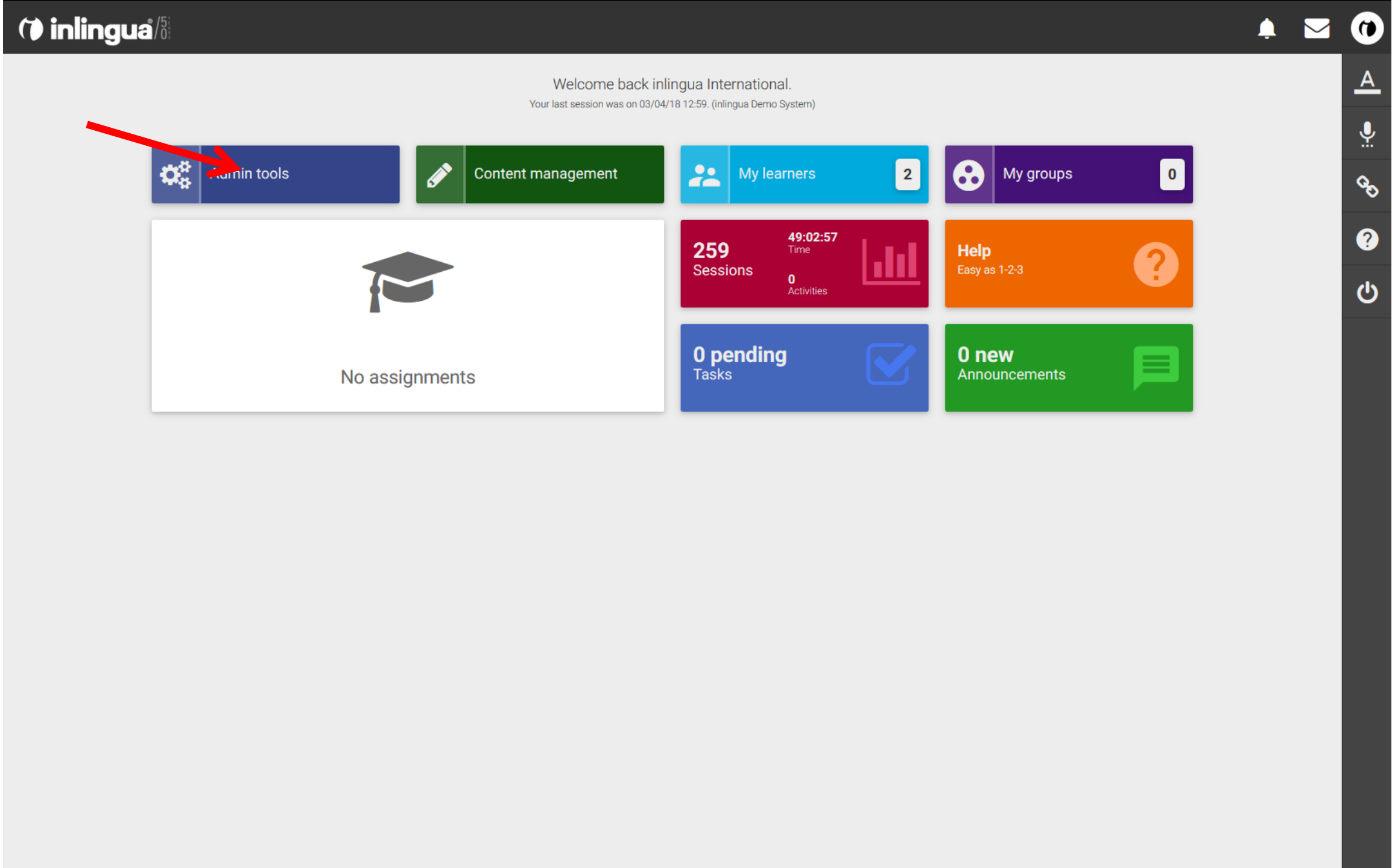
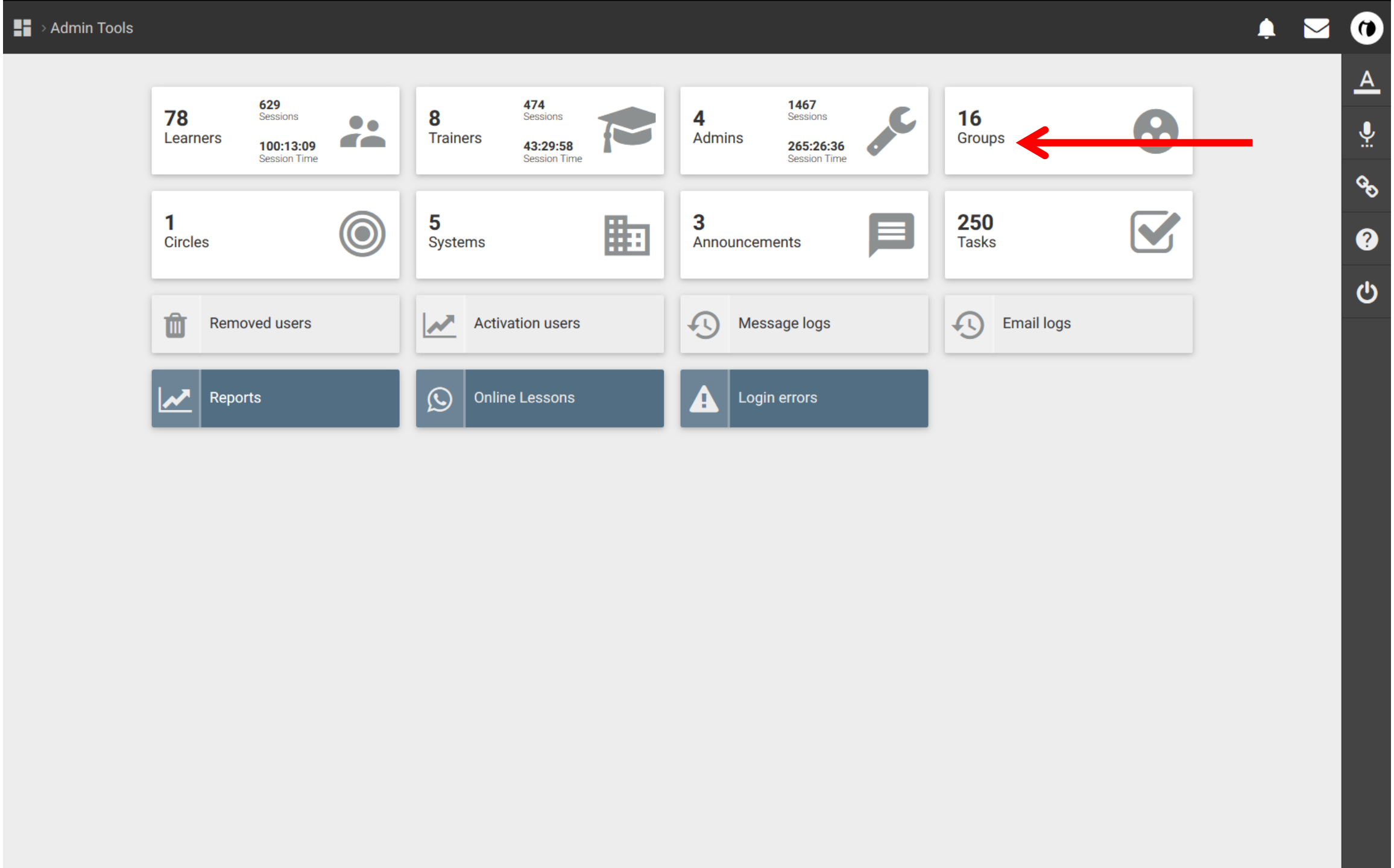
