

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.

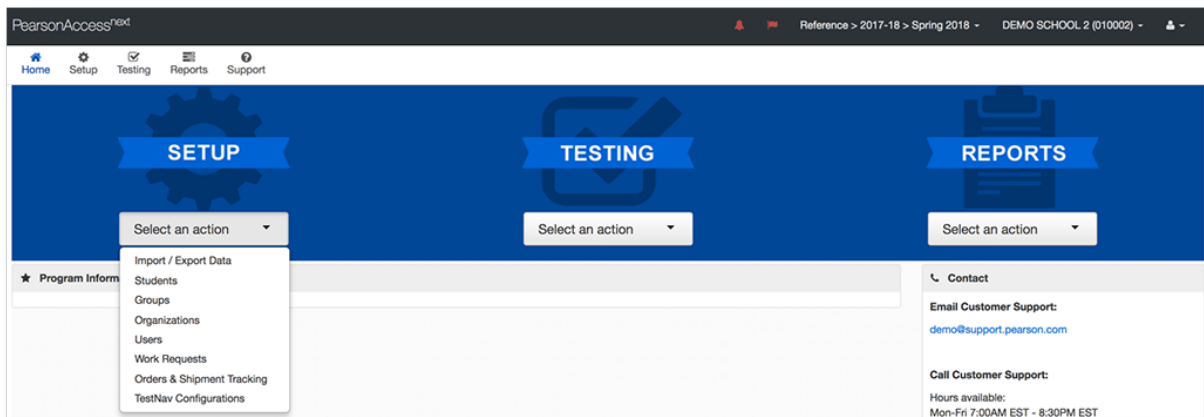
Prerequisites

Before you can add a student test to a group:

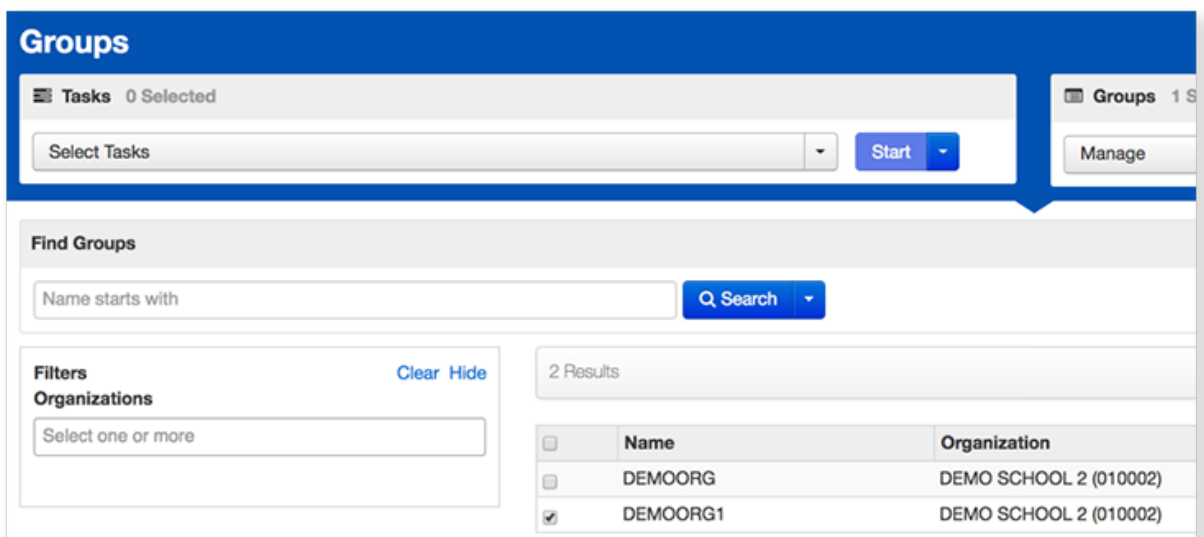
- The student must exist in the system and be assigned a test(s).
- And the group must exist.

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' interface. At the top, there's a 'Tasks' dropdown menu with '1 Selected'. The dropdown is open, showing four options: 'Create / Edit Groups', 'Add / Remove Student Tests in Groups' (which is checked), 'Assign Users to Groups', and 'Delete Groups'. To the right of the dropdown is a 'Start' button. Below the dropdown is a search bar with a 'Search' button. On the left, there's a 'Filters' section with 'Organizations' and a 'Select one or more' dropdown. On the right, there's a table with 2 results. The table has columns for 'Name' and 'Organization'. The first row is 'DEMOORG' and the second row is 'DEMOORG1'.

Name	Organization
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 'DEMOORG1' selected. On the right, there's a 'DETAILS' section for 'DEMOORG1' with 'Save' and 'Reset' buttons. Below the details, there's a section for 'Add Student Tests' with a search bar 'Find by name or ID within DEMO SCHOOL 2'. A dropdown menu is open, showing a list of students: '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)'. The first student, 'MORRIS, AMANDA (1234567893)', is highlighted.

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 'DEMOORG1' selected. On the right, there's a 'DETAILS' section for 'DEMOORG1' with 'Save' and 'Reset' buttons. Below the details, there's a section for 'Add Student Tests' with a search bar 'Find by name or ID within DEMO SCHOOL 2'. A dropdown menu is open, showing a list of students: '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)'. The first student, 'MORRIS, AMANDA (1234567893)', is highlighted. 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 for 'Assigned Student Tests' with a 'Required' label and 'Save' and 'Reset' buttons.

6. Click **Save**.

What's Next?

Assign users to the group.