

# Groups. For Bitrix24

## Introduction

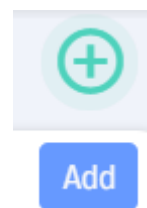
Training groups in the application are integrated with groups in Bitrix24.

Training groups are a tool to support and organize the learning process. Capabilities of the standard group functionality:

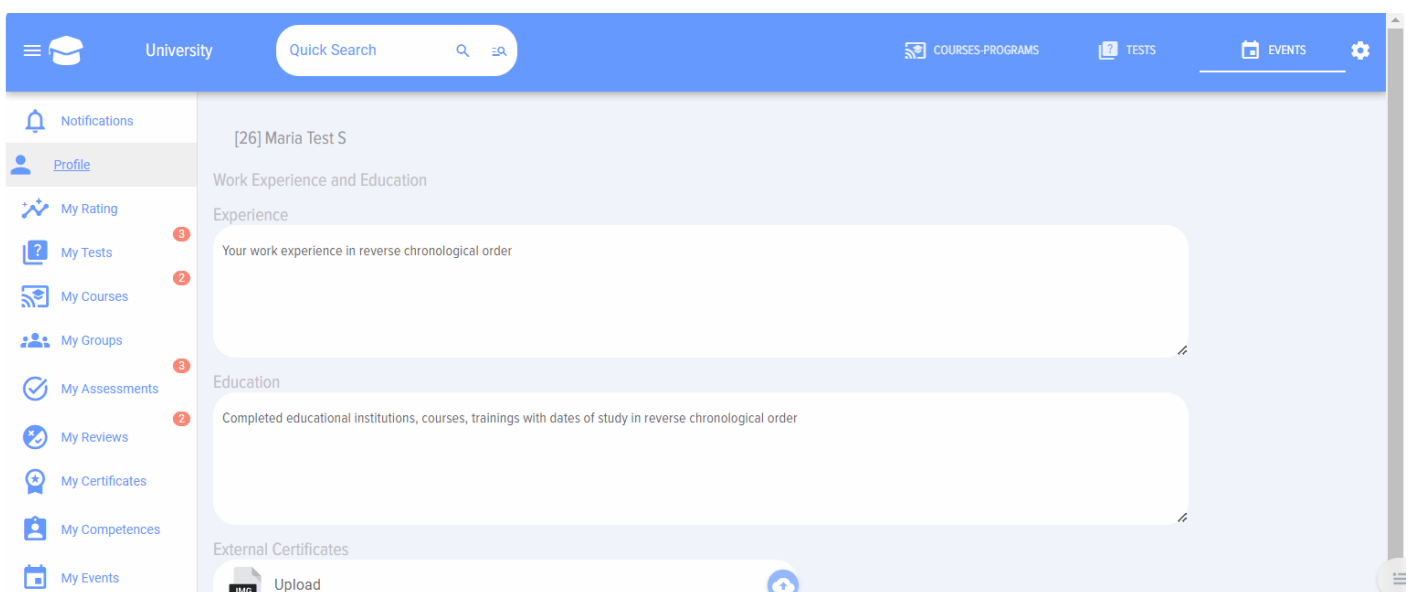
- Distribution (separation) of student streams;
- Organizing access to courses/tests for external users;
- Restricting access to courses/tests;
- Organizing inter-module work.

