

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.

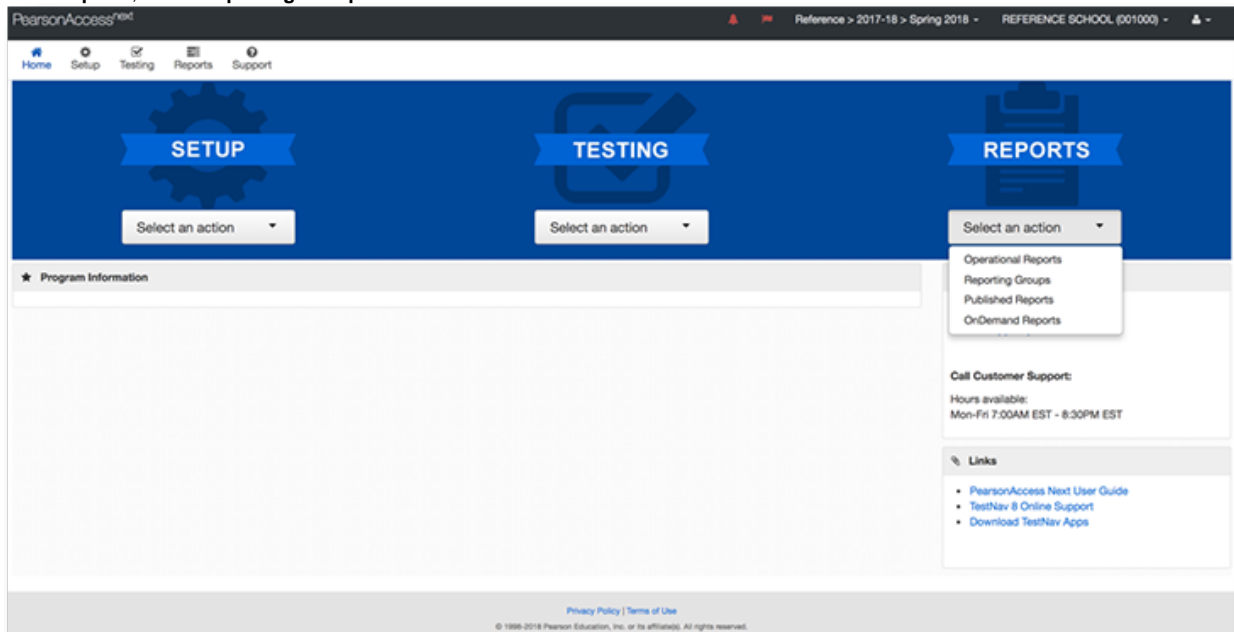
You can also assign users to your reporting groups or delete a reporting group to remove test data for completed test administrations.

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 Q Search ▼

Filters Clear Hide

Organizations

Select one or more

No Results

<input type="checkbox"/>	Name
No results found.	

3. Type or select details.

Manage Reporting Groups

REPORTING GROUPS (0)

[New Reporting Group](#)

DETAILS

Manage Reporting Groups By Registration Create Reset

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 ⓘ

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**.

Manage Reporting Groups

REPORTING GROUPS (0)

[New Reporting Group](#)

DETAILS

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**.

REPORTING GROUPS (0)

New Reporting Group

DETAILS

Manage Reporting Groups By Registration

CreateReset

Organization*

0 NUM DIST 1 SCHL1 (AR-01234-00... x

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

Student Name	INTSJ	INTSJ	Remove Student
CFOLNAMEADC, CFORNAMEADC (202040000081)			
CFOLNAMECEY, CFORNAMECEY (202040001481)			
INT PROTCJN, INT PROTCFN (280400782610)			

* Required

CreateReset

Create a Reporting Group By Session

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

PearsonAccess^{next}

Reference > 2017-18 > Fall 2017

Reference State (ref)

HomeSetupTestingReportsSupport

SETUP

Select an action

TESTING

Select an action

Sessions

Students in Sessions

REPORTS

Select an action

★ Program Information

Contact

Email Customer Support:

demo@support.pearson.com

Call Customer Support:

Hours available:

Mon-Fri 7:00AM EST - 8:30PM EST

Links

- PearsonAccess Next User Guide
- TestNav 8 Online Support
- Download TestNav Apps

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

Home Setup **Testing** Reports Test Config Support

Sessions

Go to Students in Sessions »

Tasks 1 Selected

Select Tasks Start

- ☐ Create / Edit Sessions
- ☐ Precaching Test Content
- ☐ Delete Sessions
- ☐ Add/Remove Students in Sessions
- ☐ Generate Test Tickets
- ☒ Create Reporting Groups

[Show Students in Sessions & Control Sessions](#)

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one

to

Select one

Search

No Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date
Search or select a filter to view results.			

3. Type or select details.

Manage Reporting Groups

REPORTING GROUPS (0)

[New Reporting Group](#)

DETAILS

Manage Reporting Groups By Registration Create Reset

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**

Find by name or ID within **0 NUM DIST 1 SCHL1**

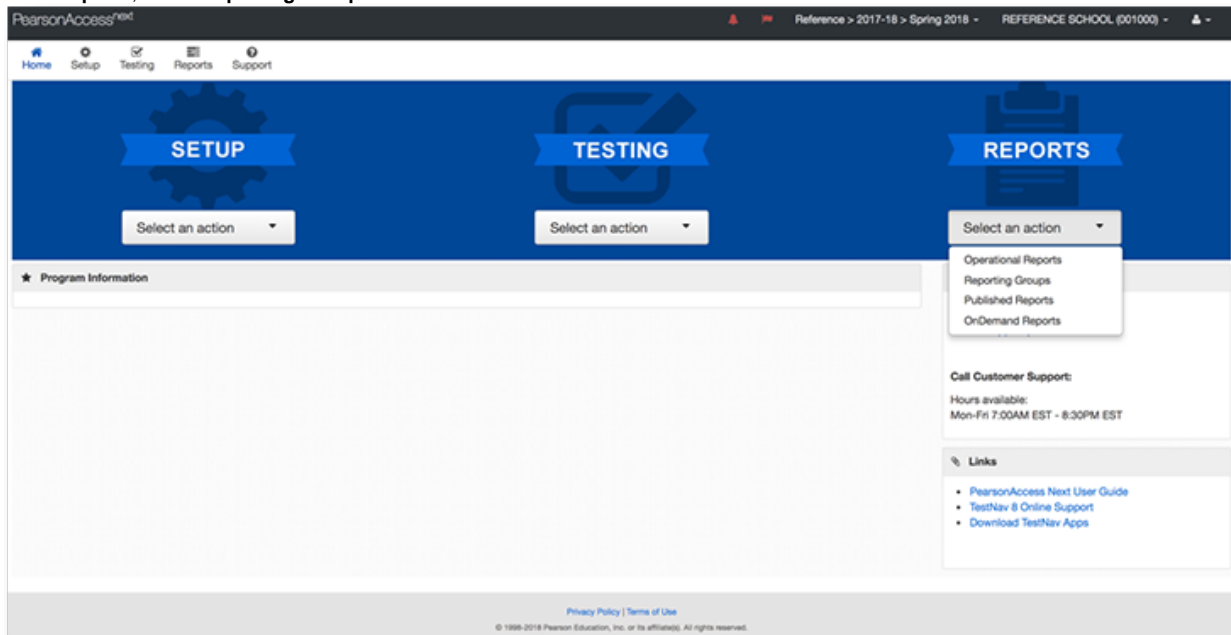
Assigned Students

* Required

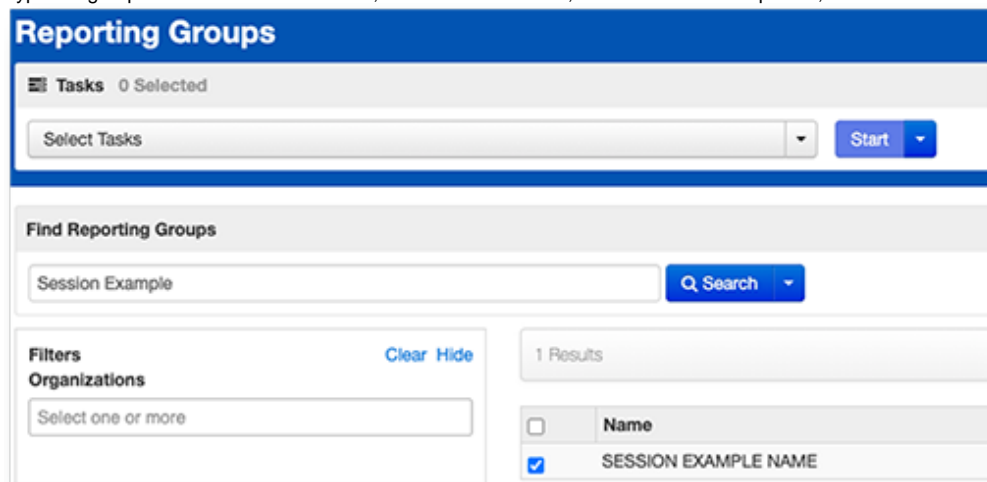
Create Reset

4. Click **Create**.

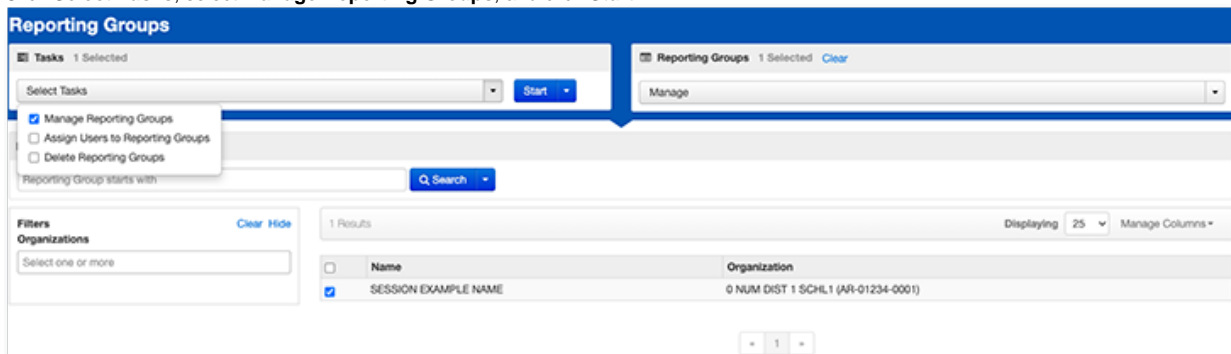
1. From **Reports**, select **Reporting Groups**.



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.

Manage Reporting Groups

