



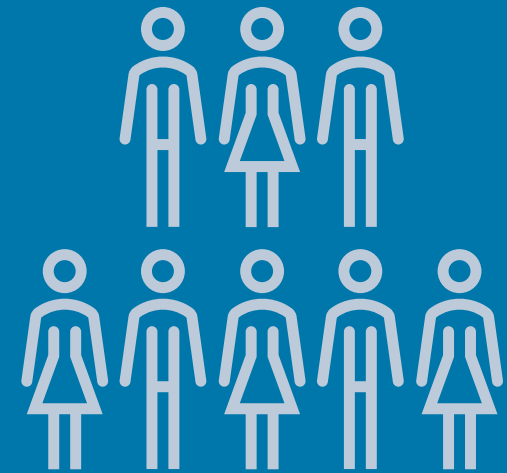
ACT[®] ASPIRE[®]

Creating Reporting
Groups in
PearsonAccess^{next}



AGENDA





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

Find Reporting Groups

Reporting Group starts with

Search

Filters

Current Progress Report

Clear Hide

No Results

Repor

Manag

All Tasks

Manage Reporting Groups

Assign Users to Reporting Groups

Delete Reporting Groups

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

CreateReset

Organization*

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

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from Sessions v within 1GEORGE HUNT v i

Find by name or ID within 1GEORGE HUNT v

Assigned Students

* Required

CreateReset



CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

CreateReset

Organization*

1GEORGE HUNT (SAMP-99999999-9... x

Authorized Users

Name*

REPORTING GROUP A

Description

Create group from

SessionsGroups/Classes

within

1GEORGE HUNT

Find by name or ID within

1GEORGE HUNT

Assigned Students

* Required

CreateReset

CREATE REPORTING GROUPS

MANAGE REPORTING GROUPS

DETAILS

Manage Reporting Groups By Registration

Create

Reset

Organization*

1GEORGE HUNT (SAMP-99999999-9... 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, SAMPLE45 (00000000045)

SAMPLE35, SAMPLE35 (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 (000000000035) 			
STUDENT, SAMPLE (100000000000) 			
STUDENT, TRANSFER SAMPLE (000000000034) 			



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

CreateReset

Organization*

1GEORGE HUNT (SAMP-99999999-9... x v

Authorized Users

x emily.educator@sampleschool321.org

Name*

REPORTING GROUP A

Description

Create group from Sessions v within 1GEORGE HUNT v i

Find by name or ID within 1GEORGE HUNT v

Assigned Students

Student Name	PERIOD 2 MATHEMATICS 	PERIOD 2 SCIENCE 	Remove Student
SAMPLE35, SAMPLE35 (000000000035) 			
STUDENT, SAMPLE (100000000000) 			
STUDENT, TRANSFER SAMPLE (000000000034) 			

* 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

ebSampleAdmin

Assign to selected reporting groups

Assign Users to Reporting Groups

Save

Reset

☒	Reporting Group	Organization	Authorized Users
☒	REPORTING GROUP A	1GEORGE HUNT	emily.educator@sampleschool3
☒	REPORTING GROUP B	1GEORGE HUNT	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

✕ ebSampleAdmin

Assign to selected reporting groups

Assign Users to Reporting Groups				Save	Reset
☒	Reporting Group	Organization	Authorized Users		
☒	REPORTING GROUP A	1GEORGE HUNT	✕ emily.educator@sampleschool3		
☒	REPORTING GROUP B	1GEORGE HUNT	✕ 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

✕ ebSampleAdmin

Assign to selected reporting groups

Assign Users to Reporting Groups				Save	Reset
☒	Reporting Group	Organization	Authorized Users		
☒	REPORTING GROUP A	1GEORGE HUNT	✕ emily.educator@sampleschool3		
☒	REPORTING GROUP B	1GEORGE HUNT	✕ 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 and Template
- Managing and Registering Students Training ▾
- Managing Test Sessions and Testing Tickets
- Create Reporting Groups ▾



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