## Creating groups

### 1. Creating groups from scratch



A) To create a group, go to Groups and click the plus icon



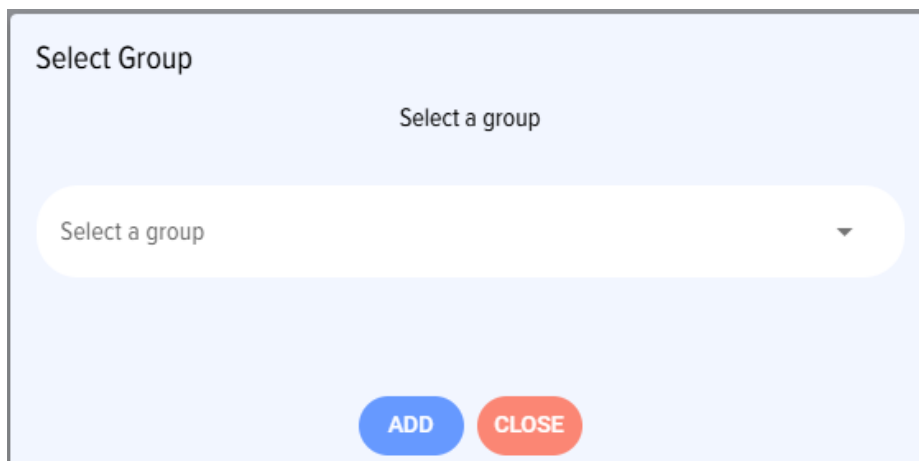
B) Fill in the card: group name; group description; access start date; access end date; group participants; tests/courses, group joining method.

**This is important. Depending on whether the moderator creating the group in the application has administrator rights on the Bitrix24 portal, there are two methods for adding users to the group (in the application):**

- **Add to group (Admin).** Adding to the group by a user with administrator rights. Addition is performed automatically, without invitation.
- **Invite to group.** Performed by a moderator who does not have administrator rights on the Bitrix24 portal. In this case, an invitation to join the group will be sent to the user, and after the invitation is approved, the user will be added to the group.

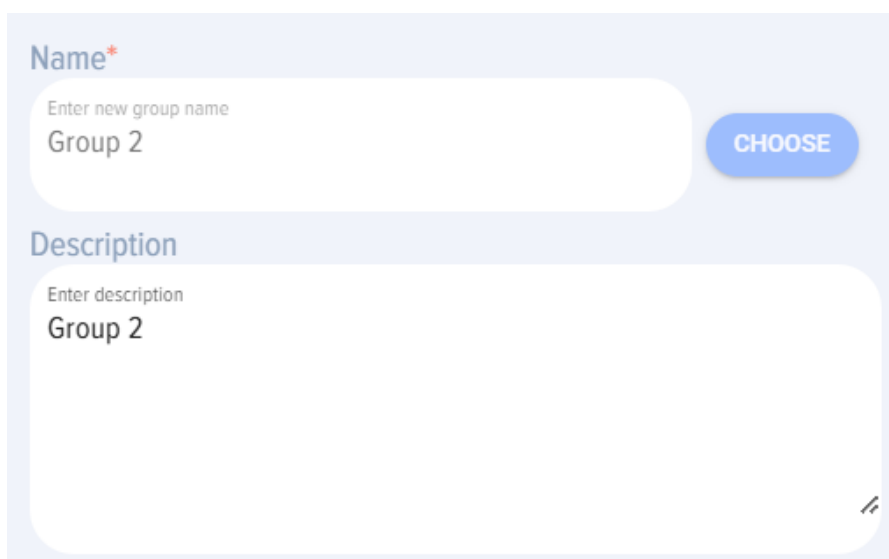
## 2. Creating a group from an existing group in Bitrix

To select an existing group from Bitrix, click the Select button, choose a group from Bitrix, and click the Add button.



