Create a Reporting Group

Search

You can create a reporting group that consists of either:

- All tests assigned to a student for an administration.
- Student tests that contain single or multiple subject tests.

Pearson recommends that you create reporting groups through a file import; however, you can manually create a reporting group through user interface (UI) data fields.

Step-by-Step

 Read It

(Click *to view image)*

1. From **Reports**, select **Reporting Groups**.
2. Click **Select Tasks**, select **Create / Edit Reporting Groups**, and click **Start**.
3. Type or select details.
4. Click **Create.**

What's Next?

⌄ After you create a reporting group...

- Assign a user(s) to limit who can access the reporting group.
- Assign students to a reporting group by student registrations or student tests, as determined by your program.

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