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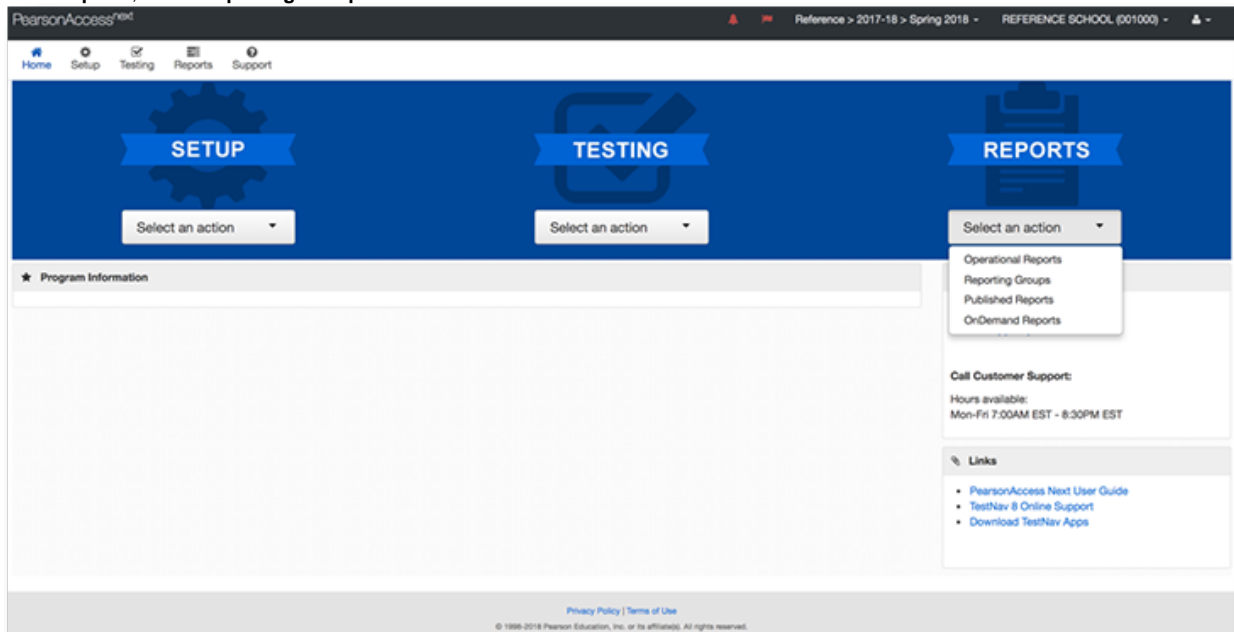
2. Click **Select Tasks**, select **Manage Reporting Groups**, and click **Start**.

Reporting Groups

☰ **Tasks** 1 Selected

Select Tasks ▼   **Start** ▼

☑ Manage Reporting Groups
☐ Assign Users to Reporting Groups
☐ Delete Reporting Groups

Reporting Group starts with   🔍 **Search** ▼

Filters   **Clear Hide**
Organizations

Select one or more

No Results

☐   **Name**

ⓘNo results found.

3. Type or select details.

Manage Reporting Groups

REPORTING GROUPS (0)   **DETAILS**

➕ New Reporting Group   Manage Reporting Groups By Registration   **Create** Reset

Organization*
0 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 ▾ ⓘ   Find by name or ID within 0 NUM DIST 1 SCHL1 ▾
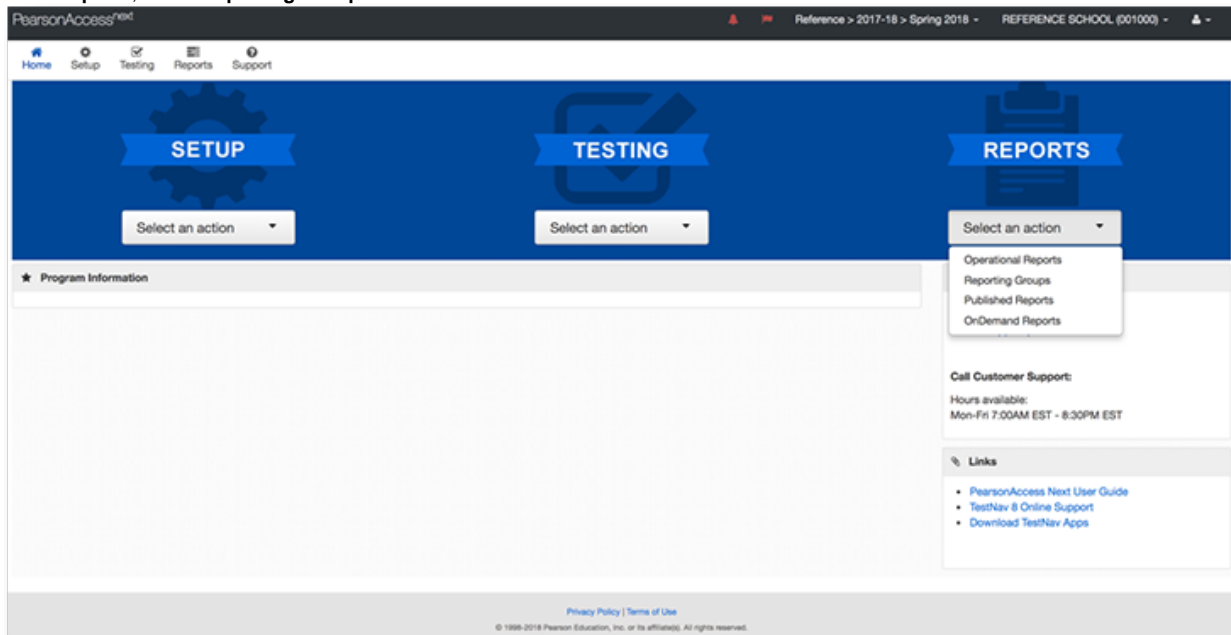
Assigned Students

