

Create a Group

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You can create a group to link multiple student tests. This makes it easier to locate multiple student tests and to add students to sessions for testing.

Pearson recommends a [file import](#) to enter groups; however, you can also manually create a group.

Prerequisites




Before you can place a student into a group, the student must exist in the system and must be assigned to a test or multiple tests.

Step-by-Step



Read It

(Click  to view image)

1. From **Setup**, select **Groups**. 
2. Click **Select Tasks**, select **Create / Edit Groups**, and click **Start**. 
3. Type and select the details for the new group. 
4. Click **Create**.

What's Next?

- Add student tests to the group.
- Assign users to the group.

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