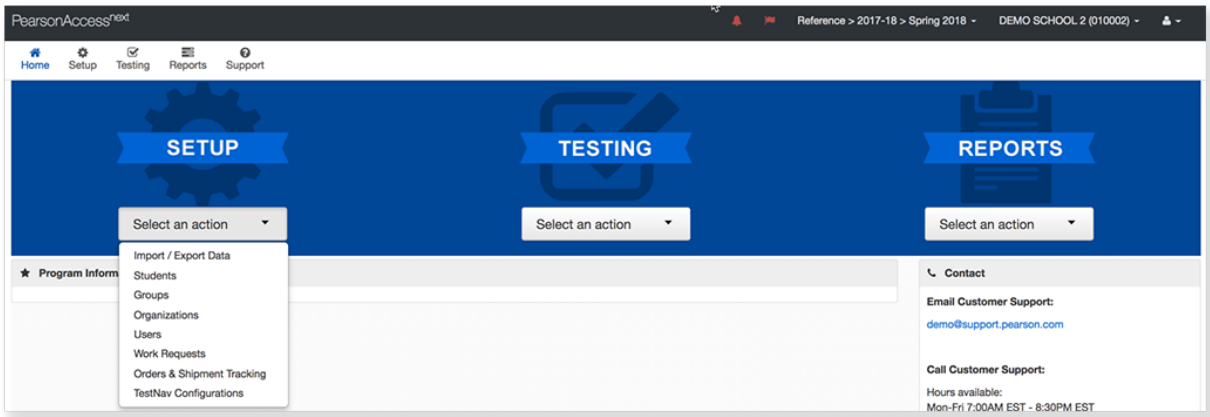
Assign Users to Groups

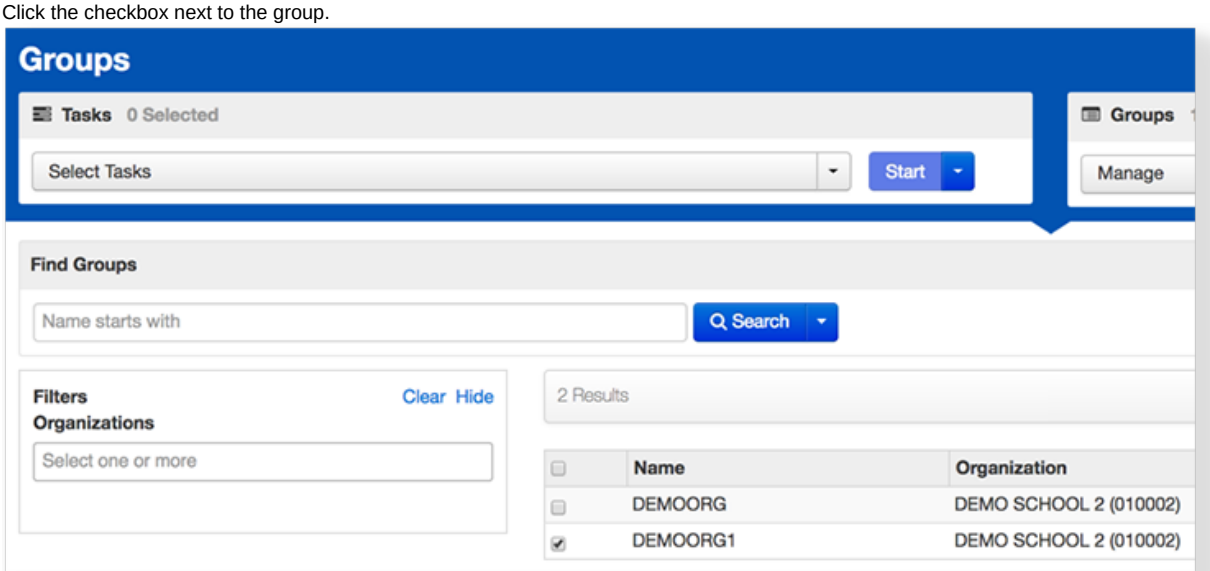
You can assign users to a group to limit who can access the student data tied to the group.

