Reporting Groups

You can create and manage a reporting group that consists of either:

- All tests assigned to a student for an administration.
- Student tests that contain single or multiple subject tests.

You can also assign users to your reporting groups or delete a reporting group to remove test data for completed test administrations.

Create/Manage Reporting Groups

Pearson recommends that you create reporting groups through a file import; however, you can manually create a reporting group through two different methods using the user interface (UI).

Step-by-Step

1. From Reports, select Reporting Groups.

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2. Click Select Tasks, select Manage Reporting Groups, and click Start.

Reporting Groups	
Tasks 1 Selected	
Select Tasks	▼ Start ▼
 Manage Reporting Groups Assign Users to Reporting Groups Delete Reporting Groups Reporting Group starts with 	Q Search 💌
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Select one or more	Name
	ONo results found.

3. Type or select details.

Manage Reporting Groups		
REPORTING GROUPS (0) O New Reporting Group	DETAILS Manage Reporting Groups By Registration	Creato Reset
	Organization* 0 NUM DIST 1 SCHL1 (AR-01234-00 x *	Authorized Users
	Name* REPORTING GROUP EXAMPLE	
	Description EXAMPLE OF REPORTING GROUP Constructions of an analysis of the construction of the constructio	
	Create groups from Sessions • Within UNUMUIST 13CHL1 • 0	Pind by name of 10 within 0 NUM DIST 1 SCHL1 *
	Assigned Students * Required	
	Create Reset	

You can add students to a reporting group by adding a whole session or group/class, or by adding students individually by name or ID.

REPORTING GROUPS (0)	DETAILS				
New Reporting Group	Manage Reporting Groups By Registration				
	Organization*				
	0 NUM DIST 1 SCHL1 (AR-01234-00 × ×				
	Name*				
	REPORTING GROUP EXAMPLE				
	Description				
	EXAMPLE OF REPORTING GROUP				
	Create Groups from Sessions - within 0 NUM DIST 1 SCHL1 - 0				
	Sessions				
	⊖ Groups/Classes				
	Assigned Students				

4. Click Create.

EPORTING GROUPS (0)	DETAILS				
O New Reporting Group	Manage Reporting Groups By Registration			Create	Reset
	Organization"	Authorized Users			
	0 NUM DIST 1 SCHL1 (AR-01234-00 × ×				
	Name*				
	REPORTING GROUP EXAMPLE				
	Description				
	EXAMPLE OF REPORTING GROUP				
	Create Groups from Sessions - within 0 NUM DIST 1 SCHL1 - 0	Find by name or ID within 0 No.	M DIST 1 SCHL1 •		
	Assigned Students				
	Student Name	INTŠJ 😫	INTSJ 😫	Remove Studen	e.
	CFOLNAMEADC, CFOFNAMEADC (202040000081) 0			8	
	CFOLNAMECEY, CFOFNAMECEY (202040001481) 0			8	
	INT PROTCLN, INT PROTCFN (280400782610) 0	•	•	8	
	* Required				
	Create Reset				

Create a Reporting Group By Session

1.

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	Sessions Students in Sessions

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Show	Students	in Sessions	& Control S	Sessions				
Select	one or mor	re				Session	Session Status	Sche
Organiz	ation				ØSe	earch or select a	a filter to view results.	
Select	one or mor	re						
Test								
Select	one or mor	re						
Form G	roup Type							
Select	one or mor	re						
Schedu	led Start I	Date Range	•					
Select	one		**					
to								
Select	one		6					

3. Type or select details.

REPORTING GROUPS (0)	DETAILS	
O New Reporting Group	Manage Reporting Groups By Registration	Create Reset
	Organization* O NUM DIST 1 SCHL1 (AR-01234-00 × •	Authorized Users
	Name* REPORTING GROUP EXAMPLE	
	Description EXAMPLE OF REPORTING GROUP	
	Create Groups from Sessions • within 0 NUM DIST 1 SCHL1 • 0	Find by name or ID within 0 NUM DIST 1 SCHL1 •
	Assigned Students	
	* Required	

4. Click Create.

1. From Reports, select Reporting Groups.

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2. Type the group name into the search field, and click Search. Or, from the Search dropdown, select Show all results.

