

Assign Users to Student Tests

You can assign users to student tests to limit the data available to that user.

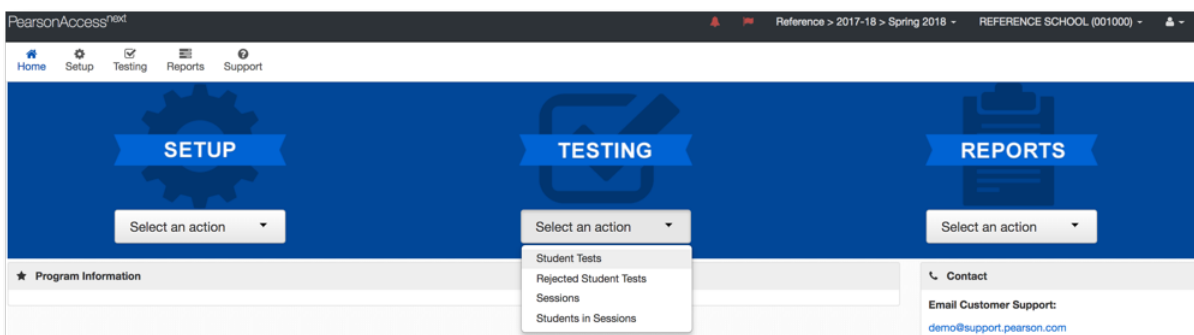
By default, authorized users can view all student and test data in their assigned administration. When you assign a user to a student test or group of student tests, those are the only student tests available to that user.

Prerequisites

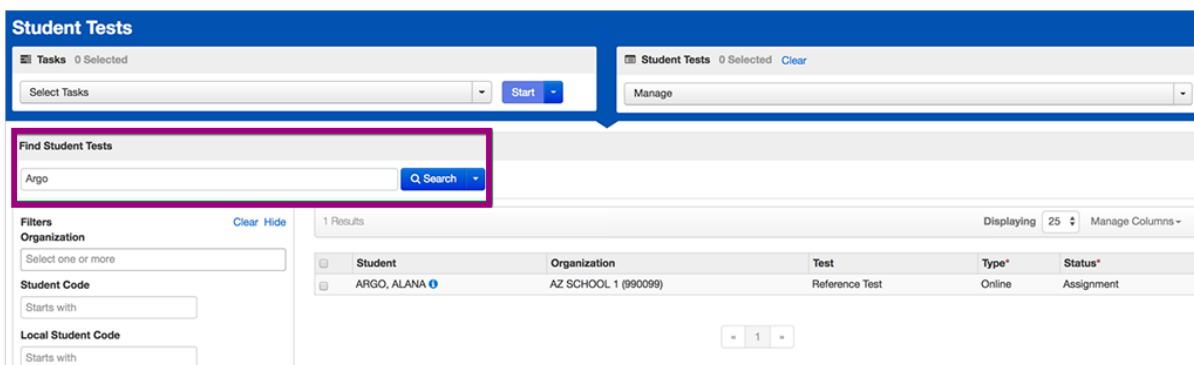
A user must assign a test(s) to a student prior to assigning a user to that student test.

Step-by-Step

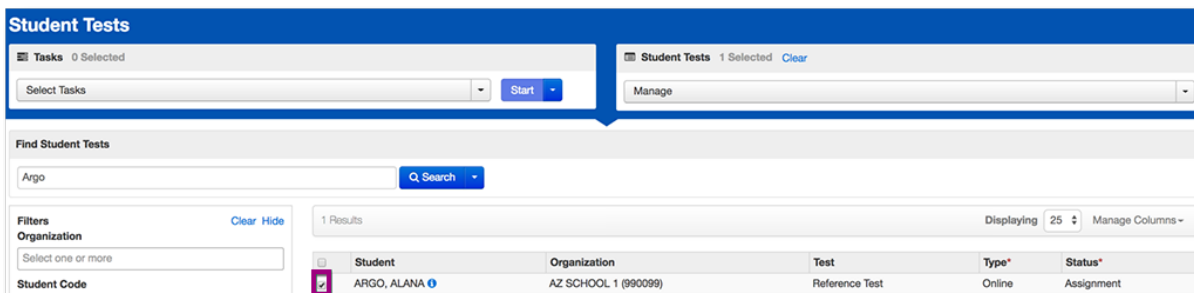
1. From **Testing**, select **Student Tests**.



2. Type the student name into the search field, and click **Search**.



3. Click the checkbox next to the student to whom you want to assign a user.



4. Click **Select Tasks**, select **Assign Users to Student Tests**, and click **Start**.

Authorized Users

[Assign to selected student tests](#)

Assign Users to Student Tests [Save](#) [Reset](#)

<input type="checkbox"/>	Student	Test	Authorized Users
<input checked="" type="checkbox"/>	ARGO, ALANA	Reference Test	<input type="text"/>

* Required

[Save](#) [Reset](#)

5. Click the checkbox next to the student.

6. Type a username into the **Authorized Users** search field, and click **Assign to selected student tests**.

Authorized Users

[Assign to selected student tests](#)

Assign Users to Student Tests [Save](#) [Reset](#)

<input type="checkbox"/>	Student	Test	Authorized Users
<input checked="" type="checkbox"/>	ARGO, ALANA	Reference Test	<input type="text"/>

* Required

[Save](#) [Reset](#)

7. Click **Save**.

Authorized Users

[Assign to selected student tests](#)

Assign Users to Student Tests [Save](#) [Reset](#)

<input type="checkbox"/>	Student	Test	Authorized Users
<input checked="" type="checkbox"/>	ARGO, ALANA	Reference Test	<input type="text"/>

* Required

[Save](#) [Reset](#)

What's Next? (Optional)

To remove a user assignment from a student test, click the **X** to clear the checkbox next to the username, and click **Save**.

Authorized Users

[Assign to selected student tests](#)

Assign Users to Student Tests [Save](#) [Reset](#)

<input type="checkbox"/>	Student	Test	Authorized Users
<input type="checkbox"/>	LASTNAME1, FIRSTNAME1	Grade 9 ELA/Literacy	<input type="text" value="admin"/>
<input type="checkbox"/>	SLASTNAME1, SFIRSTNAME1	Grade 9 ELA/Literacy	<input type="text"/>

* Required

[Save](#) [Reset](#)