Delete Reporting Groups

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.**

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