

# Assign Users to Groups

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You can assign users to a group to limit who can access the student data tied to the group.







## Step-by-Step



(Click  to view image)

1. From **Setup**, select **Groups**. 
2. Click the checkbox next to the group. 
3. Click **Select Tasks**, select **Assign Users to Groups**, and click **Start**. 
4. Assign the user to either multiple groups or a single group.

▼ To assign the user to multiple groups...

5. Type a user's name into the **Authorized Users** search field. 
  6. Click the checkbox next to the groups. 
  7. Click **Assign to selected groups**. 
  8. Click **Save**. 
- ▼ Or, you can assign the user to a single group:
5. Type a user's name into the **Authorized Users** search field next to the group. 
  6. Click **Save**. 

**What's Next? (Optional)**

To remove a previously assigned user from a group, click the **X** next to the user's name and click **Save**.



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