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

Tell Me

Supervisors and managers can request elevated access in Skillport and assign courses and materials to employees. To request access, contact the ITS Service Desk, 7-5500 or help@uncc.edu

Add User to 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 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

Are there any tutorials for how to use Skillport?
Why can’t I log into Skillport?
How do supervisors generate a Skillport completion report for a specific employee?
How do supervisors assign Skillport resources to an employee?
How do supervisors and faculty manage membership of a Skillport group?