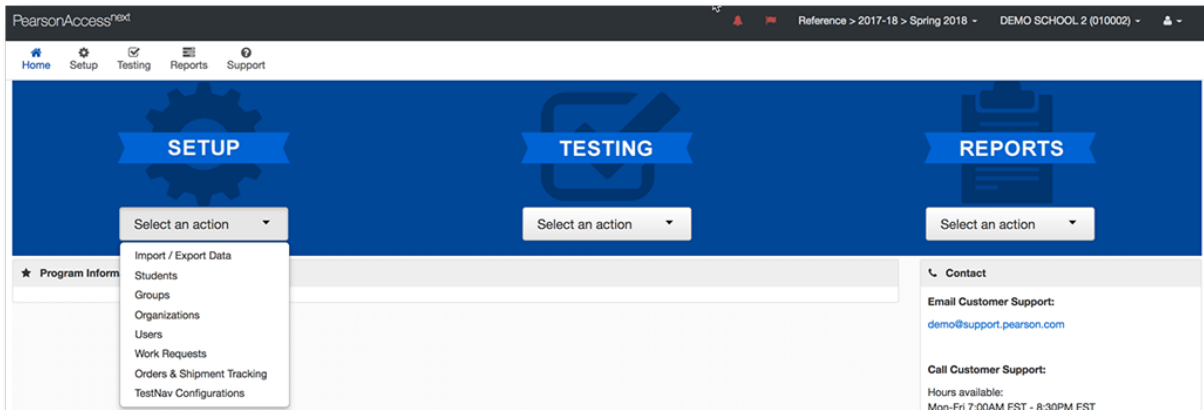


Assign Users to Groups

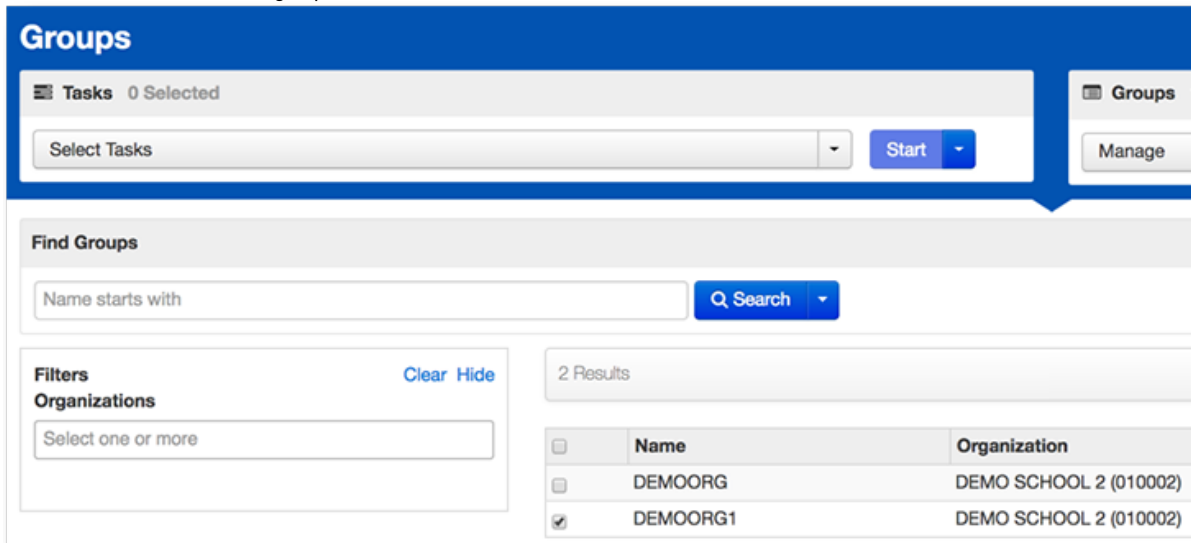
You can assign users to a group to limit who can access the student data tied to the group.

Step-by-Step

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



2. Click the checkbox next to the group.



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

Groups

Tasks 1 Selected

Select Tasks Start

- ☐ Create / Edit Groups
- ☐ Add / Remove Student Tests in Groups
- ☒ Assign Users to Groups
- ☐ Delete Groups

Search

Filters Clear Hide

Organizations

Select one or more

2 Results

☐	Name	Organization
☐	DEMOORG	DEMO SCHOOL
☒	DEMOORG1	DEMO SCHOOL

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

Authorized Users

Assign to selected groups

Save Reset

☐	Group	Organization	Authorized Users
☐	DEMO GROUP 1	DEMO SCHOOL 1	
☐	VIDEO CLASS	VID SCHOOL 1	
☐	VIDEO SCHOOL GROUP	VIDEO SCHOOL	

* Required

Save Reset

- Click the checkbox next to the groups.

Authorized Users

Assign to selected groups

Assign Users to Groups Save Reset

☒	Group	Organization	Authorized Users
☒	DEMO GROUP 1	DEMO SCHOOL 1	
☒	VIDEO CLASS	VID SCHOOL 1	
☒	VIDEO SCHOOL GROUP	VIDEO SCHOOL	

* Required

Save Reset

- Click **Assign to selected groups**.

Authorized Users

✕ tom.james@email.com **Assign to selected groups**

Assign Users to Groups

☒	Group	Organization
☒	DEMO GROUP 1	DEMO SCHOOL 1
☒	VIDEO CLASS	VID SCHOOL 1
☒	VIDEO SCHOOL GROUP	VIDEO SCHOOL

* Required

Save Reset

8. Click **Save**.

Authorized Users

✕ tom.james@email.com **Assign to selected groups**

Assign Users to Groups **Save** Reset

☒	Group	Organization	Authorized Users
☒	DEMO GROUP 1	DEMO SCHOOL 1	
☒	VIDEO CLASS	VID SCHOOL 1	
☒	VIDEO SCHOOL GROUP	VIDEO SCHOOL	

* Required

Save Reset

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

PearsonAccess^{next} Reference > 2017-18 > Fall 2017 Reference State (ref) ⚙️ ⬆️

Tasks for Classes **Add Task** < Previous Task Next Task > Exit Tasks ✕

Assign Users to Groups

Authorized Users

Assign to selected groups

Assign Users to Groups **Save** Reset

☐	Group	Organization	Authorized Users
☐	DEMO GROUP 1	DEMO SCHOOL 1	jennifer.la jennifer.lake@email.com
☐	VIDEO CLASS	VID SCHOOL 1	
☐	VIDEO SCHOOL GROUP	VIDEO SCHOOL	

* Required

Save Reset

6. Click **Save**.

Authorized Users

Assign to selected groups

Assign Users to Groups **Save** Reset

☐	Group	Organization	Authorized Users
☐	DEMO GROUP 1	DEMO SCHOOL 1	✕ jennifer.lake@email.com
☐	VIDEO CLASS	VID SCHOOL 1	
☐	VIDEO SCHOOL GROUP	VIDEO SCHOOL	

* Required

Save Reset

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**.

Authorized Users

Assign to selected groups

Assign Users to Groups

SaveReset

☐	Group	Organization	Authorized Users
☐	GROUP-ABC	SCH1	 username
☐	New Group A	SCH1	

* Required

SaveReset