REPORTING GROUPS (1)

New Reporting Group

SESSION EXAMPLE NAME

DETAILS

Manage Reporting Groups By Registration

Organization*

0 NUM DIST 1 SCHL1 (AR-01234-00... x

Name*

SESSION EXAMPLE NAME

Description

DESCRIPTION HERE

Create Groups from Sessions within 0 NUM DIST 1 SCHL1

Assigned Students

Student Name

CFOLNAMEAYQ, CFOFNAMEAYQ (202040000641)

INT PROTCLN, INT PROTCFN (280400782610)

* Required

Save Reset

Authorized Users

Find by name or ID within 0 NUM DIST 1 SCHL1

CFOLNAMEAYQ, CFOFNAMEAYQ (202040000641)

CFOLNAMECEY, CFOFNAMECEY (202040001481)

CFOLNAMEADC, CFOFNAMEADC (202040000081)

CFOLNAMEAYR, CFOFNAMEAYR (202040000642)

CFOLNAMECEZ, CFOFNAMECEZ (202040001482)

CFOLNAMEADD, CFOFNAMEADD (202040000082)

CFOLNAMEAYS, CFOFNAMEAYS (202040000643)

5. Click **Save**.

DETAILS

Manage Reporting Groups By Registration

Save Reset

Organization*

0 NUM DIST 1 SCHL1 (AR-01234-00... x

Name*

SESSION EXAMPLE NAME

Description

DESCRIPTION HERE

Create Groups from Sessions within 0 NUM DIST 1 SCHL1

Find by name or ID within 0 NUM DIST 1 SCHL1

Assigned Students

Student Name	Remove Student
CFOLNAMEAYQ, CFOFNAMEAYQ (202040000641)	
CFOLNAMEAYR, CFOFNAMEAYR (202040000642)	
INT PROTCLN, INT PROTCFN (280400782610)	

* Required

Save Reset

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.