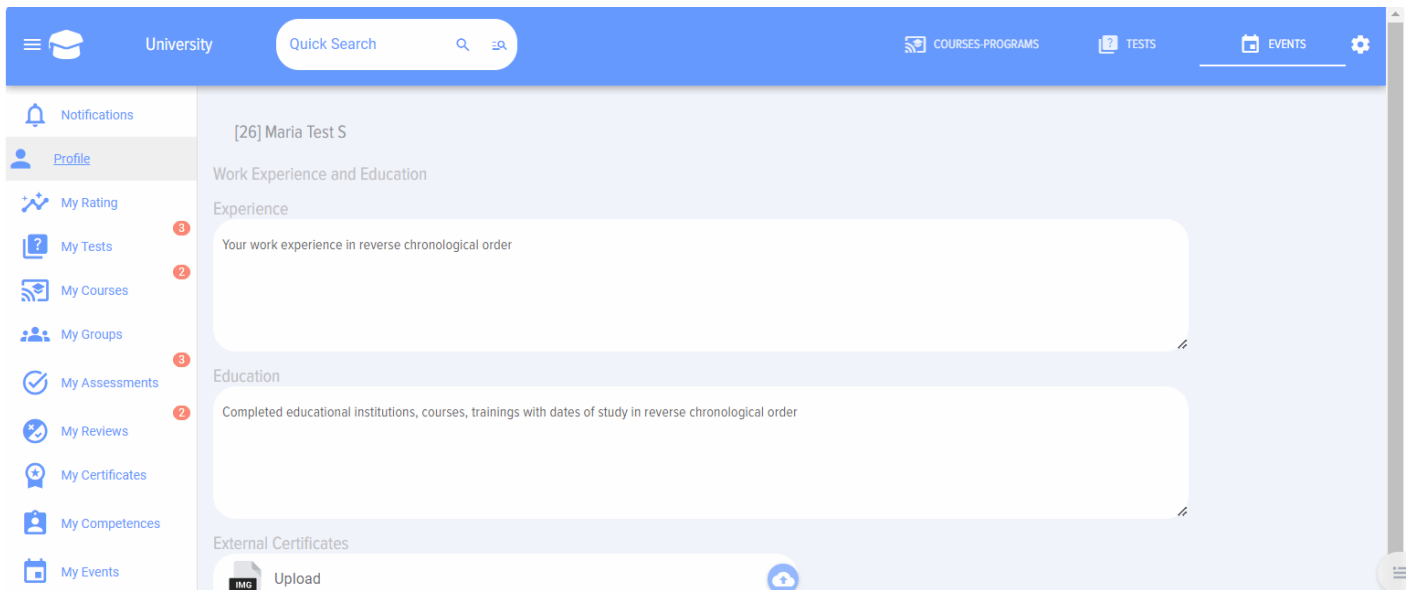
The screenshot shows a light blue dialog box titled "Select Group". Inside, there is a label "Select a group" above a white rounded rectangular input field that also contains the text "Select a group" and a small downward arrow on the right. At the bottom of the dialog, there are two buttons: a blue "ADD" button and a red "CLOSE" button.

After adding the existing group, the Group Name and Group Description fields will be populated with values from the Bitrix group and will be unavailable for editing. The group membership will also correspond to the members of the group from Bitrix.



The screenshot shows a form with two sections. The first section is titled "Name\*" in blue. It contains a white input field with the placeholder "Enter new group name" and the text "Group 2". To the right of the input field is a blue "CHOOSE" button. The second section is titled "Description" in blue. It contains a large white text area with the placeholder "Enter description" and the text "Group 2". A small icon of two crossed pencils is visible in the bottom right corner of the text area, indicating that the text is not editable.

The list of participants will be exactly as it was in the Bitrix group.



**IMPORTANT.** It should be noted that if the group is connected by someone who is not an administrator of the Bitrix24 portal, then they must be a moderator or owner of that group. Only in this case will they be able to create a training group based on an existing one in Bitrix, as well as make changes to it.

For all employees added to the group, the group will appear in their Personal account under My groups. Clicking on the group will reveal the available tests/courses.

## Closed courses/tests, student streams, external users

**Attention! Courses/tests added to groups are considered closed and are not displayed in the general catalog of courses/tests. Accessing them must only be done from the Personal account under the Groups tab.**

If a course and/or test is added to a training group, it is automatically closed for access to all employees except those added to that group.

Thus, you can regulate the closed nature of specific courses/tests if they are intended for a limited audience within your organization.