

Delete Reporting Groups

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#)

Search

You can delete a reporting group to remove test data for completed test administrations.


Prerequisites


Before you delete a reporting group, you must first remove all student test assignments and registrations associated with the reporting group.

Step-by-Step



Read It

(Click  to view image)

1. From **Reports**, select **Reporting Groups**. 
2. Type into the search field a reporting group, and click **Search**. 
3. Click the checkbox next to the group. 
4. Click **Select Tasks**, select **Delete Reporting Groups**, and click **Start**. 
5. Click the checkbox next to the reporting group you want to delete. 
6. Click **Delete**. 

[Back to the top](#)