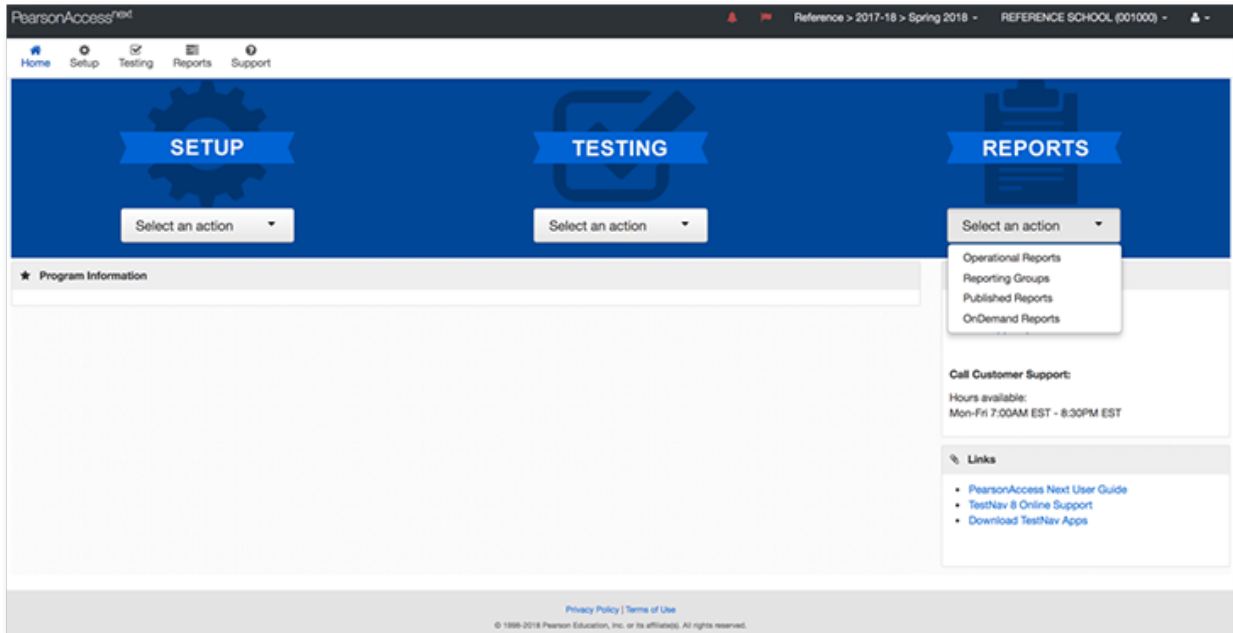
Pearson recommends that you assign users through a file import; however, you can also assign users through UI data fields.

Prerequisites

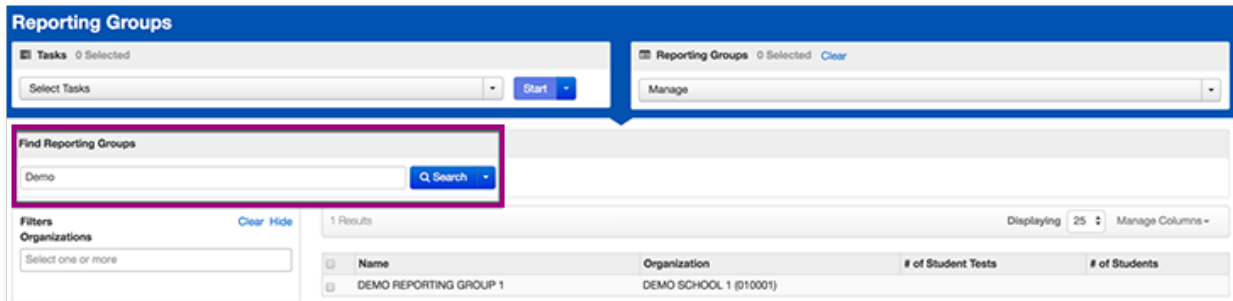
You must create a reporting group before you assign a user to it.

