

# MLC - How to Join a Group

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## MiTek Learning Channel

Groups within the MiTek Learning Channel are used to:

- Quickly enroll a student into a series of courses
- Organize students located at the same facility

A student may join one or more groups by entering a predefined Group Key.

Please review the instructions below related to joining a group within the MLC.

For instructions related to **Accessing the Course and Group Lists**, [click here](#).

1. Log in to the **MiTek Learning Channel** and ensure the dashboard or **Home** panel is currently selected.
2. Select the **Join Group** icon at the right.

3. Note the **Group Key** displayed at the upper right of each group within the Course Group list.  
  
Alternatively, your Design Manager may provide you with a **Private Key** for a group not displayed within the public list.
4. Enter the key into the **Group Key** field and select the **Join Group** button.

**Note:** Group keys are not case-sensitive.

Learning Sequence	Course Number - Course Name	Level	Modules	Quizzes	Avg. Completion Time (hrs)
1	FLOOR101 - Example Floor Course - Level 1	Beginner	7	2	2.3
2	FLOOR201 - Example Floor Course - Level 2	Intermediate	11	4	5.2
3	ROOF101 - Example Roof Course - Level 1	Beginner	8	2	3.1
4	ROOF201 - Example Roof Course - Level 2	Intermediate	13	5	6.3
<b>Totals:</b>			<b>39</b>	<b>13</b>	<b>16.9</b>

5. A confirmation message appears briefly at the top of the screen once you join a group.

6. You are automatically enrolled in any course(s) within that group.

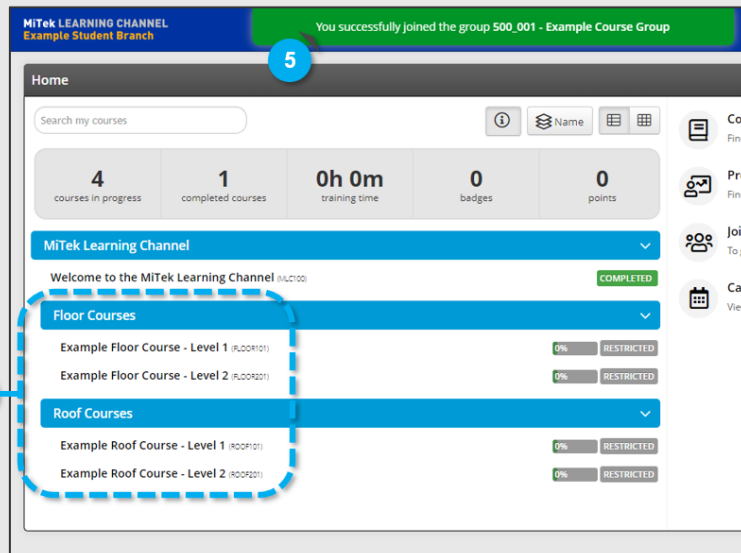
**Important Notes:**

- Joining a **Course Group** a second time will *not* re-enroll or reset the course(s) already on your dashboard.

- Some groups are **Report Groups** used by Design Managers to track the progress of their designers.

A student may be asked to join a **Report Group** (by entering a private group key).

However, Report Groups *usually* do not enroll the student in any additional courses.



- A Course Group likely contains content from two or more **Categories**, and courses are organized as such on the MLC dashboard.

For example

1. The **500\_001 - Example Course Group** contains:

- a) Floor-related courses
- and ...
- b) Roof-related courses

2. Once enrolled, these courses are separated on the Dashboard by their respective categories.

3. To ensure courses are viewed in the correct sequence, please follow the order displayed within the **Learning Sequence** column of the Course List.

