

tessello user guide
Communities



tessello allows you to set up community groups where learners share their knowledge and experiences.



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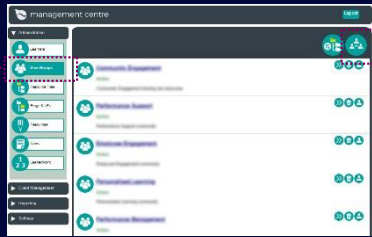
- Creating a community group
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Creating a community group

(also referred to as a user group)

By default, tessello comes with an 'Everyone' community– which can be disabled if you wish. Administrators can also set up smaller communities groups and assign learners to them.

Step 1
Open the
Administration menu
and select User Groups



Step 2
Select the Add user
group button

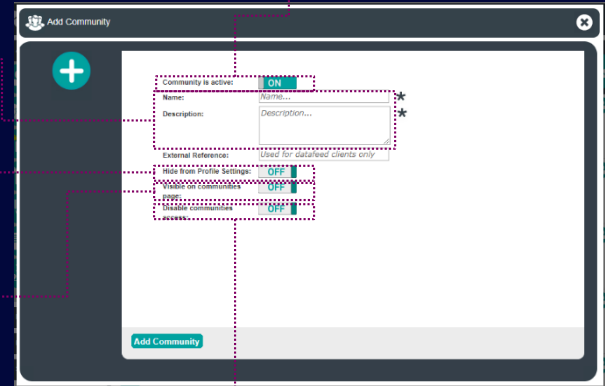
Name and
description
Community name
and description

Step 3
Toggle whether the
community is active

Hide from profile settings
To prevent learner from adding or
removing themselves from the
group via their Profile

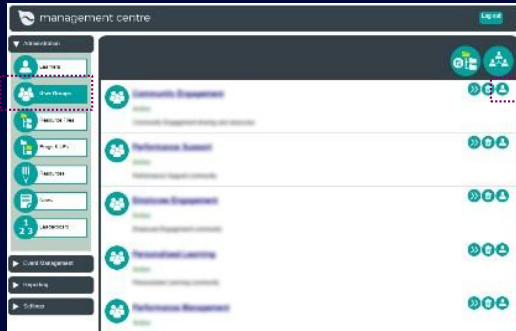
Visible on communities page
When you want to create a Group
for use outside of communities i.e.
bulk enrolment

Disable communities
To remove all mention of the
Communities section for members
of this group

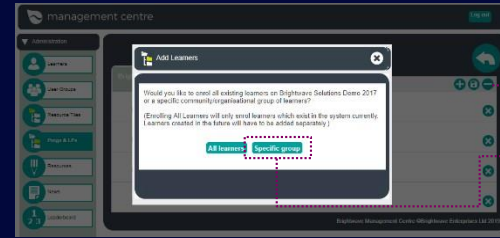


Bulk adding learners to a community group

Step 1
Open the
Administration
menu and select
User Groups



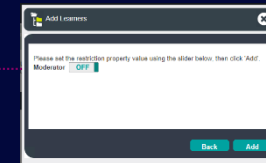
Step 2
Click Add users to
community



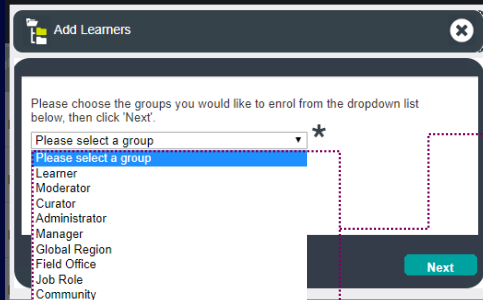
Step 3
Click the
pencil icon and
then the + icon