* 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 ▾ ⓘ

⦿ Sessions
○ Groups/Classes

Assigned Students

4. Click **Create.**

Create a Reporting Group By Session

1. From **Testing**, select **Sessions.**

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

3. Type or select details.

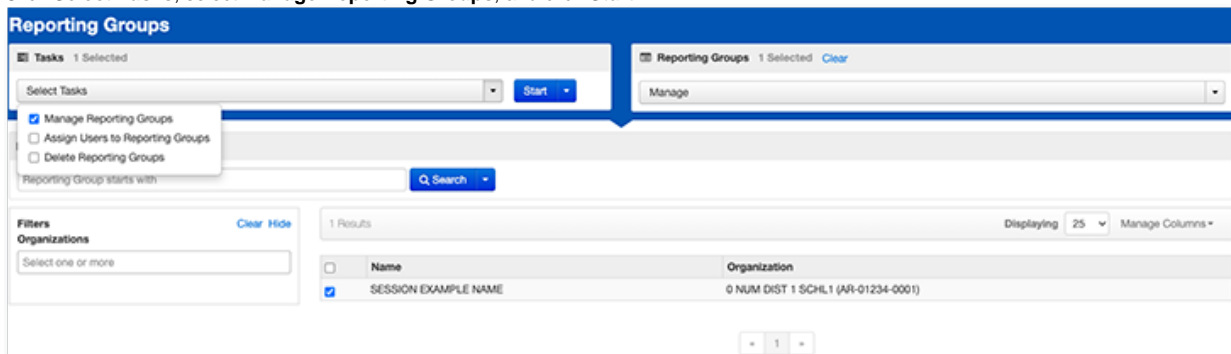**4.** Click **Create.**

Update a Reporting Group

1. From **Reports**, select **Reporting Groups**.

2. Type the group name into the search field, and click **Search.** Or, from the **Search** dropdown, select **Show all results**.
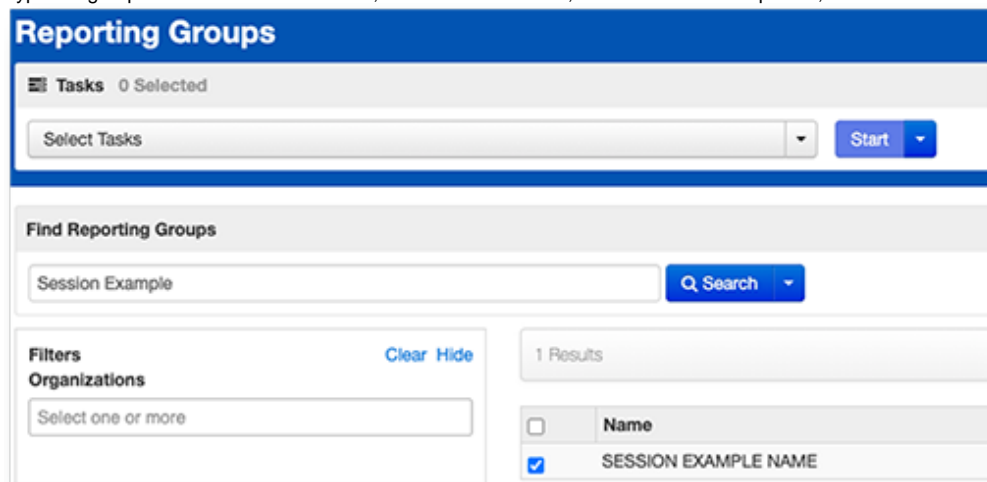
3. Click **Select Tasks**, select **Manage Reporting Groups**, and click **Start**.

