



ACT[®] ASPIRE[®]

Creating Reporting
Groups in
PearsonAccess^{next}




AGENDA



Purpose of Reporting Groups

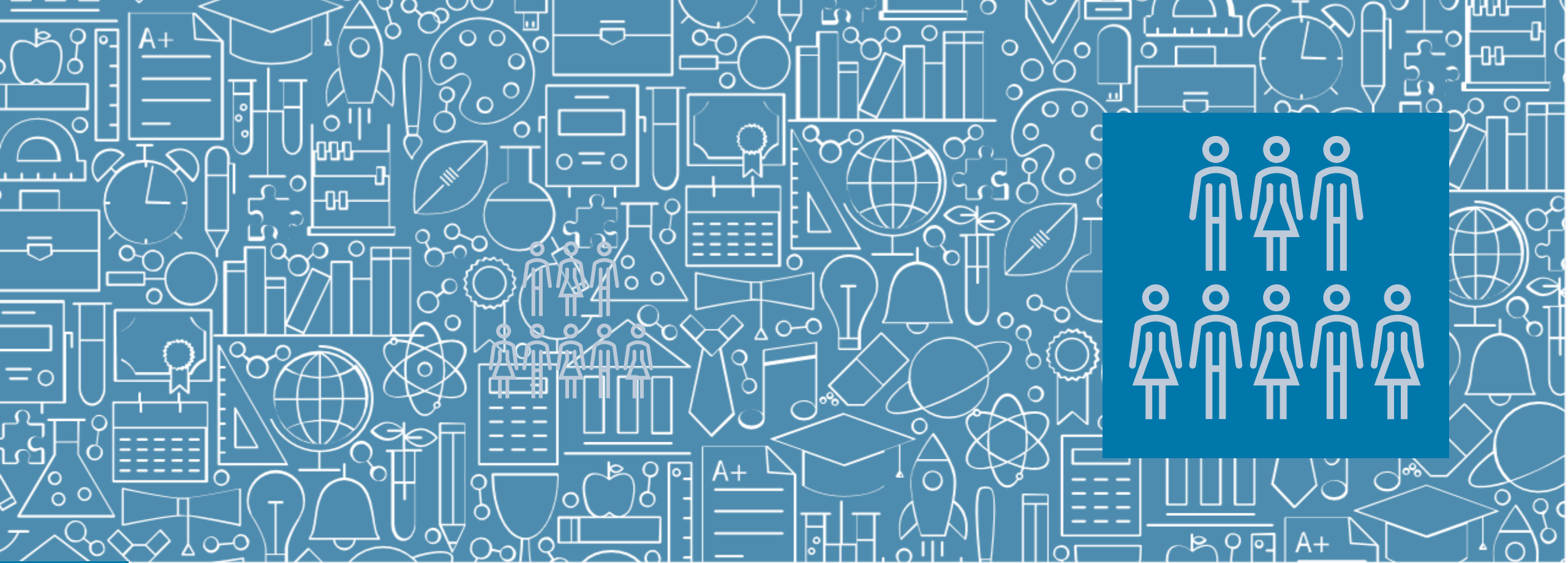


Process for Creating Reporting Groups



ACT® Aspire®
PearsonAccess^{next}
Resources





PURPOSE OF REPORTING GROUPS



PURPOSE OF REPORTING GROUPS

PEARSONACCESS NEXT

- Reporting Groups are optional.
- Students may belong to multiple reporting groups.
- Multiple users may be granted permission to view a reporting group.
- Reporting Groups are available to view in:
 - OnDemand Reports
 - Current Progress Report
 - Proficiency Reports
 - Historical Student Data
- Reporting Groups can be created manually through the user interface or via the Reporting Groups Import.





PROCESS FOR CREATING REPORTING GROUPS

CREATE REPORTING GROUPS

REPORTS > REPORTING GROUPS

ACT[®] Aspire[®]

Home Setup Testing **Reports** Test Config Support

Reporting Groups

Tasks 0 Selected

Select Tasks

Start

Reports

Manage

All Tasks

Manage Reporting Groups

Assign Users to Reporting Groups

Delete Reporting Groups

Find Reporting Groups

Reporting Group starts with

Search

Filters
Current Progress Report

Clear Hide

No Results

CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

Select one

1GEORGE HUNT (SAMP-9999999-9999998)

PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)

Authorized Users

Select an Organization to Begin

Assigned Students

* Required

Create

Reset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x ▾

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions ▾ within 1GEORGE HUNT ▾ ⓘ

Find by name or ID within 1GEORGE HUNT ▾

Assigned Students

* Required

Create

Reset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x ▾

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions ▾ within 1GEORGE HUNT ▾ ⓘ

Find by name or ID within 1GEORGE HUNT ▾

Assigned Students

* Required

Create

Reset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x ▾

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions ▾ within 1GEORGE HUNT ▾ ⓘ

