



Add a Group

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| | Search |
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You must enter group data into the system before you link student tests. Adding groups also helps you more efficiently find student tests. You can:

- Add a group of student tests to a test session, rather than individually locating each student test. 
- Filter any search results by the group. 

You add group data through either a PearsonAccess^{next} file import or manually through user interface (UI) data fields.

Import a Group

You can [Import/Export Data](#) files to simultaneously add multiple groups to PearsonAccess^{next}.

Enter a Group

You can also manually enter groups through the system's UI data fields - typically, to add a single group. This most commonly occurs when you need to quickly add a group.

When you manually add a group, you must individually perform tasks (that the group import would have automatically completed) to ensure the group is available.

Complete the tasks below to finish manually adding a group to the system:

- [Create a Group](#)
 - [Add Student Tests to a Group](#)
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