Step 4
Click Specific Group

Step 5a
User roles will
require you to switch
the toggle to On



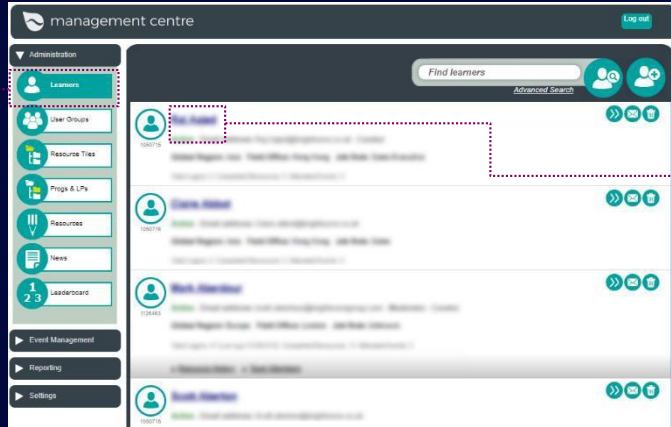
Step 5
Select learner to add
individual learner(s) or
choose your
organisational levels,
user roles or community
groups



NOTE:

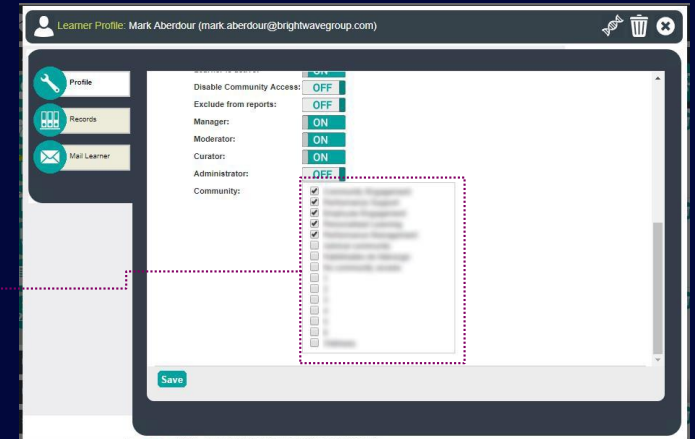
- You must click save before navigating away
- Groups added to communities are checked by the system every evening. If a learner has been added to any organisational levels, community groups or user roles that are a part of a group, they will be added at this time.

Adding a learner to a community group



Step 1
Open the
Administration menu
and select Learners

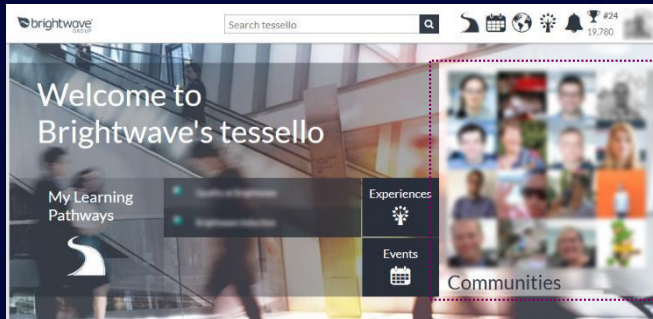
Step 2
Select the learner
you wish to add



Step 3
Tick all the communities
you want to add the
learner to and click Save

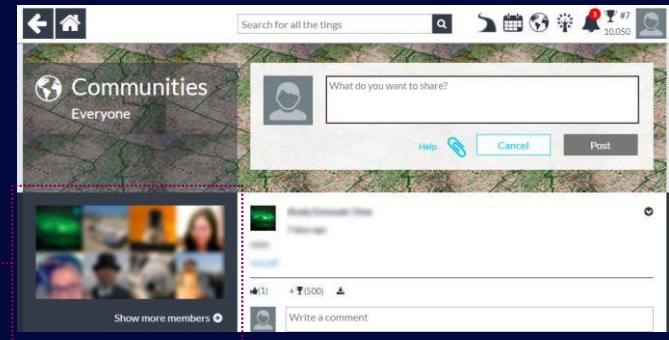
Privacy mode

We take privacy seriously and offer our clients the ability to further protect the privacy of their learners by restricting where their name and image is seen. Learners can be informed that their name, profile image and profile will become visible to members of a community group if they choose to post in that community group. **NOTE:** This mode needs to be activated by the tessello support team.



Replaces the randomly generated collage of profile pictures with a graphic provided by you

Removes the randomly generated collage and option to view everyone in that community group





If you are experiencing any difficulties with communities, please contact the Tessello support desk.