- Sessions
- Groups/Classes

Find by name or ID within 1GEORGE HUNT ▾

Assigned Students

* Required

Create

Reset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x ▾

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions ▾ within 1GEORGE HUNT ▾ ⓘ

MATH - MAIN FORM

PERIOD 2 MATHEMATICS

PERIOD 2 READING

PERIOD 2 SCIENCE

PERIOD 2 WRITING

Find by name or ID within 1GEORGE HUNT ▾



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x ▾)

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions ▾ within 1GEORGE HUNT ▾ ⓘ

Find by name or ID within 1GEORGE HUNT ▾

- STUDENT, SAMPLE (00000000032)
- STUDENT, TRANSFER SAMPLE (00000000034)
- STUDENT, SAMPLE (10000000000)
- SAMPLE45, SAMP45 (00000000045)
- SAMPLE35, SAMP35 (00000000035)
- STUDENT, TEST (00000008699)
- LASTNAME55, FIRSTNAME55 (55555555555)

Assigned Students

* Required

Create













Reset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

Assigned Students

Student Name	PERIOD 2 MATHEMATICS 	PERIOD 2 SCIENCE 	Remove Student
SAMPLE35, SAMPLE35 (00000000035) 			
STUDENT, SAMPLE (10000000000) 			
STUDENT, TRANSFER SAMPLE (00000000034) 			



CREATE REPORTING GROUPS

ASSIGN AUTHORIZED USERS

Authorized Users

x emily.educator@sampleschool321.org



CREATE REPORTING GROUPS

ASSIGN AUTHORIZED USERS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-9999999-9... x v

Authorized Users

x emily.educator@sampleschool321.org

Name*










REPORTING GROUP A

Description

Create group from Sessions v within 1GEORGE HUNT v ⓘ

Find by name or ID within 1GEORGE HUNT v

Assigned Students

Student Name	PERIOD 2 MATHEMATICS 	PERIOD 2 SCIENCE 	Remove Student
SAMPLE35, SAMPLE35 (00000000035) ⓘ			
STUDENT, SAMPLE (10000000000) ⓘ			
STUDENT, TRANSFER SAMPLE (00000000034) ⓘ			

* Required



CREATE REPORTING GROUPS

ASSIGN USERS TO MULTIPLE REPORTING GROUPS

ACT[®] Aspire[®] Arizona Aspire > Summative Spring > TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Reporting Groups [Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks](#)

[Manage Reporting Groups](#) [Assign Users to Reporting Groups](#) [Delete Reporting Groups](#)

Authorized Users

[Assign to selected reporting groups](#)

Assign Users to Reporting Groups

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

<input checked="" type="checkbox"/>	Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	REPORTING GROUP A	1GEORGE HUNT	<input type="text" value="x emily.educator@sampleschool.org"/>
<input checked="" type="checkbox"/>	REPORTING GROUP B	1GEORGE HUNT	<input type="text" value="x ebRoomSup"/>

* Required

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



CREATE REPORTING GROUPS

ASSIGN USERS TO MULTIPLE REPORTING GROUPS

ACT[®] Aspire[®] Arizona Aspire > Summative Spring > TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Reporting Groups [Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks](#)

[Manage Reporting Groups](#) [Assign Users to Reporting Groups](#) [Delete Reporting Groups](#)

Authorized Users

[Assign to selected reporting groups](#)

Assign Users to Reporting Groups

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

<input checked="" type="checkbox"/>	Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	REPORTING GROUP A	1GEORGE HUNT	<input type="text" value="x emily.educator@sampleschool3"/>
<input checked="" type="checkbox"/>	REPORTING GROUP B	1GEORGE HUNT	<input type="text" value="x ebRoomSup"/>

* Required

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



CREATE REPORTING GROUPS

ASSIGN USERS TO MULTIPLE REPORTING GROUPS

ACT[®] Aspire[®] Arizona Aspire > Summative Spring > TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Reporting Groups [Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks](#)

[Manage Reporting Groups](#) [Assign Users to Reporting Groups](#) [Delete Reporting Groups](#)

Authorized Users

[Assign to selected reporting groups](#)

Assign Users to Reporting Groups

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

<input checked="" type="checkbox"/>	Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	REPORTING GROUP A	1GEORGE HUNT	<input type="text" value="x emily.educator@sampleschool.k"/>
<input checked="" type="checkbox"/>	REPORTING GROUP B	1GEORGE HUNT	<input type="text" value="x ebRoomSup"/>

* Required

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



RESOURCES

WEB PAGES AND RESOURCES

- **Arizona ACT Aspire Support Page**
 - <https://az-support.mypearsonsupport.com/aspire/>

Managing Students

Student Registration Import File Layout »

Managing and Registering Students Training ▼

Create Reporting Groups Instructions »



QUESTIONS?

We're here to help!

Pearson Customer Support

- Phone: 1.888.705.9421 Option 4 (ACT Aspire), 7:00 a.m. – 7:00 p.m., central time, Monday through Friday