Step-by-Step

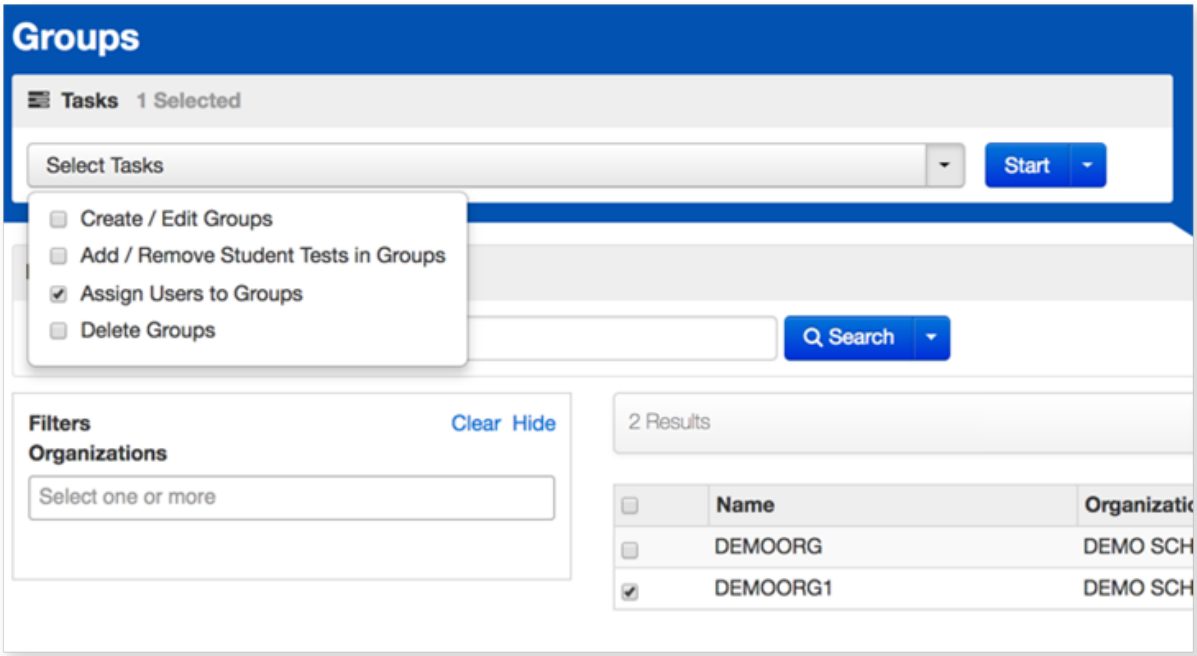
1. From **Setup**, select **Groups.**



2. Click the checkbox next to the group.

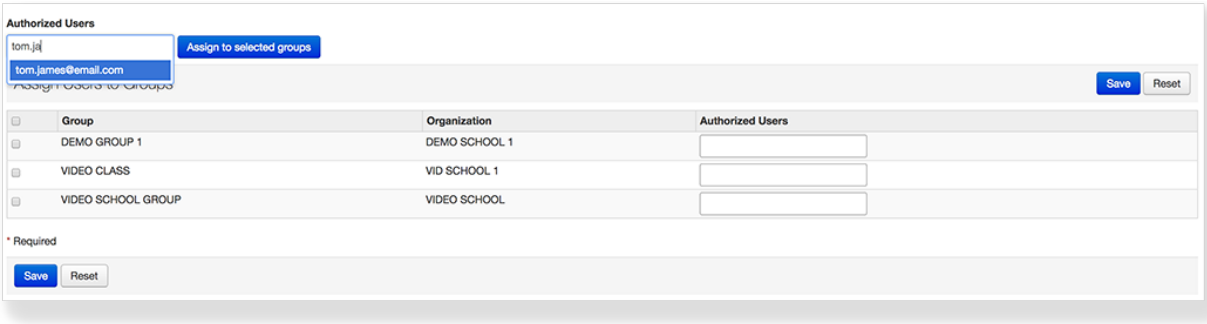


3. Click **Select Tasks**, select **Assign Users to Groups,** and click **Start.**