4. Update the necessary details.

5. Click **Save.**

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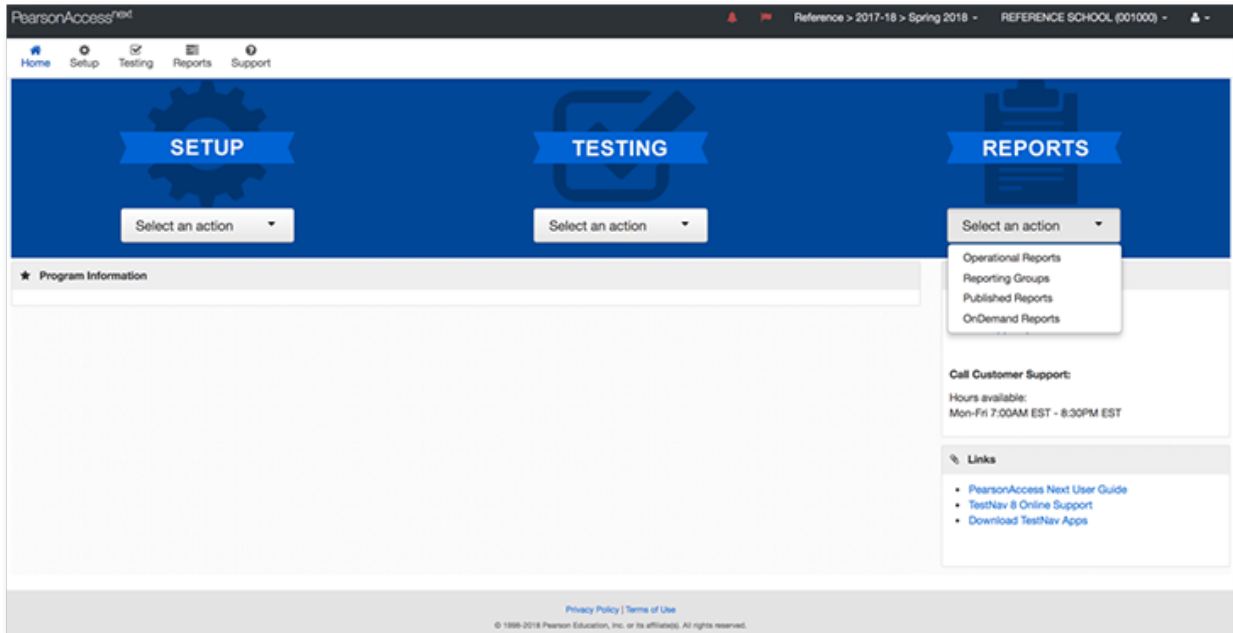
Pearson recommends that you assign users through a file import; however, you can also assign users through UI data fields.
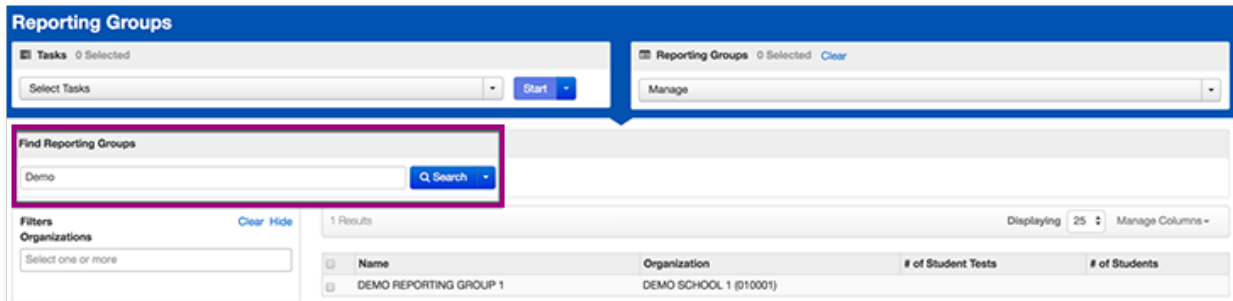
Prerequisites

