

# Creating a User Defined Group

Version 1.0

## REVISION HISTORY

Version	Change Description	Date
1.0	Updated to 1.768	

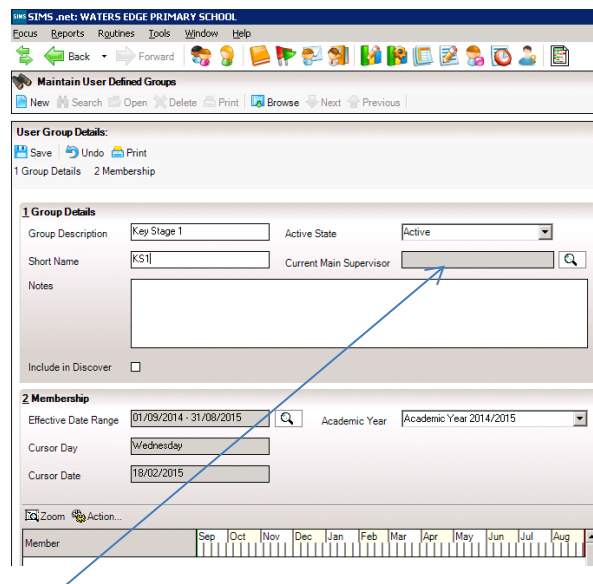
## Identify the Pupils

If all pupils taking the tests are in the correct year group, this can be ignored. If, however, there are pupils assigned to other year groups taking the tests, then a **User-Defined Group** must be created for use in the Wizard.

## Creating a User Defined Group

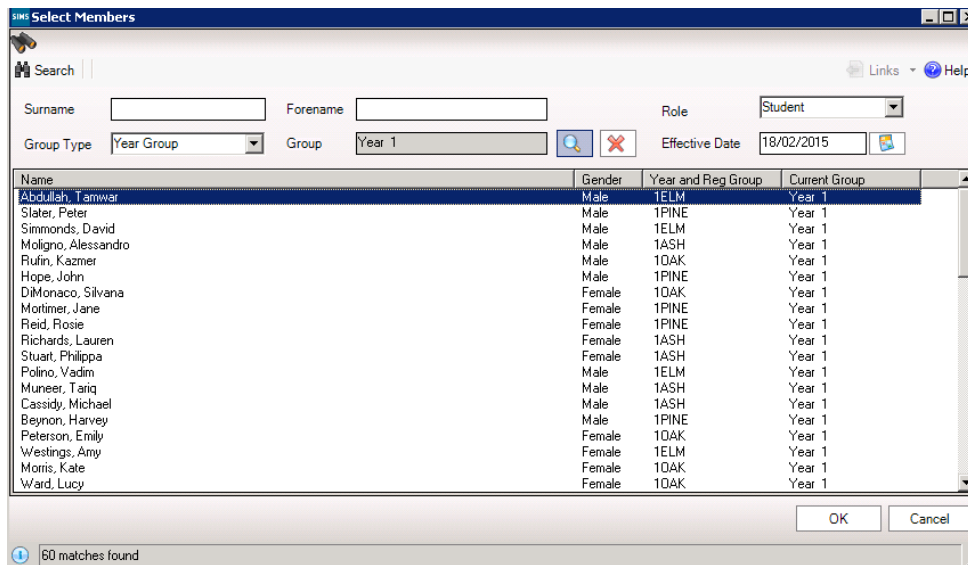
In SIMS.net:

1. Select **Focus | Groups | User Defined Groups**.
2. Click the **New** button to create a new group.
3. Insert a suitable name and code for the group.
4. Make the group **Active** in the **Active Status** box.