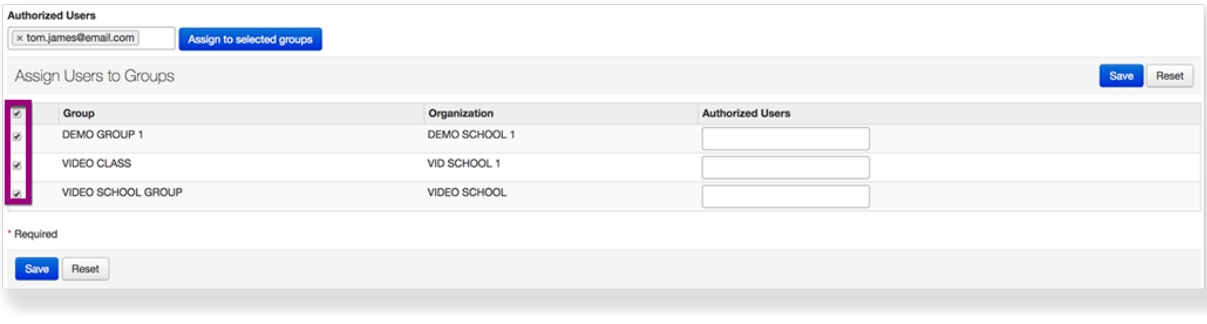


4. Assign the user to either multiple groups or a single group.

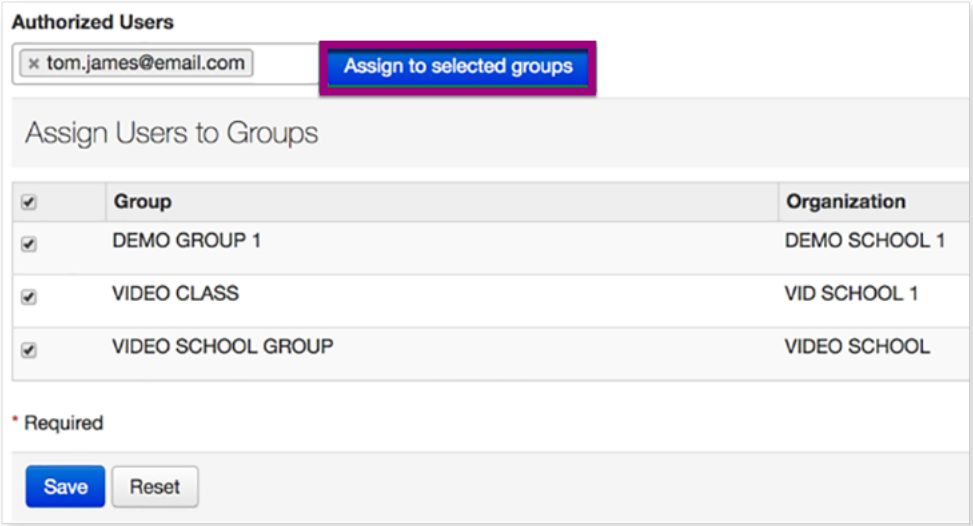
5. Type a user's name into the **Authorized Users** search field**.**



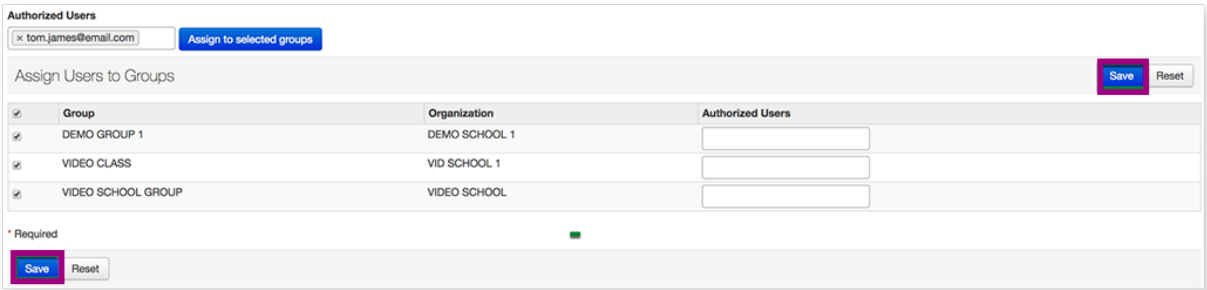
6. Click the checkbox next to the groups.



