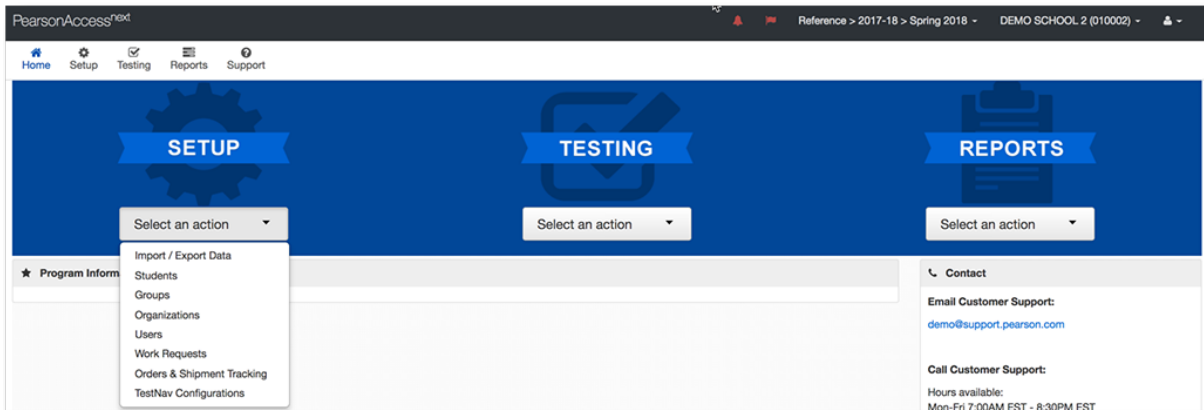


# Assign Users to Groups

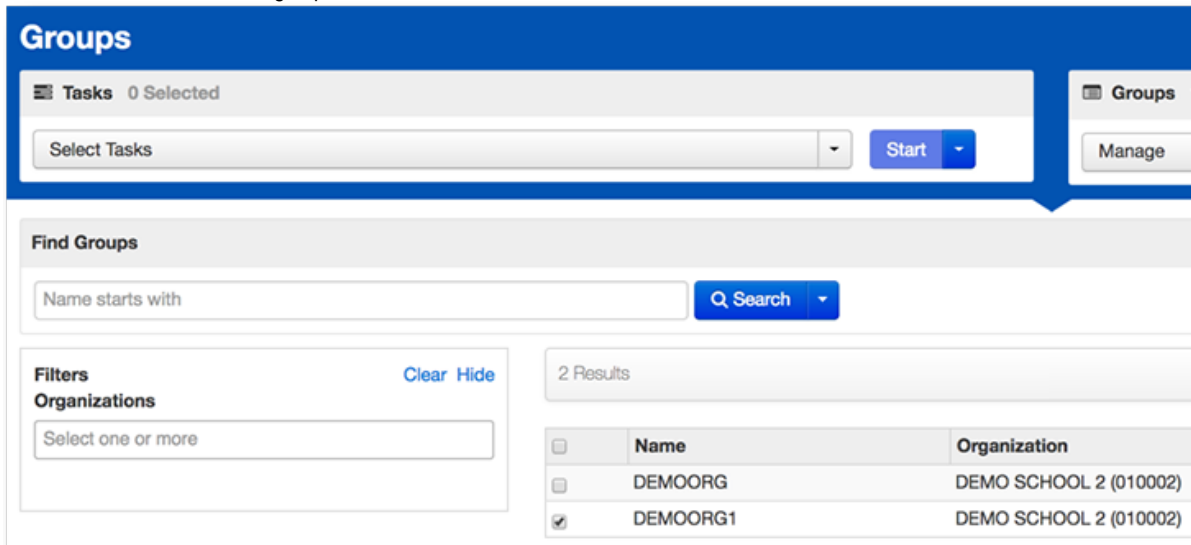
You can assign users to a group to limit who can access the student data tied to the group.

## 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 Q Search

Filters Clear Hide

Organizations

Select one or more

2 Results

<input type="checkbox"/>	Name	Organizati
<input type="checkbox"/>	DEMOORG	DEMO SCH
<input checked="" type="checkbox"/>	DEMOORG1	DEMO SCH

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

### Authorized Users

tom.ji Assign to selected groups

tom.james@email.com Assign to selected groups

Save Reset

<input type="checkbox"/>	Group	Organization	Authorized Users
<input type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1	<input type="text"/>
<input type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1	<input type="text"/>
<input type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL	<input type="text"/>

\* Required

Save Reset

- Click the checkbox next to the groups.

### Authorized Users

x tom.james@email.com Assign to selected groups

Assign Users to Groups Save Reset

<input checked="" type="checkbox"/>	Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1	<input type="text"/>
<input checked="" type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1	<input type="text"/>
<input checked="" type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL	<input type="text"/>

\* Required

Save Reset

- Click **Assign to selected groups**.

**Authorized Users**

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

Assign Users to Groups

<input checked="" type="checkbox"/>	Group	Organization
<input checked="" type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1
<input checked="" type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1
<input checked="" type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL

\* Required

**Save** Reset

8. Click **Save**.

**Authorized Users**

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

Assign Users to Groups **Save** Reset

<input checked="" type="checkbox"/>	Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1	<input type="text"/>
<input checked="" type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1	<input type="text"/>
<input checked="" type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL	<input type="text"/>

\* Required

**Save** Reset

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

PearsonAccess<sup>next</sup> Reference > 2017-18 > Fall 2017 Reference State (ref) Add Task < Previous Task Next Task > Exit Tasks x

**Tasks for Classes**

Assign Users to Groups

**Authorized Users**

**Assign to selected groups**

Assign Users to Groups **Save** Reset

<input type="checkbox"/>	Group	Organization	Authorized Users
<input type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1	<input type="text" value="jennifer.la"/> <input type="text" value="jennifer.lake@email.com"/>
<input type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1	<input type="text"/>
<input type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL	<input type="text"/>

\* Required

**Save** Reset

6. Click **Save**.

**Authorized Users**

**Assign to selected groups**

Assign Users to Groups **Save** Reset

<input type="checkbox"/>	Group	Organization	Authorized Users
<input type="checkbox"/>	DEMO GROUP 1	DEMO SCHOOL 1	<input type="text" value="x jennifer.lake@email.com"/>
<input type="checkbox"/>	VIDEO CLASS	VID SCHOOL 1	<input type="text"/>
<input type="checkbox"/>	VIDEO SCHOOL GROUP	VIDEO SCHOOL	<input type="text"/>

\* 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 Users to Groups

<input type="checkbox"/>	Group	Organization	Authorized Users
<input type="checkbox"/>	GROUP-ABC	SCH1	<input type="text" value="username"/> <input type="button" value="X"/>
<input type="checkbox"/>	New Group A	SCH1	<input type="text"/>

\* Required