Edit a Group

You can edit a group to change the name of the group or the associated organization.

Step-by-Step

1. From Setup, select Groups.

PearsonAccess ^{ne}	xt	🐥 🏓 Reference > 2013	7-18 > Spring 2018 • DEMO SCHOOL 2 (010002) • 🛓 •
Home Setup Te	iesting Reports Support		
	And a		رگ
	SETUP	TESTING	REPORTS
	Select an action	Select an action	Select an action
the Designer Inform	Import / Export Data		Contact
* Program Inform	Students Groups		
	Organizations		Email Customer Support:
	Users		demo@support.pearson.com
	Work Requests		
	Orders & Shipment Tracking		Call Customer Support:
	TestNav Configurations		Hours available: Mon-Fri 7:00AM EST - 8:30PM EST

2. Click the checkbox next to the group.

Groups						
Tasks 0 Selected					Groups 1 Selected C	
Select Tasks			• Start	-	Manage	
Find Groups						
Name starts with		Q Search	•			
Filters Clear Hide Organizations Select one or more		ults				
		Name		Organizatio	n	
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3. Click Select Tasks, select Create / Edit 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 	Q Search -	
Filters Clear Hide Organizations	2 Results	
Select one or more	Name	Organizati
	DEMOORG	DEMO SCH
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4. Type or select the details to edit the group.

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5. Click Save.

What's Next?

- Add student tests to the group.Assign users to the group.