

Create and Manage Reporting Groups

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You can create or manage 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 two different methods using the user interface (UI).



Step-by-Step



(Click  to view image)




Create a Reporting Group By Registration

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

You can add students to a reporting group by adding a whole **session** or **group/class** , or by adding students individually by **name** or **ID** .





4. Click **Create**. 

Create a Reporting Group By Session

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

Update a Reporting Group

1. From **Reports**, select **Reporting Groups**. 

2. Type the group name into the search field, and click **Search**. Or, from the **Search** dropdown, select **Show all results**. 
3. Click **Select Tasks**, select **Manage Reporting Groups**, and click **Start**. 
4. Update the necessary details. 
5. Click **Save**. 

What's Next?

- ▼ After you create a reporting group...
 - Assign additional users to limit who can access the reporting group.

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