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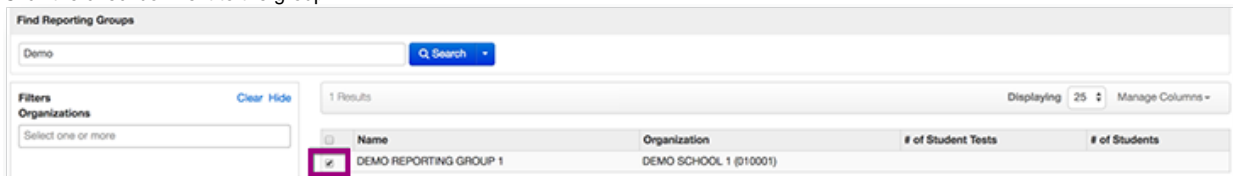
Step-by-Step

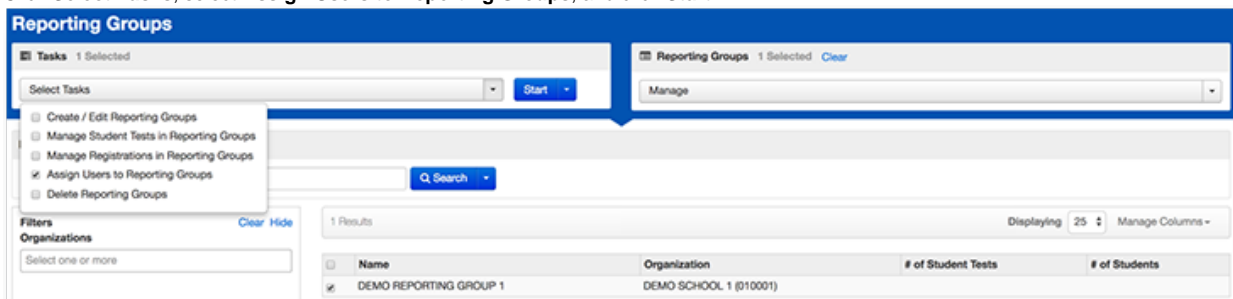1. From **Reports**, select **Reporting Groups.**

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

3. Click the checkbox next to the group.

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

5. Click the checkbox next to the reporting group.

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

7. Click **Assign to selected reporting groups.**

8. Click **Save**.

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**.
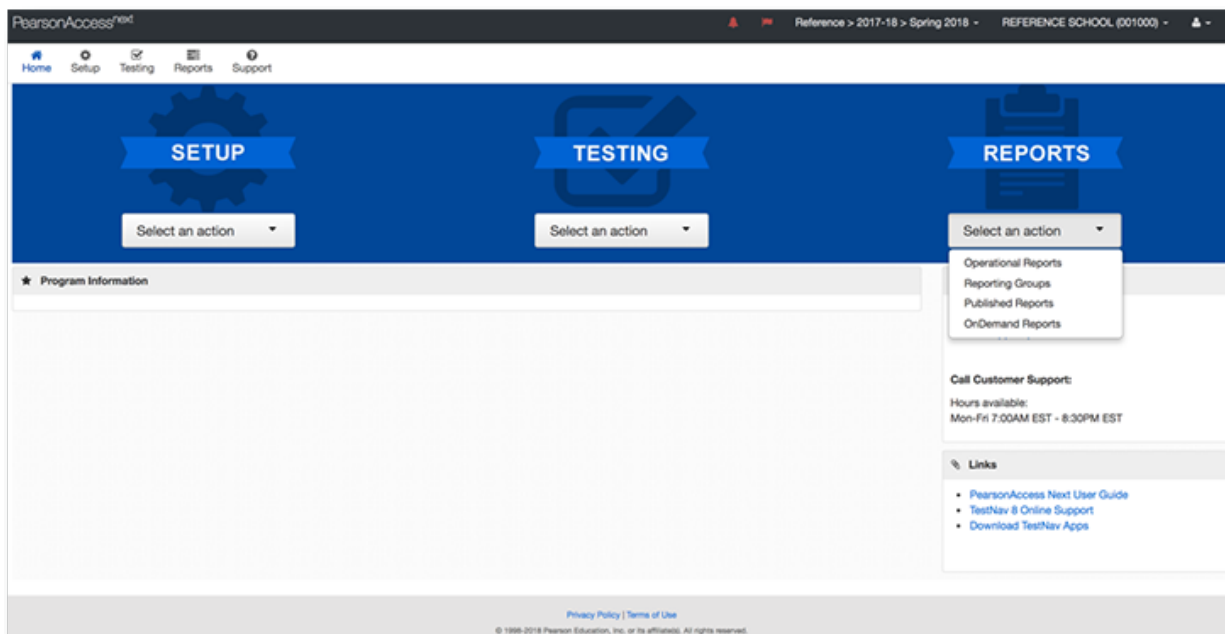

Delete Reporting Group

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.**

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

3. Click the checkbox next to the group.

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

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

6. Click **Delete**.