

Create a Group

You can create a group to link multiple student tests. This makes it easier to locate multiple student tests and to add students to sessions for testing.

Pearson recommends a [file import](#) to enter groups; however, you can also manually create a group.

Prerequisites

Before you can place a student into a group, the student must exist in the system and must be assigned to a test or multiple tests.

DETAILS

New Session Create Reset

Session Name*
JUNETEST

Organization*
DEMO SCHOOL 2 (0100... x

Test & Form

Test Assigned*
Discovery Demo x

☐ Proctor Reads Aloud

Form Group Type*
Main x

Use Custom TestNav Settings

Precaching Computer*
Add

A pre-caching computer is required when there is one or more available.

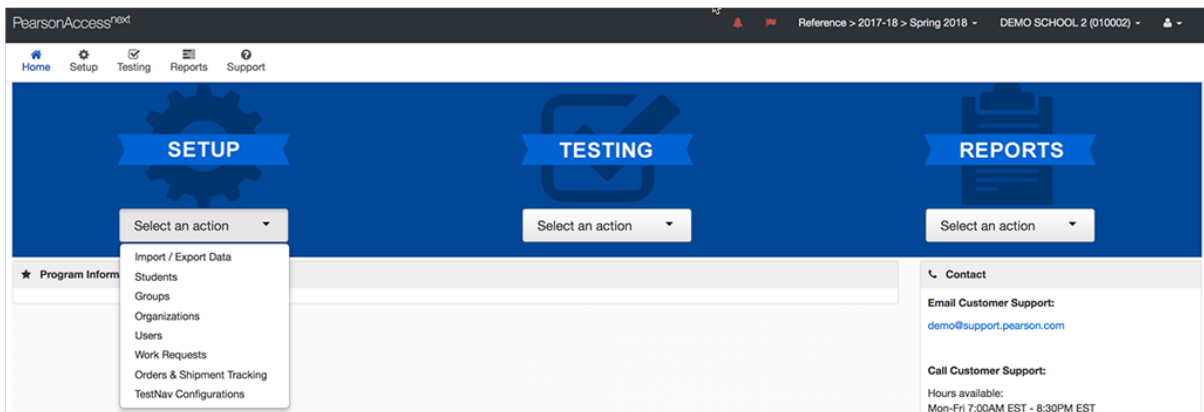
Find by Group in DEMO SCHOOL 2 (010002) x DEMOORG

* Required

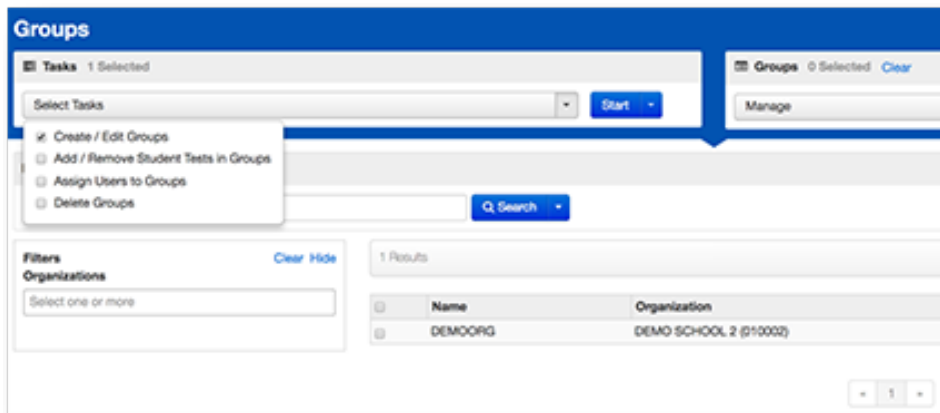
Create Reset

Step-by-Step

1. From **Setup**, select **Groups**.



2. Click **Select Tasks**, select **Create / Edit Groups**, and click **Start**.



3. Type and select the details for the new group.

The screenshot shows the 'Create / Edit Groups' form. On the left, under 'CLASSES (0)', there is a 'New Class' button. On the right, under 'DETAILS', the form is titled 'New Class'. It contains three fields: 'Organization*' with a dropdown menu showing 'DEMO SCHOOL 2 (0100... x)', 'Name*' with a text input field containing 'DEMOORG1', and 'Description' with an empty text input field. Below these fields is a legend indicating that '*' denotes a required field. At the bottom of the form are two buttons: 'Create' and 'Reset'.

4. Click **Create**.

What's Next?

- [Add student tests to the group.](#)
- [Assign users to the group.](#)