Assign Users to Groups

You can assign users to a group to limit who can access the student data tied to the group.

Step-by-Step

1. From Setup, select Groups.

PearsonAccess ^{ner}	d	ین 📩 🎽 Reference > 2017-18 > Spring 2018 -	DEMO SCHOOL 2 (010002) - 📥 -
Home Setup Te	esting Reports Support		
	Select an action		PORTS n action
★ Program Inform	Import / Export Data Students Groups Organizations Users Work Requests Orders & Shipment Tracking TestNav Configurations	demo@supp Call Custom Hours availa	mer Support: ort.pearson.com er Support:

2. Click the checkbox next to the group.

Groups				
Tasks 0 Selected				Groups
Select Tasks		-	Start -	Manage
Find Groups				
Name starts with				
Filters Clear Hide Organizations	2 Res	ults		
Select one or more		Name	(Organization
		DEMOORG	0	DEMO SCHOOL 2 (010002)
	۲	DEMOORG1	0	DEMO SCHOOL 2 (010002)

3. Click Select Tasks, select Assign Users to Groups, and click Start.

Tasks 1 Selected Select Tasks Create / Edit Groups		•	Start -
		•	Start -
Create / Edit Groups			
 Add / Remove Student Tests in Groups Assign Users to Groups Delete Groups Filters Clear Hide	2 Res	Q Search +	
Organizations			
Select one or more		Name	Organizatio
		DEMOORG	DEMO SCH
	۲	DEMOORG1	DEMO SCH

- 4. Assign the user to either multiple groups or a single group.
 - 5. Type a user's name into the Authorized Users search field.

Authorize	d Users			
tom.ja	Assign to selected groups			
	es@email.com			Save
Θ	Group	Organization	Authorized Users	
٠	DEMO GROUP 1	DEMO SCHOOL 1		
•	VIDEO CLASS	VID SCHOOL 1		
	VIDEO SCHOOL GROUP	VIDEO SCHOOL		
 Required 				
Save	Reset			

6. Click the checkbox next to the groups.

	Authorized Users [x tomjames@email.com] Assign to selected groups					
Assig	Assign Users to Groups Reset					
	Group	Organization	Authorized Users			
×	DEMO GROUP 1	DEMO SCHOOL 1				
9 9 9 9	VIDEO CLASS	VID SCHOOL 1				
ø	VIDEO SCHOOL GROUP	VIDEO SCHOOL				
• Require	* Required					
Save	Reset					

7. Click Assign to selected groups.

× tom.james@email.com Assign to selected groups		
SS	ign Users to Groups	
	Group	Organization
	DEMO GROUP 1	DEMO SCHOOL 1
	VIDEO CLASS	VID SCHOOL 1
	VIDEO SCHOOL GROUP	VIDEO SCHOOL
equ	ired	
Sav	Reset	

8. Click Save.

	Authorized Users x tom.james@email.com Assign to selected groups					
Assign Users to Groups Reset						
	Group	Organization	Authorized Users			
۲	DEMO GROUP 1	DEMO SCHOOL 1				
۲	VIDEO CLASS	VID SCHOOL 1				
۲	VIDEO SCHOOL GROUP	VIDEO SCHOOL				
 Required 	* Required					
Save	Save Reset					

5. Type a user's name into the Authorized Users search field next to the group.

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Tasks fo	Tasks for Classes O Add Task C Previous Task Next Task Exit Tasks						×
Assign	Assign Users to Groups						
Authorize	Assign to selected groups						
Assign	n Users to Groups				I	Save Reset	
	Group	Organization	Authorized Users	1			
	DEMO GROUP 1	DEMO SCHOOL 1	jennifer.la				
8	VIDEO CLASS	VID SCHOOL 1	jennifer.lake@ernail.com				
	VIDEO SCHOOL GROUP	VIDEO SCHOOL					
* Required	3			-			
Save	Reset						

6. Click Save.

Authorize	Authorized Users Assign to selected groups				
Assign	Assign Users to Groups Reset				
	Group	Organization	Authorized Users		
	DEMO GROUP 1	DEMO SCHOOL 1	× jennifer.lake@email.com		
8	VIDEO CLASS	VID SCHOOL 1			
	VIDEO SCHOOL GROUP	VIDEO SCHOOL			
 Required 	* Required				
Save	Save Roset				

What's Next? (Optional)

To remove a previously assigned user from a group, click the X next to the user's name and click Save.

Authorize	Assign to selected groups					
Assigr	Assign Users to Groups Reset					
	Group	Organization	Authorized Users			
	GROUP-ABC	SCH1	ussername			
	New Group A	SCH1				
* Required	Required					
Save Reset						