

Edit a Reporting Group

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You can edit a reporting group to update the details, such as the attached organization, group name, and description of the group.

Pearson recommends that you add and update multiple reporting groups is through a **file import**; however, you can also edit a reporting group through the UI data fields.

Step-by-Step



(Click  to view image)

1. From **Reports**, select **Reporting Groups**. 
2. Type a group name into the search field, and click **Search**. 
3. Click the checkbox next to the reporting group. 
4. Click **Select Tasks**, select **Create / Edit Reporting Groups**, and click **Start**. 
5. Click your reporting group. 
6. Type or select information to add or make changes to the reporting group. 
7. Click **Save**. 

What's Next?

After you update a reporting group:

- Assign a user to it to limit who 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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