

How to Manage Student Groups with Bulk Actions as an Administrator

Bulk actions within the California Educator Reporting System (CERS) affect existing student groups. This feature is only available for the following roles in the Test Operations Management System (TOMS): LEA Coordinator, Site Coordinator, Educator—District, and Educator—Site.

- 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 TOMS credentials.
 - 5 Select the **Student Groups** button in the Administrator Tools section.
- i** *District level users can select a school from the School drop-down menu to change the list of groups available.*
- 6 Select the group(s) for bulk action by selecting the **check box** at the end of the row for each group, or select all groups by selecting the **check box** in the header row.
 - 7 Select the **Context Menu** (three-dot icon) in the header row to choose the bulk action to be performed.
- i** *Bulk actions include the following:*
- Assign—Add a user to the group(s) by entering the email address associated with the TOMS account for the user to be added.
 - Download—Download the group(s) into a CSV file.
 - Delete—Remove the group(s) from CERS. *Warning: deleted groups cannot be recovered.*
- 8 Complete or cancel the action in the pop-up window.
- i** *For additional information, access the [Student Group Bulk Actions Menu section of the CERS User Guide](#).*