

How to Create a Custom Group as a Teacher

This feature is available only to educators with assigned student groups in the California Educator System (CERS).

- 1 Navigate to the [CAASPP & ELPAC Website](#).
- 2 Select the **CERS—California Educator Reporting System** tile.
- 3 Select the **CERS—California Educator Reporting System Logon** button.
- 4 Log on with your Test Operations Management System credentials.
- 5 Select the **My Groups** tab.
- i *Contact your administrator if you do not have any assigned groups.*
- 6 Select the **Create** button.
- 7 Filter the list of students as needed by school or group title, student name or SSID, or with advanced filters.
- 8 Select each **student's name** from the list to add students to the custom group individually or select the **Add All Students** link to add all students to the custom group.
- 9 Added students appear in the Students List where they can be removed from the list individually or by selecting the **Remove All Students** link.
- 10 Enter a group name in the **Group Name** text field.
- i *If desired, select subjects for the group in the **Subjects** section; the default is all.*
- 11 Select the **Save** button to add the new group to the **My Groups** tab.
- i *For additional information, access the [Creating My Groups section of the CERS User Guide](#).*