Quick Steps for Creating a Group

1. Log into your account and go to Manage > My Student Groups.
2. Select New Student List on the right.

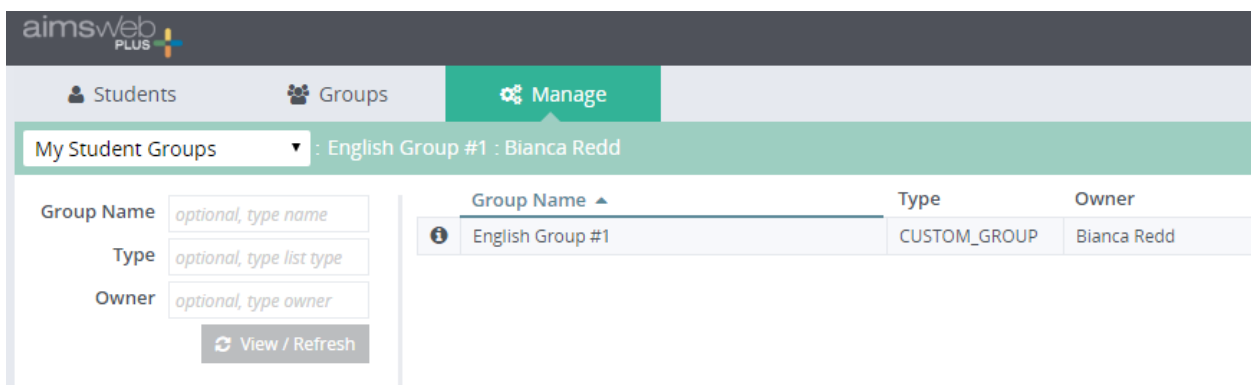3. Fill in all required fields in the New Student Group setup.

   Hint: The Organizational Unit will auto-populate when the first few letters are typed. The owner is defaulted to the Account Manager.

4. The new Group will appear in the listing once the page is refreshed.

5. To add students to the group, select Student Roster from the drop down list on the left and use the subsequent drop down menus to select your class roster. Select Refresh.

6. Check the boxes to the left of the student name(s) whom you want to add to your Group and select Roster Selected Students on the right.

7. The Roster Students box will populate. In the Roster Type drop down, select My Student Groups and make the selections for the other required fields. Select Confirm and the students who were selected from the Roster will be added to the Group you selected.

For all questions, please feel free to call or email the aimswebPlus team!

General Technical Support

1-866-313-6194, option 1

Email aimswebsupport@pearson.com

(8am-5pm Central Time)

Data, Imports, Exports

866-313-6194, option 1, and then option 3

Email aimswebdata@pearson.com

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