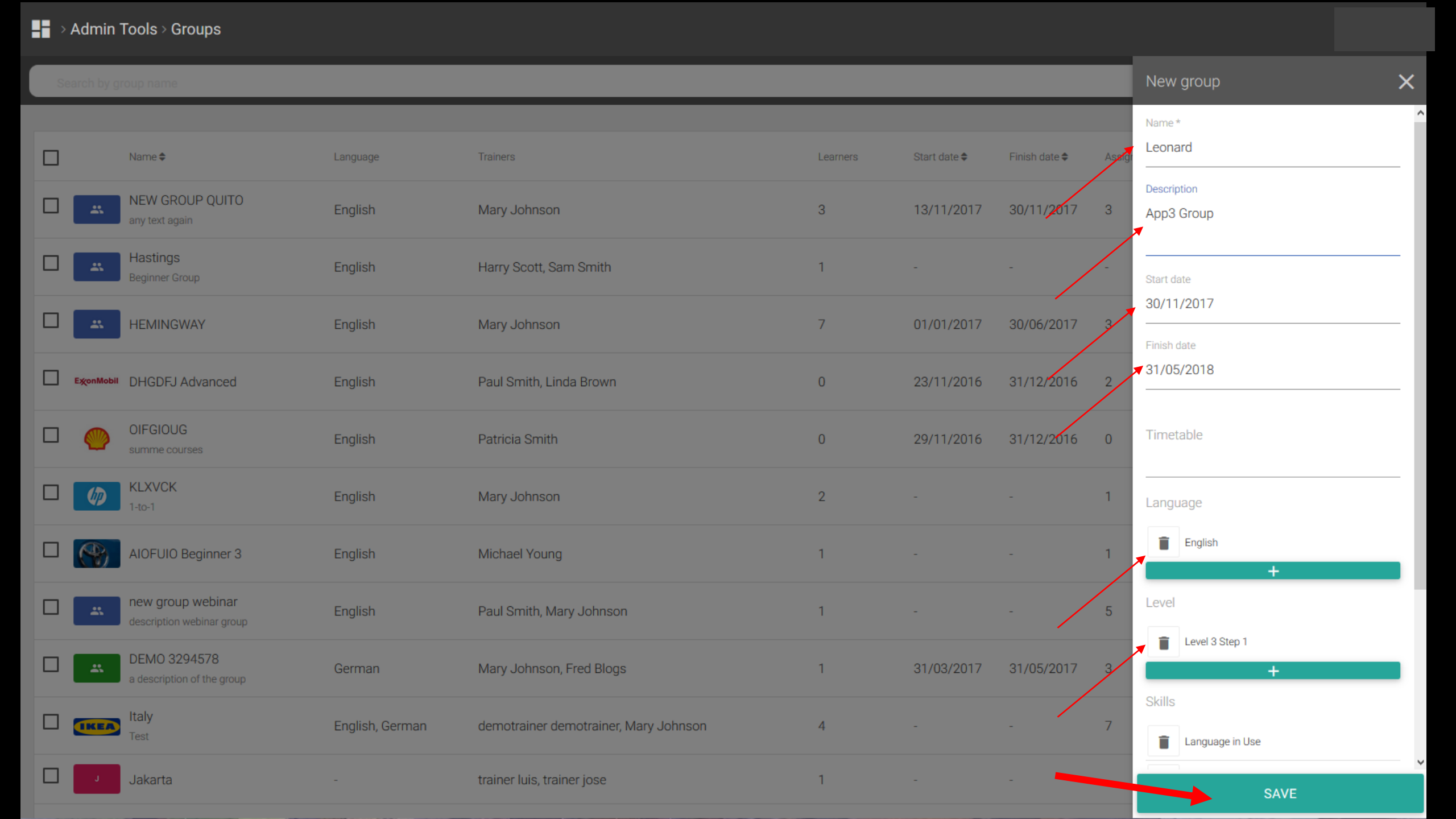
Admin: Creating a Group and adding trainers and learners