Step-by-Step

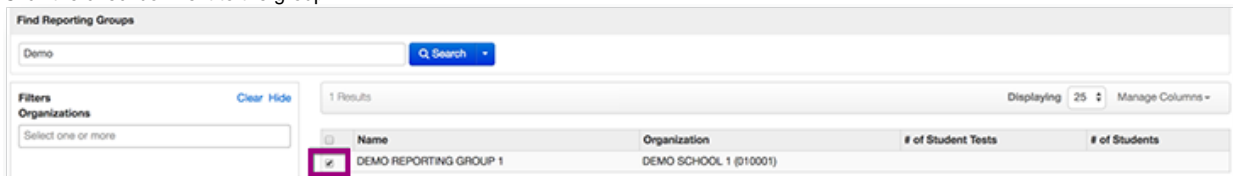
1. From **Reports**, select **Reporting Groups**.



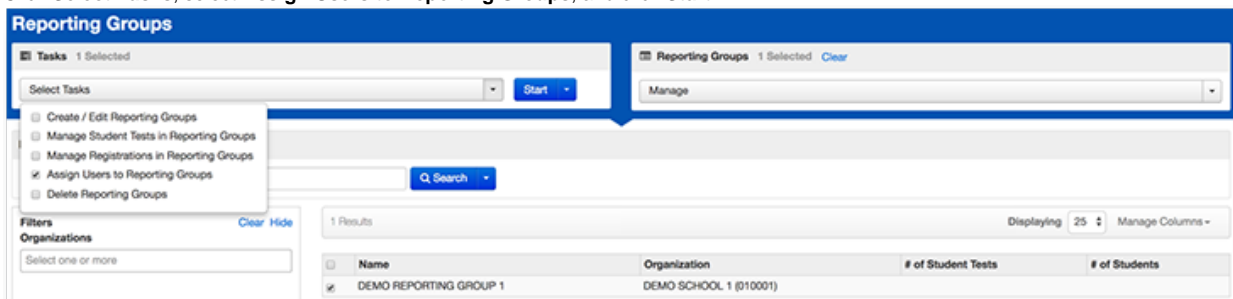
2. Type into the search field a reporting group, and click **Search**.



3. Click the checkbox next to the group.



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



- Click the checkbox next to the reporting group.

Authorized Users

Assign to selected reporting groups

Assign Users to Reporting Groups

Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 1	DEMO SCHOOL 1	

* Required

Save Reset

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

Authorized Users

Assign to selected reporting groups

Assign Users to Reporting Groups

Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 1	DEMO SCHOOL 1	

* Required

Save Reset

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

Authorized Users

Assign to selected reporting groups

Assign Users to Reporting Groups

Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 1	DEMO SCHOOL 1	x frank.lang@email.com

* Required

Save Reset

- Click **Save**.

Authorized Users

Assign to selected reporting groups

Assign Users to Reporting Groups

Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 1	DEMO SCHOOL 1	x frank.lang@email.com

* Required

Save Reset

Repeat steps 1 and 2, above, and then:

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

Authorized Users

[Assign to selected reporting groups](#)

Assign Users to Reporting Groups [Save](#) [Reset](#)

Reporting Group	Organization	Authorized Users
DEMO REPORTING GROUP 1	DEMO SCHOOL 1	<input type="text" value="x frank.lang@email.com"/>

* Required

[Save](#) [Reset](#)