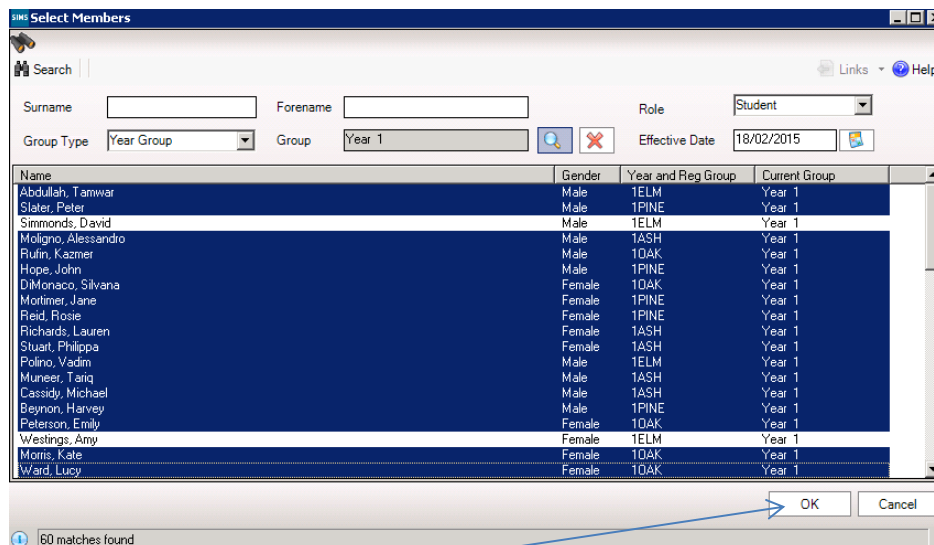


The **Current Main Supervisor** section can be ignored or added if you wish to assign one.

5. Move on to the **Membership** section.
6. Click **Action** and **Add Member** to add pupils to the group.
7. Choose the **Group Type** and **Group** from which you want to select and click **Search**.

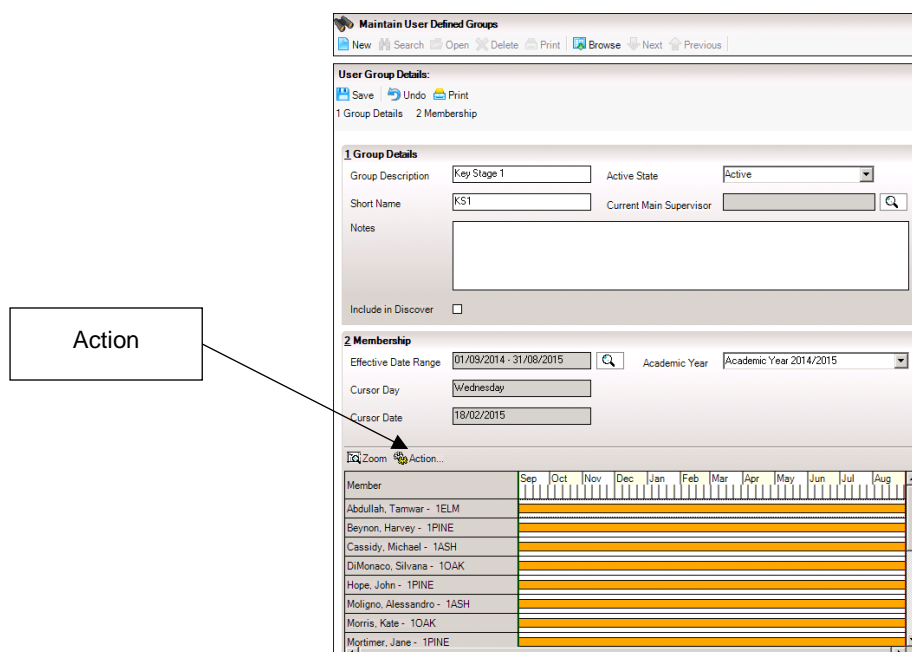


- Choose the pupils you require by selecting individuals or in multiples. (Click on the Ctrl button to select individual pupils or use the Control + Shift button to select a range of pupils).



Click **OK**. The names of these pupils will appear in the box below.

9. Save.



10. If there are other pupils who will have assessments but are allocated to other years then choose the appropriate year again and select those children to add to the group.

Once you have created the User Defined Group – continue with the instructions for the relevant Key Stage Wizard you were working on and which you created this group to enter the results for.