inlingua
Welcome back inlingua International.
Your last session was on 03/04/18 12:59. (inlingua Demo System)
Admin tools
Content management
My learners
2
My groups
0
No assignments
259
Sessions
49:02:57
Time
0
Activities
Help
Easy as 1-2-3
0 pending
Tasks
0 new
Announcements


Admin Tools
78
Learners
629
Sessions
100:13:09
Session Time
8
Trainers
474
Sessions
43:29:58
Session Time
4
Admins
1467
Sessions
265:26:36
Session Time
16
Groups
1
Circles
5
Systems
3
Announcements
250
Tasks
Removed users
Activation users
Message logs
Email logs
Reports
Online Lessons
Login errors

Search by group name

	Name	Language	Trainers	Learners	Start date	Finish date	Assignments	Last use
	NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3	13/11/17 16:08
	Hastings Beginner Group	English	Harry Scott, Sam Smith	1	-	-	-	-
	HEMINGWAY	English	Mary Johnson	7	01/01/2017	30/06/2017	3	09/11/17 16:21
	DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2	23/11/16 19:02
	OIFGIOUG summe courses	English	Patricia Smith	0	29/11/2016	31/12/2016	0	29/11/16 10:49
	KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1	01/12/16 11:52
	AIOFUIO Beginner 3	English	Michael Young	1	-	-	1	16/11/16 11:43
	new group webinar description webinar group	English	Paul Smith, Mary Johnson	1	-	-	5	-
	DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3	02/04/17 01:20
	Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	7	07/11/17 11:20
	Jakarta	-	trainer luis, trainer jose	1	-	-	-	-