Delete Reporting Group

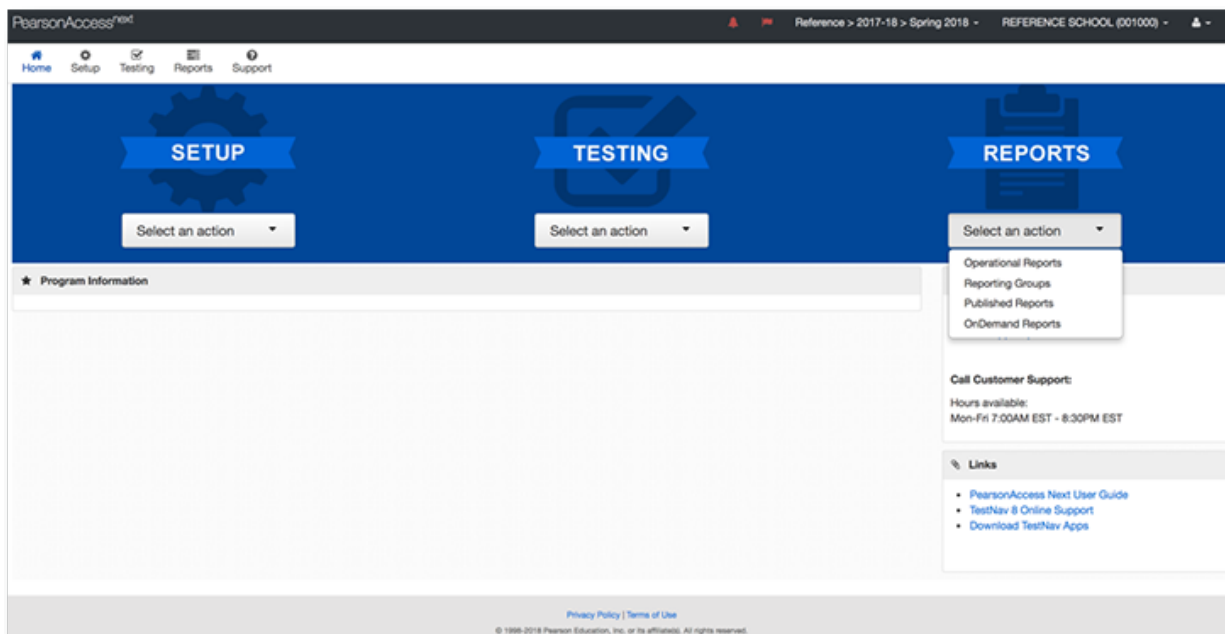
You can delete a reporting group to remove test data for completed test administrations.

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**.



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

Reporting Groups

Tasks 0 Selected Start

Reporting Groups 0 Selected Clear

Find Reporting Groups

Demo Q Search

Filters Clear Hide

Organizations Select one or more

1 Results

Name	Organization	# of Student Tests	# of Students
DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)		

Displaying 25 Manage Columns

- Click the checkbox next to the group.

Find Reporting Groups

Demo Q Search

Filters Clear Hide

Organizations Select one or more

1 Results

Name	Organization	# of Student Tests	# of Students
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 1	DEMO SCHOOL 1 (010001)		

Displaying 25 Manage Columns

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

Reporting Groups

Tasks 1 Selected Start

Reporting Groups 1 Selected Clear

Select Tasks

- ☐ Create / Edit Reporting Groups
- ☐ Manage Student Tests in Reporting Groups
- ☐ Manage Registrations in Reporting Groups
- ☐ Assign Users to Reporting Groups
- ☒ Delete Reporting Groups

Find Reporting Groups

Demo Q Search

Filters Clear Hide

Organizations Select one or more

1 Results

Name	Organization	# of Student Tests	# of Students
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)		

Displaying 25 Manage Columns

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

Delete Reporting Groups Delete Reset

Name	Organization
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)

* Required

Delete Reset

- Click **Delete**.

Delete Reporting Groups Delete Reset

Name	Organization
<input checked="" type="checkbox"/> DEMO REPORTING GROUP 2	DEMO SCHOOL 1 (010001)

* Required

Delete Reset