

Add Student Tests to a Group

You can group student tests to more easily locate and add multiple student tests to a session.

Pearson recommends that you import a student registration file to create groups and add students to them; however, you can also manually add a group after the initial import.

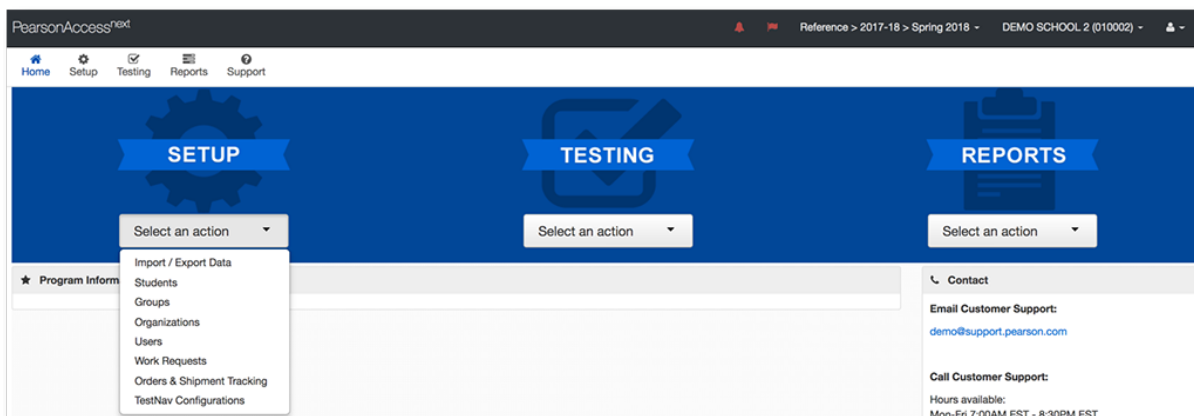
Prerequisites

Before you can add a student test to a group:

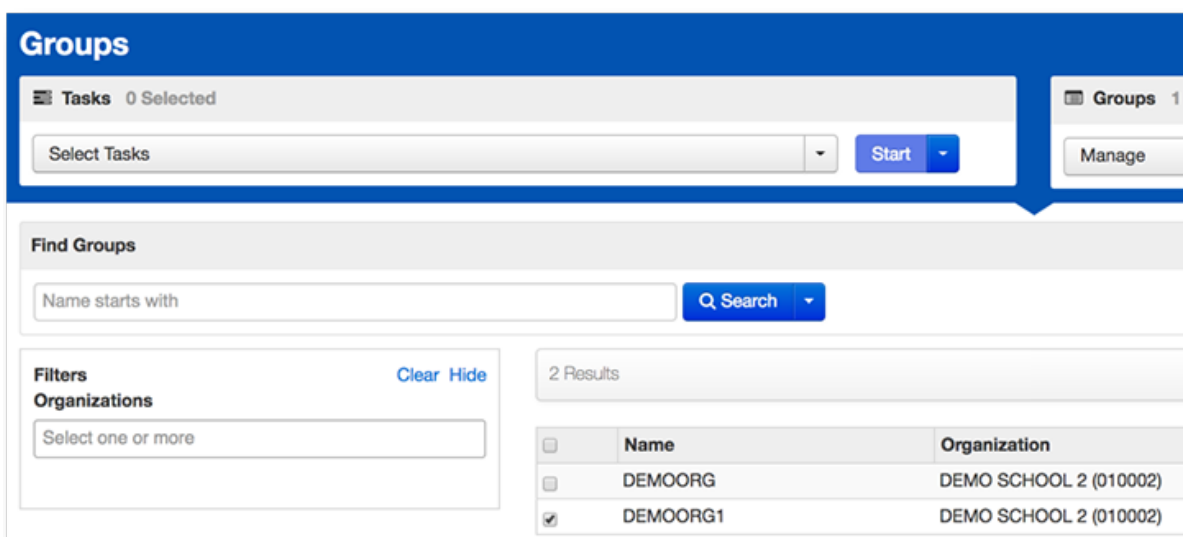
- The student must exist in the system and be assigned a test(s).
- And the group must exist.

Step-by-Step

1. From **Setup**, select **Groups**.



2. Click the checkbox next to a group.



3. Click **Select Tasks**, select **Add/Remove Student Tests in Groups**, and click **Start**.

The screenshot shows the 'Groups' management interface. At the top, there's a 'Tasks' section with a dropdown menu labeled 'Select Tasks' and a 'Start' button. The dropdown menu is open, showing four options: 'Create / Edit Groups', 'Add / Remove Student Tests in Groups' (which is checked), 'Assign Users to Groups', and 'Delete Groups'. Below the tasks section, there's a search bar with a 'Search' button. To the left, there's a 'Filters' section with a 'Clear Hide' link and a search box for 'Organizations'. On the right, there's a table with 2 results. The table has columns for 'Name' and 'Organizations'. The first row is 'DEMOORG' and the second row is 'DEMOORG1'.

Name	Organizations
DEMOORG	DEMO SCH
DEMOORG1	DEMO SCH

4. Type a student name and select the student.

The screenshot shows the 'Add / Remove Student Tests in Groups' interface. On the left, there's a 'CLASSES (1)' section with a dropdown menu showing 'DEMOORG1'. On the right, there's a 'DETAILS' section with a dropdown menu showing 'DEMOORG1'. Below the details section, there's a search bar labeled 'Find by name or ID within DEMO SCHOOL 2'. A list of students is displayed, with 'MORRIS, AMANDA (1234567893)' selected. The list includes: MORRIS, AMANDA (1234567893), BUTLER, MILDRED (1234567894), BRYANT, EDWARD (2234567890), WALKER, MARIA (2234567891), JOHNSON, JENNIFER (2234567810), TAYLOR, KATHY (2234567811), SANDERS, SEAN (2234567892), and GARY, GARY (2234567893).

5. Click the checkbox next to the student test.

The screenshot shows the 'Add / Remove Student Tests in Groups' interface. On the left, there's a 'CLASSES (1)' section with a dropdown menu showing 'DEMOORG1'. On the right, there's a 'DETAILS' section with a dropdown menu showing 'DEMOORG1'. Below the details section, there's a search bar labeled 'Find by name or ID within DEMO SCHOOL 2'. A list of students is displayed, with 'MORRIS, AMANDA (1234567893)' selected. Below the list, there's a table with columns for 'Test' and 'Group'. The first row is 'MORRIS, AMANDA (1234567893)' and the second row is 'Reference Test'. The 'Reference Test' row has a checked checkbox. Below the table, there's a section labeled 'Assigned Student Tests' with a 'Required' label and a 'Save' button.

6. Click **Save**.

What's Next?

Assign users to the group.