Admin Tools › Groups
Search by group name
Name
Language
Trainers
Learners
Start date
Finish date
NEW GROUP QUITO
any text again
English
Mary Johnson
3
13/11/2017
30/11/2017
3
Hastings
Beginner Group
English
Harry Scott, Sam Smith
1
HEMINGWAY
English
Mary Johnson
7
01/01/2017
30/06/2017
3
DHGDFJ Advanced
English
Paul Smith, Linda Brown
0
23/11/2016
31/12/2016
2
OIFGIOUG
summe courses
English
Patricia Smith
0
29/11/2016
31/12/2016
0
KLXVCK
1-to-1
English
Mary Johnson
2
1
AIOFUIO Beginner 3
English
Michael Young
1
1
new group webinar
description webinar group
English
Paul Smith, Mary Johnson
1
5
DEMO 3294578
a description of the group
German
Mary Johnson, Fred Blogs
1
31/03/2017
31/05/2017
3
Italy
Test
English, German
demotrainer demotrainer, Mary Johnson
4
7
Jakarta
trainer luis, trainer jose
1
New group
Name *
Leonard
Description
App3 Group
Start date
30/11/2017
Finish date
31/05/2018
Timetable
Language
English
Level
Level 3 Step 1
Skills
Language in Use
SAVE

Successfully completed

Name
Leonard

Description
App3 Group

Start date
30/11/2017

Finish date
31/05/2018

Timetable
-

Language
English

Level
Level 3 Step 1

Skills
Language in Use | Speaking | Writing | Listening | Reading | Vocabulary

Name
Leonard

Description
App3 Group

Start date
30/11/2017

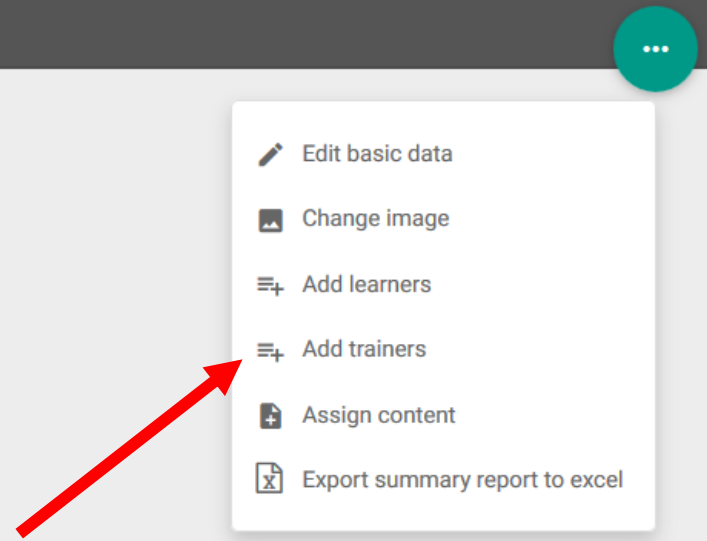
Finish date
31/05/2018

Timetable
-

Language
English

Level
Level 3 Step 1

Skills
Language in Use | Speaking | Writing | Listening | Reading | Vocabulary



Search by group name

	Name	Language	Trainers	Learners	Start date	Finish date	Assig
	Leonard App3 Group	English	-	0	30/11/2017	31/05/2018	-
	NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3
	Hastings Beginner Group	English	Harry Scott, Sam Smith	1	-	-	-
	HEMINGWAY	English	Mary Johnson	7	01/01/2017	30/06/2017	3
	DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2
	OIFGIOUG summe courses	English	Patricia Smith	0	29/11/2016	31/12/2016	0
	KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1
	AIOFUIO Beginner 3	English	Michael Young	1	-	-	1
	new group webinar description webinar group	English	Paul Smith, Mary Johnson	1	-	-	
	DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3
	Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	

Users

Search by name, surname, usernam

- Admin
- Sam Smith — Trainer
- Peter Lambie — Admin
- Paul Smith — Trainer
- Patricia Smith — Trainer
- Michael Young — Trainer
- Mary Johnson — Trainer
- Linda Brown — Trainer
- Harry Scott — Trainer
- Fred Blogs — Trainer
- David Harris — Trainer

