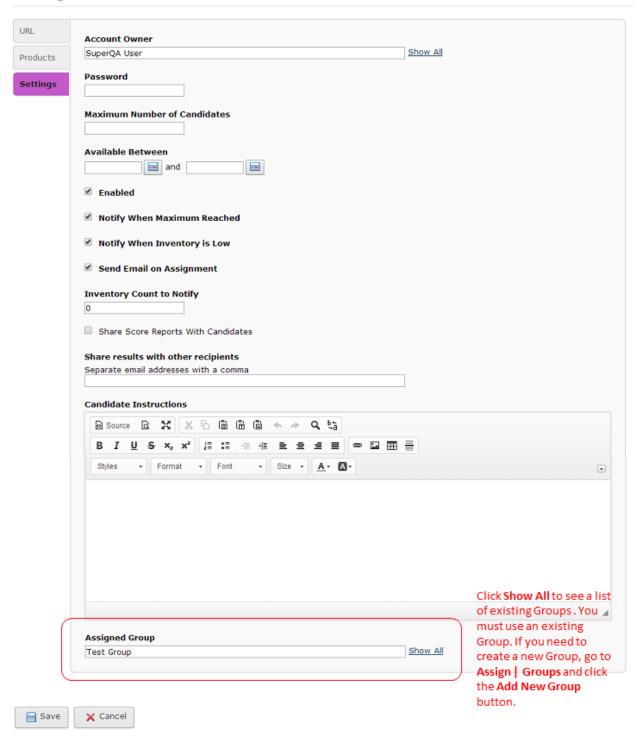
# **Assigning Custom URL Candidates to a Group**

In order to keep track of all candidates who took an assessment via a Custom URL you can place them into a Group.

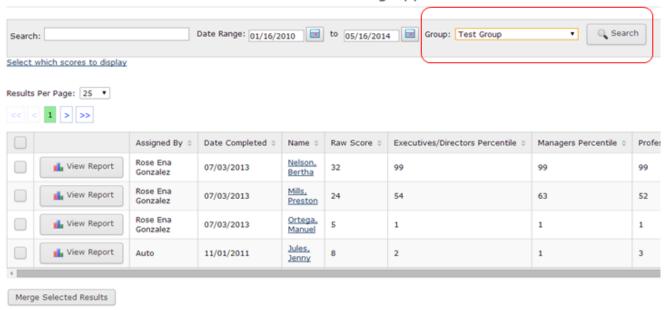
To place Custom URL candidates into a group:

- 1. Create a Group using Group Management (see "<u>Creating a Group Using Group Management</u>" below) or by importing candidates (see "<u>Uploading Candidates to Create a Group</u>").
- 2. When <u>creating the Custom URL</u>, select the new group from the Assigned Group drop-down list (as shown below). All candidates who take the assessment via the Custom URL will be placed into this Group.



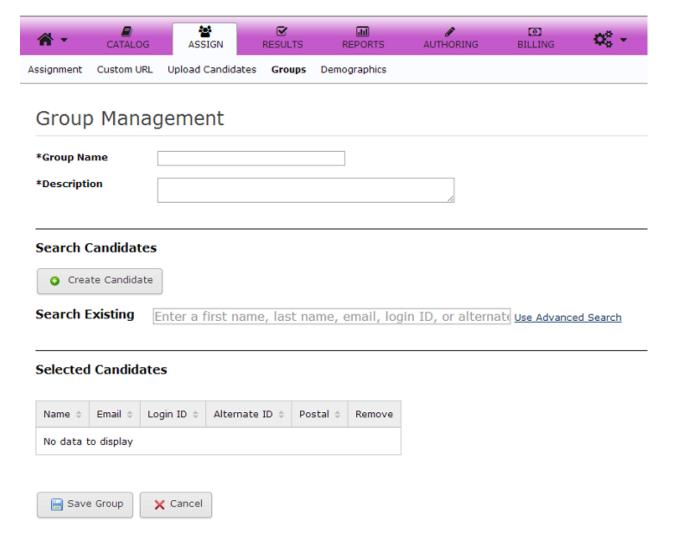
Once the Custom URL candidates are in a Group, you can perform group functions such as displaying the Assigned or Completed detail pages (accessed from the *Product Status Matrix* on the Results tab) by Group as shown below:

### Product Results - Advanced Numerical Reasoning Appraisal



## Creating a Group Using Group Management\*

- 1. Go to the Group Management page by selecting **Assign | Groups**.
- 2. Click the Add New Group button. The following screen will display:

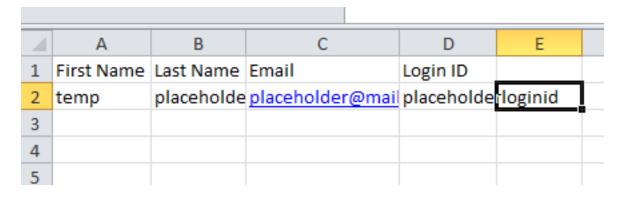


- 3. Fill in values for the required fields, **Group Name** and **Description**. The area under Search/Selected Candidates is optional and can be left blank if you are creating an empty Group.
- 4. Click the **Save Group** button to save the group.

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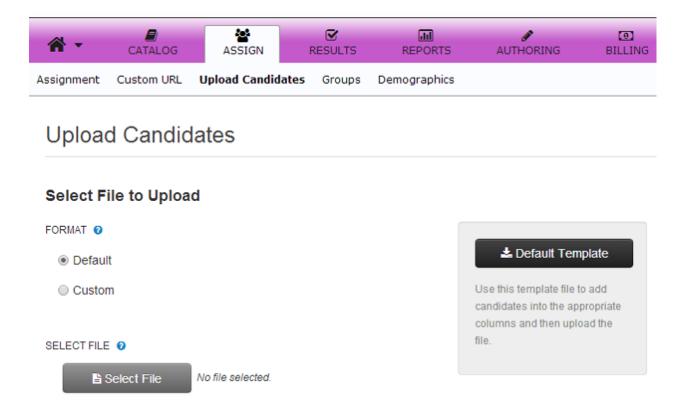
### Uploading Candidates to Create a Group

1. Create a CSV file containing one placeholder candidate. The format of the file would be similar to the one shown below:



For additional details on creating the CSV file, see <u>Uploading Candidates</u>.

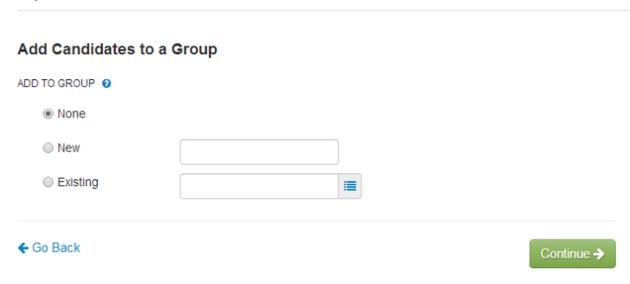
2. Click **Assign | Upload Candidates**. You will see the following page:



- 3. Leave the Format at the "Default" selection and click the **Select File** button to locate the placeholder candidate file on your hard drive.
- 4. Once the file is selected, click the **Continue** button.
- 5. The following page is displayed:



# **Upload Candidates**



- 6. Select New and type in a Group Name of your choice. This will be the Group to hold your Custom URL candidates.
- 7. Click the **Continue** button.
- 8. A Review page is displayed so you can confirm the details. Click the **Upload Candidates** button to upload and create the new Group.

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Web Support -> Talent Assessment -> Assigning Custom URL Candidates to a Group <a href="http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4408">http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4408</a>