Reporting Groups	
Tasks 0 Selected	
Select Tasks	▼ Start ▼
Eind Banarting Groups	
Find Reporting Groups	
Session Example	Q Search *
Filters Clear Hide Organizations	1 Results
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3. Click Select Tasks, select Manage Reporting Groups, and click Start.

El Tasks 1 Selected				Reporting	Groups 1 Selected Clear	
Select Tasks			• Start •	Manage		
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4. Update the necessary details.

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O New Reporting Group	Manage Reporting Groups By Registration	Save Roset			
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	Name"				
	SESSION EXAMPLE NAME Description				
	DESCRIPTION HERE				
	Create Groups from Sessions * within 0 NUM DIST 1 SCHL1 * 0	Find by name or ID within 0 NUM DIST 1 SCHL1 *			
	Assigned Students	CFOLNAMEAYQ, CFOFNAMEAYQ (202940000641) CFOLNAMECEY, CFOFNAMECEY (202040001481)			
	Student Name	GFOLNAMEADC, CFOFNAMEADC (202040000081)			
	CFOLNAMEAYO, CFOFNAMEAYO (202040000641) 0	CFOLNAMEAYR, CFOFNAMEAYR (202040000642) CFOLNAMECEZ, CFOFNAMECEZ (202040001482)			
	INT PHOTODA, INT PHOTOPA (280400782610) 0	CFOLNAMEADD, CFOFNAMEADD (202040000082)			
	* Required	CFOLNAMEAYS, CFOFNAMEAYS (202040000643)			
	Save Reset				

5. Click Save.

DETAILS	
Manage Reporting Groups By Registration	Save Reset
Organization* Authorized Users	
0 NUM DIST 1 SCHL1 (AR-01234-00 × ×	
Name*	
SESSION EXAMPLE NAME	
Description	
DESCRIPTION HERE	
Assigned Students	Damaus Student
Assigned Students Student Name CERLINAMEANO CERENAMEANO (2020) (2020)	Remove Student
Assigned Students Student Name CFOLNAMEAYQ, CFOFNAMEAYQ (202040000641) 0 CFOLNAMEAYB, CFOFNAMEAYB (202040000642) 0	Remove Student
Assigned Students Student Name CFOLNAMEAYQ, CFOFNAMEAYQ (202040000641) CFOLNAMEAYR, CFOFNAMEAYR (202040000642) INT PROTCLN, INT PROTCFN (280400782610)	Remove Student

What's Next?

After you create a reporting group, you can assign additional users to limit who can access the reporting group.

Assign Users to Reporting Groups

You can assign users to a reporting group so they can view group reports for either **student registrations** or **student tests**, depending on your program's requirements.

Pearson recommends that you assign users through a file import; however, you can also assign users through UI data fields.

Prerequisites

You must create a reporting group before you assign a user to it.

Step-by-Step

1. From Reports, select Reporting Groups.

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2. Type into the search field a reporting group, and click Search.

Reporting Groups					
El Tasks O Selected			Reporting Groups 0 Selected Cless	r -	
Select Tasks		• Start •	Manage		
Find Reporting Groups			•		
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Filters Organizations	Clear Hide	1 Results		Display	ing 25 ¢ Manage Columns+
Select one or more		Name	Organization	# of Student Tests	# of Students
		DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)		

3. Click the checkbox next to the group.

Find Reporting Groups					
Demo Q Search ·					
Filters Clear Organizations	fide 1 Results		Displaying	25 ¢ Manage Columns -	
Select one or more	Name	Organization	# of Student Tests	# of Students	
	DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)			

4. Click Select Tasks, select Assign Users to Reporting Groups, and click Start.

Reporting Groups				
El Tasks 1 Selected		Reporting Groups 1 Selected Clear		
Select Tasks	* Start *	Manage		•
Create / Edit Reporting Groups Manage Student Tests in Reporting Groups Manage Registrations in Reporting Groups Asign Users to Reporting Groups Delete Reporting Groups	Q, Starch 🔹			
Filters Clear Hide Organizations	1 Results		Displayi	ng 25 \$ Manage Columns -
Select one or more	Name	Organization	# of Student Tests	# of Students
	M DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)		

