

Reference Materials

Administration Test Coordinators and Test Coordinators can, by default, see all student reports information if students have been placed into Reporting Groups. Users assigned to the Full Access Educator or Reports Only Educator role, however, must first be assigned to specific Reporting Groups in order to see student reports information. Students are assigned to Reporting Groups and Authorized Users are assigned to Reporting Groups, thus allowing educators to see student results.

Students must be placed into Reporting Groups to enable detailed student reports information to be viewed (even by the Administration Test Coordinator and Test Coordinator roles) in the Current Progress, Supplemental Scores, and Proficiency Summary reports. Students do not need to be added to reporting groups to enable Administration Test Coordinators and Test Coordinators to view grade-level overview reports information.

Note: Reporting Groups are different than Groups/Classes. Groups/Classes are created prior to testing and can be used in creating test sessions. Reporting Groups are used after testing to view student report information.

Import Reporting Groups File

1. Select the **Setup** icon.
2. Select **Import/Export Data**.
3. Select the drop-down arrow next to the **Start** button and select **Import/Export Data**.
4. Select the drop-down arrow in the **Type** field and select **Reporting Groups Import**.
5. Select the **Choose File** button.
6. Navigate to the file you want to import.
7. Select the **Process** button.

The file will stop processing if 500 errors are reached. The View File Details tab will show links to Download Records in Error or Download Error Messages, which can be used to review any errors.

It is recommended that you export the template for the file first. Choose the appropriate export option for the file you wish to use and process. Use the View File Details tab to view the status of this file. When completed, select Download File.

Manually Create Reporting Groups from the Sessions Page

1. Select the **Testing** icon.
2. Select **Sessions**.
3. Select the checkbox next to the appropriate session.
4. Select the drop-down arrow next to the **Start** button and select **Create Reporting Groups**.
5. Select the appropriate session from the **Session** drop-down menu.
6. Type in the name of the reporting group in the **Name** field.

7. To assign users to the reporting group, begin typing the username (email address) of the user in the **Authorized Users** field. Continuing adding as many users as needed.
8. Registration information for each student can be viewed by selecting the information icon (the blue i). Individual students can be removed by selecting the trash can icon.
9. To add additional students, use the **Find by name or ID within...** field.
10. Select the **Create** button.
Result: A Success - Changes saved message appears.
11. Select the **Exit Tasks** button.
12. Select the **Reports** icon.
13. Select **Reporting Groups**.
14. Select the drop-down arrow next to the **Start** button and select **Manage Reporting Groups**.
15. Select the appropriate organization from the **Organization** drop-down menu.
16. Type in the name of the reporting group in the **Name** field.
17. To assign users to the reporting group, begin typing the username (email address) of the user in the **Authorized Users** field. Continue adding as many users as needed.
18. Use the following table to determine your next step:

Option	Description
All students from a test session	<ol style="list-style-type: none"> a. Select Sessions from the blue drop-down menu in the Create Groups from... header. b. Select the session you want to add from the drop-down field.
All students from a group/class	<ol style="list-style-type: none"> a. Select Groups/Classes from the blue drop-down menu in the Create Groups from... header. b. Select the group/class you want to add from the drop-down field.
Individual students	Select the student(s) you want to add from the drop-down field under the Find by name or ID within... section.

Note: Only three test sessions or group/classes can be added at a time. To add more, complete the process of creating a reporting group and select the reporting group again to edit.

19. Registration information for each student can be viewed by selecting the information icon (the blue i). Individual students, entire test sessions, and entire group/classes can be removed by selecting the trash can icon.
20. Select the **Create** button.
Result: A Success - Changes saved message appears.
21. Select the **Exit Tasks** button.

Assign Users to Existing Reporting Groups

Users can be assigned to existing reporting groups using the method above, or they can be assigned using the following process. This process is easier if a user needs to be manually assigned to many reporting groups at one time.

1. After creating reporting groups, select the **Reports** icon.
2. Select **Reporting Groups**.
3. In the Search drop-down menu, select **Show all results** to see a list of all reporting groups. You also may apply a filter by entering additional details.
4. Select the check box next to the reporting group(s) to which you want to assign users.
5. Select the drop-down arrow next to the **Start** button and select **Assign User to Reporting Groups**.
6. Enter a username (email address) into the **Authorized Users**.
7. Select the check box next to all Reporting Groups you want to update.
8. Select the **Save** button.

Delete Reporting Groups

1. After creating reporting groups, select the **Reports** icon.
2. Select **Reporting Groups**.
3. In the Search drop-down menu, select **Show all results** to see a list of all reporting groups. You also may apply a filter by entering additional details.
4. Select the check box next to the reporting group(s) you want to delete.
5. Select the drop-down arrow next to the **Start** button and select **Delete Reporting Groups**.
6. Select the check box next to all Reporting Groups you want to delete.
7. Select the **Delete** button.

A Reporting Group cannot be deleted if students are assigned. To avoid receiving an error message, remove students from that Reporting Group by selecting the drop-down arrow next to the Start button and Manage Reporting Groups.