SELECT

Search by group name

Name	Language	Trainers	Learners	Start date	Finish date	Assignments	Last use
Leonard App3 Group	English	Fred Blogs	0	30/11/2017	31/05/2018	-	-
NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3	13/11/17 16:08
Hastings Beginner Group	English	Harry Scott, Sam Smith	1	-	-	-	-
HEMINGWAY	English	Mary Johnson	7	01/01/2017	30/06/2017	3	09/11/17 16:21
DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2	23/11/16 19:02
OIFGIOUG summe courses	English	Patricia Smith	0	29/11/2016	31/12/2016	0	29/11/16 10:49
KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1	01/12/16 11:52
AIOFUIO Beginner 3	English	Michael Young	1	-	-	1	16/11/16 11:43
new group webinar description webinar group	English	Paul Smith, Mary Johnson	1	-	-	5	-
DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3	02/04/17 01:20
Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	7	07/11/17 11:20

Search by group name

	Name	Language	Trainers	Learners	Start date	Finish date	Assignments	Last use
☐	Leonard App3 Group	English	Fred Blogs	0	30/11/2017	31/05/2018	-	-
☐	NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3	1
☐	Hastings Beginner Group	English	Harry Scott, Sam Smith	1	-	-	-	-
☐	HEMINGWAY	English	Mary Johnson	7	01/01/2017	30/06/2017	3	09 16
☐	DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2	23 19
☐	OIFGIOUG summe courses	English	Patricia Smith	0	29/11/2016	31/12/2016	0	29 10
☐	KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1	01 11:52
☐	AIOFUIO Beginner 3	English	Michael Young	1	-	-	1	16/11/16 11:43
☐	new group webinar description webinar group	English	Paul Smith, Mary Johnson	1	-	-	5	-
☐	DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3	02/04/17 01:20
☐	Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	7	07/11/17 11:20

- Add learners
- Add trainers
- Remove
- Assign content
- Send message
- Sessions and Time
- Add terms
- Remove terms

Search by group name

Name	Language	Trainers	Learners	Start date	Finish date	Assig
Leonard App3 Group	English	Fred Blogs	0	30/11/2017	31/05/2018	-
NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3
Hastings Beginner Group	English	Harry Scott, Sam Smith	1	-	-	-
HEMINGWAY	English	Mary Johnson	7	01/01/2017	30/06/2017	3
DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2
OIFGIOUG summe courses	English	Patricia Smith	0	29/11/2016	31/12/2016	0
KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1
AIOFUIO Beginner 3	English	Michael Young	1	-		1
new group webinar description webinar group	English	Paul Smith, Mary Johnson	1	-	-	5
DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3
Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	7

Users

Search by name, surname, usernam

Name

One item selected. View selected items.

- trainer luis — Trainer
- trainer jose — Trainer
- testosnabrück testosnabrück — Learner
- test student — Learner
- joe Doe — Learner
- inlingua Zamora — Learner
- inlingua Jakarta — Learner
- inlingua International — Admin
- inlingua Author — Admin

SELECT

Search by group name

Successfully completed

+

Name	Language	Trainers	Learners	Start date	Finish date	Assignments	Last use
Leonard App3 Group	English	Fred Blogs	1	30/11/2017	31/05/2018	-	-
NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3	13/11/17 16:08
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DHGDFJ Advanced	English	Paul Smith, Linda Brown	0	23/11/2016	31/12/2016	2	23/11/16 19:02
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Italy Test	English, German	demotrainer demotrainer, Mary Johnson	4	-	-	7	07/11/17 11:20

Search by group name

One item selected. View selected items.

Name	Language	Trainers	Learners	Start date	Finish date	Assignments	Last use
Leonard App3 Group	English	Fred Blogs	1	30/11/2017	31/05/2018	-	-
NEW GROUP QUITO any text again	English	Mary Johnson	3	13/11/2017	30/11/2017	3	13/11/17 16:08
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KLXVCK 1-to-1	English	Mary Johnson	2	-	-	1	01/12/16 11:52
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DEMO 3294578 a description of the group	German	Mary Johnson, Fred Blogs	1	31/03/2017	31/05/2017	3	02/04/17 01:20
Italy	English, German		4			7	07/11/17

Name
Leonard

Description
App3 Group

Start date
30/11/2017

Finish date
31/05/2018

Timetable
-

Language
English

Level
Level 3 Step 1

Skills
Language in Use | Speaking | Writing | Listening | Reading | Vocabulary

Basic data | Users | Assignments | Summary report

Global context Group context

Learners

	Name	Sessions	First use	Last use	Use time (hh:mm:ss)
☐	J joe Doe	2	16/05/2017	16/05/2017	01:03:37

Trainers

	Name	Sessions	First use	Last use	Use time (hh:mm:ss)
☐	Fred Blogs	2	16/05/2017	16/05/2017	00:09:37