

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 "[Creating a Group Using Group Management](#)" below) or by importing candidates (see "[Uploading Candidates to Create a Group](#)").
2. When [creating the Custom URL](#), 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.

Manage Custom URLs

[illegible]

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

Search: Date Range: 01/16/2010 to 05/16/2014 Group: Search

[Select which scores to display](#)

Results Per Page: 25

<< < 1 > >>

<input type="checkbox"/>		Assigned By	Date Completed	Name	Raw Score	Executives/Directors Percentile	Managers Percentile	Profes
<input type="checkbox"/>	 View Report	Rose Ena Gonzalez	07/03/2013	Nelson, Bertha	32	99	99	99
<input type="checkbox"/>	 View Report	Rose Ena Gonzalez	07/03/2013	Mills, Preston	24	54	63	52
<input type="checkbox"/>	 View Report	Rose Ena Gonzalez	07/03/2013	Ortega, Manuel	5	1	1	1
<input type="checkbox"/>	 View Report	Auto	11/01/2011	Jules, Jenny	8	2	1	3

Merge Selected Results

[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:

Group Management

*Group Name

*Description

Search Candidates

Create Candidate

Search Existing

[Use Advanced Search](#)

Selected Candidates

Name ↕	Email ↕	Login ID ↕	Alternate ID ↕	Postal ↕	Remove
No data to display					

Save Group

Cancel

- 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.
-
- Click the **Save Group** button to save the group.

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Uploading Candidates to Create a Group

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

	A	B	C	D	E
1	First Name	Last Name	Email	Login ID	
2	temp	placeholder	placeholder@mail	placeholder	loginid
3					
4					
5					

For additional details on creating the CSV file, see [Uploading Candidates](#).

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

Upload Candidates

Select File to Upload

FORMAT ?

☒ Default

☐ Custom

SELECT FILE ?

Select File

No file selected.

Default Template

Use this template file to add candidates into the appropriate columns and then upload the file.

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

Add Candidates to a Group

ADD TO GROUP ?

☒ None

☐ New

☐ Existing



[← Go Back](#)

[Continue →](#)

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

<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4408>