5. Click the checkbox next to the reporting group.

Authorize	wthorized Users					
	Assign to selected reporting groups					
Assig	Assign Users to Reporting Groups Reset					
0	Reporting Group	Organization	Authorized Users			
2	DEMO REPORTING GROUP 1	DEMO SCHOOL 1				
• Require	d					
Save	Reset					

6. Type a user name into the Authorized Users search field.

Authorize	luthorized Users						
Frank	Assign to selected reporting groups						
frank.la	ngemail.com nousers to neguerang Groups			Save Reset			
Θ	Reporting Group	Organization	Authorized Users				
8	DEMO REPORTING GROUP 1	DEMO SCHOOL 1					
• Required	1						
Save	Reset						

7. Click Assign to selected reporting groups.

Authorize × frank	d Users Assign to selected reporting groups			
Assign	Users to Reporting Groups		Save Ret	Jet
Θ	Reporting Group	Organization	Authorized Users	
8	DEMO REPORTING GROUP 1	DEMO SCHOOL 1	× frank.lang@email.com	
• Required	1			
Save	Reset			

8. Click Save.

Authorize	athorized Users × franklang@email.com Assign to selected reporting groups							
Assig	Assign Users to Reporting Groups							
Θ	Reporting Group	Organization	Authorized Users					
8	DEMO REPORTING GROUP 1	DEMO SCHOOL 1	× frank.lang@email.com					
• Required	1							
Save Reset								

Repeat steps 1 and 2, above, and then:

- 3. Click the checkbox next to the reporting groups.
- 4. Type a user's name into the Authorized Users search field, and click Assign to selected reporting groups.
- 5. Click the checkbox next to the reporting groups.
- 6. Click Save.

What's Next? (Optional)

You can remove a previously assigned user from a group by clicking the X next to the user's name, and clicking Save.

Authoriz	ed Users Assign to selected reporting groups			
Assig	n Users to Reporting Groups		Sav	Reset
0	Reporting Group	Organization	Authorized Users	
8	DEMO REPORTING GROUP 1	DEMO SCHOOL 1	× frank.lang@email.com	
Require	d			
Save	Reset			

Delete Reporting Group

You can delete a reporting group to remove test data for completed test administrations.

Prerequisites

Before you delete a reporting group, you must first remove all student test assignments and registrations associated with the reporting group.

Step-by-Step

1. From Reports, select Reporting Groups.

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2. Type into the search field a reporting group, and click Search.

Reporting Groups				
El Tasks 0 Selected		Reporting Groups 0 Selected Clear		
Select Tasks	V Start V	Manage		•
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Select one or more	Name DEMO REPORTING GROUP 1	Organization DEMO SCHOOL 1 (010001)	# of Student Tests	# of Students

3. Click the checkbox next to the group.

Find Reporting Groups					
Demo Q Search *					
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Select one or more		Name	Organization	# of Student Tests	# of Students
		B DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)		

4. Click SelectTasks, select Delete Reporting Groups, and click Start.

Reporting Groups				
El Tasks 1 Selected		Reporting Groups 1 Selected Clear		
Select Tasks	Start -	Manage		•
Create / Edit Reporting Groups Manage Student Tests in Reporting Groups Manage Registrations in Reporting Groups Assign Users to Reporting Groups E Delete Reporting Groups	Q Search •			
Filters Clear Hide Organizations	1 Results		Displayin	ng 25 ¢ Manage Columns -
Select one or more	Name	Organization	# of Student Tests	# of Students
	Ø DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)		

5. Click the checkbox next to the reporting group you want to delete.

Delete Reporting Groups				Reset
0	Name	Organization		
8	DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)		
* Required				
Delete	Reset			

6. Click Delete.

Delete Reporting Groups				Roset
0	Name	Organization		
8	DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)		
* Required				
Delete	Reset			