

5.3.3.1 Create a New Committee

Create new committees

Select the **Manage Users Committees** menu.

1. In the last blank row of the table, enter the name for the committee in the **GroupName** column.
2. Select one or more users from the list under **Assigned Users**.
3. Click **Save**. The new committee is created and appears in the list under **GroupName**.

The screenshot shows a web application interface for managing committees. At the top, there are navigation tabs: 'Develop Questions', 'Prepare Assets', 'Create Exam Form', 'Manage' (selected), 'Observe', 'Manage Item Bank', and 'View Item Bank'. Below these are sub-tabs: 'Settings', 'Blueprint', 'Users' (selected), 'Project Bank', 'Reports', 'Import', 'Custom Menu', and 'Queue'. A user greeting reads 'Welcome edvturner (Last Login: 03/01/19 12:23 PM)' with links for 'Home', 'Tasks', and 'Logout'. The main content area is titled 'Manage Committees' for 'Project: Demo_Project1' and includes a 'Help' link. A descriptive text states: 'You can set up committees of users to group them. You can then monitor the progress of each committee based on the amount of work assigned to each person.' On the left, a sidebar contains buttons for 'Manage Users', 'Contact Users', 'Committees' (highlighted), 'Create Roles', 'Assign Roles', 'Assign Questions', and 'Item Check-out'. The main table has two columns: 'GroupName' and 'Assign Users'. The first row shows 'Primary Moderators' assigned to 'Authy2FA, Authy2FA; Doe, John'. The second row shows 'Secondary Moderators' assigned to 'PMgr2, PMgr2; QWriter, QWriter'. A third row is partially visible with 'New Committee' in the 'GroupName' column. The 'Assign Users' dropdown for this row is open, showing a list of users: 'Admin, Admin', 'Authy2FA, Authy2FA', 'Doe, John', and 'PMgr2, PMgr2'. A 'Save' button is located to the right of the dropdown.