

Manage Student Reports in a Reporting Group

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#) [Effects](#) [What's Next](#)

Search

You can add and manage students in a reporting group by either **student tests** or **student registrations**, depending on your program's requirements.


Pearson recommends that you add and manage students in a reporting group through a [file import](#); however, you can also do this through the UI data fields.









Prerequisites

You must **create a reporting group** before you add student tests or student registrations to it.

Step-by-Step



(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**.
 1. To group by student tests, select **Manage Student Tests in Reporting Groups**, and click **Start**. 
 2. To group by student registrations, select **Manage Registrations in Reporting Groups**, and click **Start**. 
5. Type or select a student name in the **Find by name or ID within** search field. 
6. Select the checkbox next to the student test. 
7. Click **Save**. 

Effects

What's Next? (Optional)

▼ The system displays grouped student tests or registrations...



1. From **Reports**, go to **Reporting Groups**.
2. Type into the search field a reporting group, and click **Search**.

1. View Student Tests. 
2. View Student Registrations.



▼ You can remove a previously assigned tests or registrations...

1. From **Reports**, select **Reporting Groups**.
2. Type into the search field a reporting group, and click **Search**.
3. Click **Select Tasks**, select **Manage Student Tests in Reporting Groups**, and click **Start**.
or
Click **Select Tasks**, select **Manage Registrations in Reporting Groups**, and click **Start**.

4. Click the checkbox next to the student test  or registration .

5. Click **Save**.

[Back to the top](#)