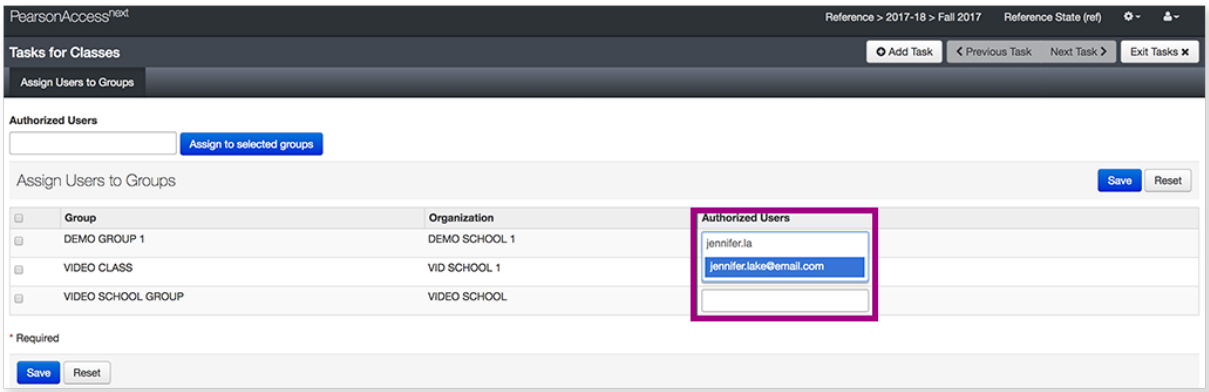
7. Click **Assign to selected groups**.



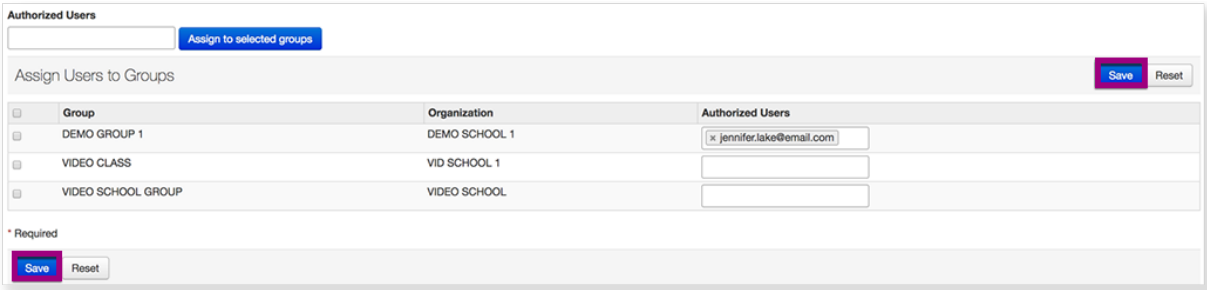
8. Click **Save**.

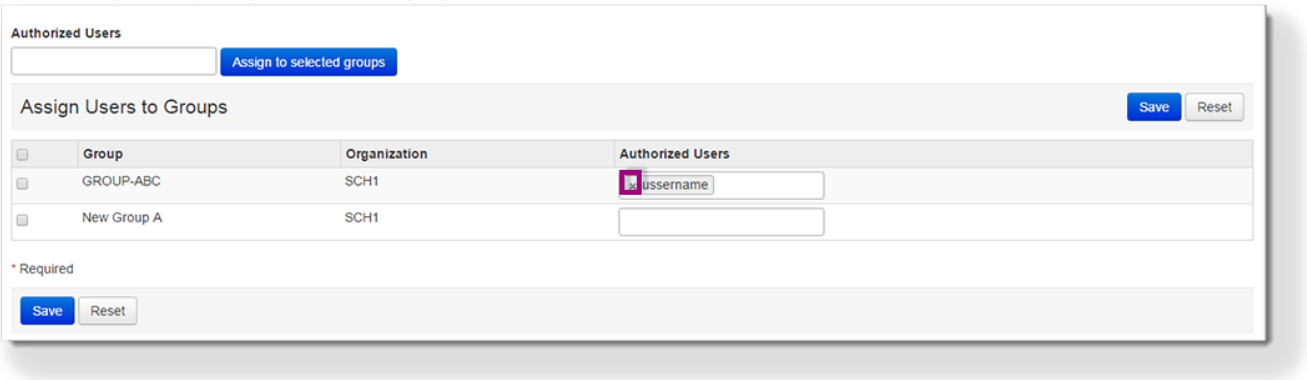


5. Type a user's name into the **Authorized Users** search field next to the group**.**



6. Click **Save**.



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**.