

CONTENTS

OVERVIEW	2
Example view of Reporting Groups	3
CREATE, EDIT, AND DELETE REPORTING GROUPS THROUGH USER INTERFACE	4
Create and Manage Reporting Groups from the Manage Reporting Groups Screen.....	4
Delete a Reporting Group.....	7
CREATE, EDIT, OR DELETE REPORTING GROUPS FILE IMPORTS	8
Export a Registration Reporting Groups File	8
Update Reporting Groups and Registration Reporting Group File Field Definitions.....	10
Import a Reporting Groups File	11
Export User Reporting Group File.....	13
Update User Reporting Groups File and User Reporting Group File Field Definitions	15
Import User Reporting Group File	16

OVERVIEW

The purpose of this document is to provide information on how to use PearsonAccess^{next} to create and manage reporting groups for OnDemand Reports. The following sections provide step-by-step directions on how to create reporting groups, assign users, and assign students using the PearsonAccess^{next} user interface or the import/export process. These directions apply to both computer and paper-based formats.

Reporting groups are created in PearsonAccess^{next} specifically for teachers (i.e., users assigned the Test Administrator role) to access their students' results within a test administration for On-Demand Reports. The Test Administrator role is restrictive in which users assigned this role will not be able to view results unless their user ID is assigned to a reporting group. Once the user account is assigned, the teacher will only be able to view test results for students also assigned to the same reporting group and the user's organization scope setting.

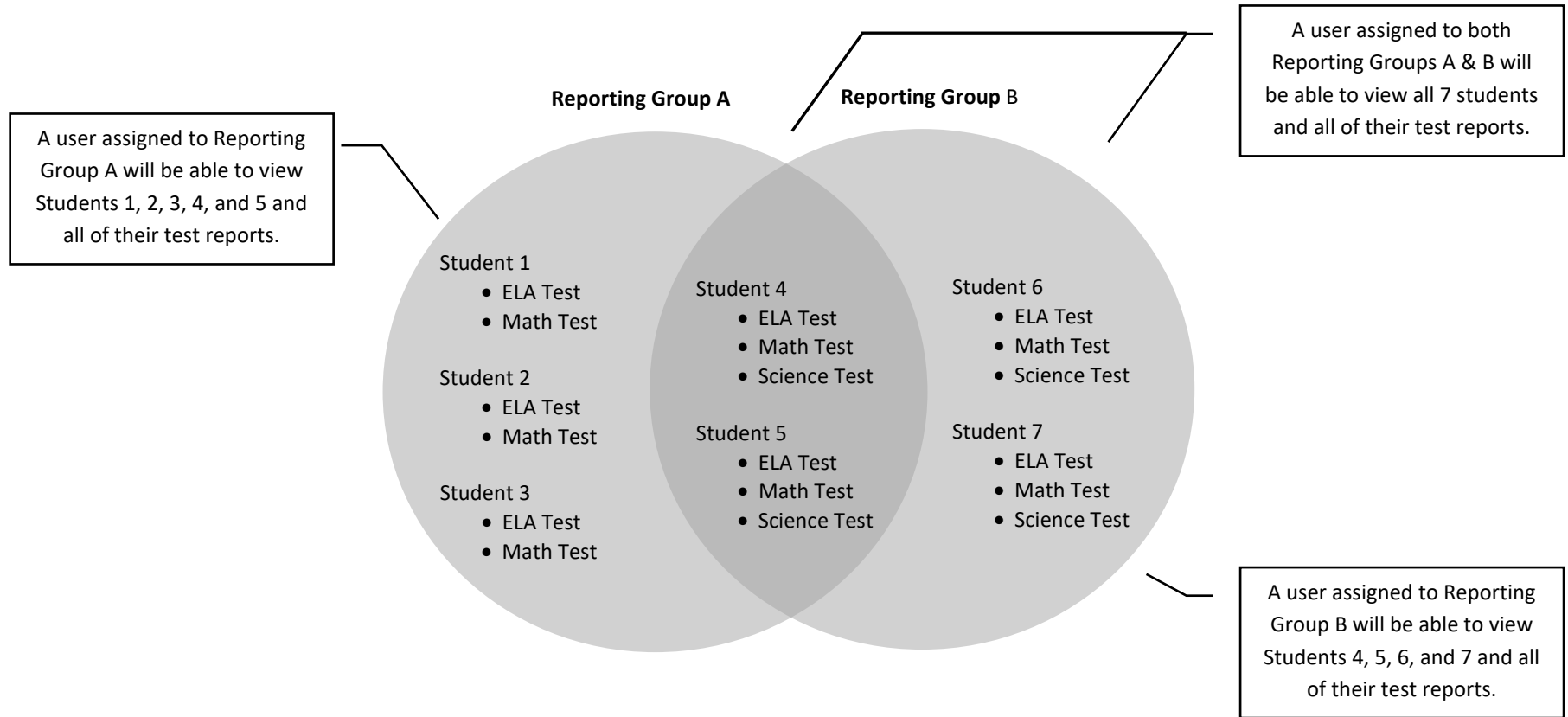
Important: Do not assign the Test Administrator role to District Test Coordinators, School Test Coordinators, or users also assigned the Report Access Role. The Test Administrator role is restrictive and will prevent users with roles that usually allow access to view OnDemand Reports from viewing them.

Reporting Groups are created at the administration level. When a student is added to a reporting group, all test results for that student will be available for the teacher to view who is also assigned to the reporting group. Students may be assigned to more than one reporting group. More than one user may also be assigned to a reporting group.

If a user is assigned to another organization within PAN, then they are automatically removed from reporting groups under their prior organization.

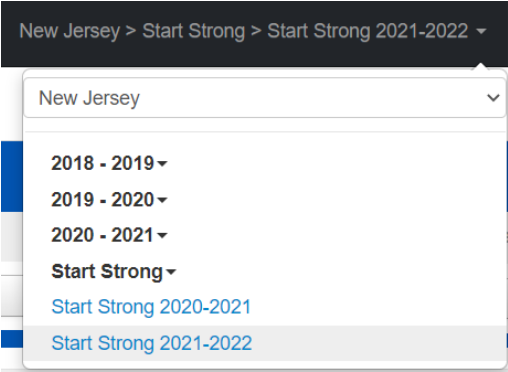
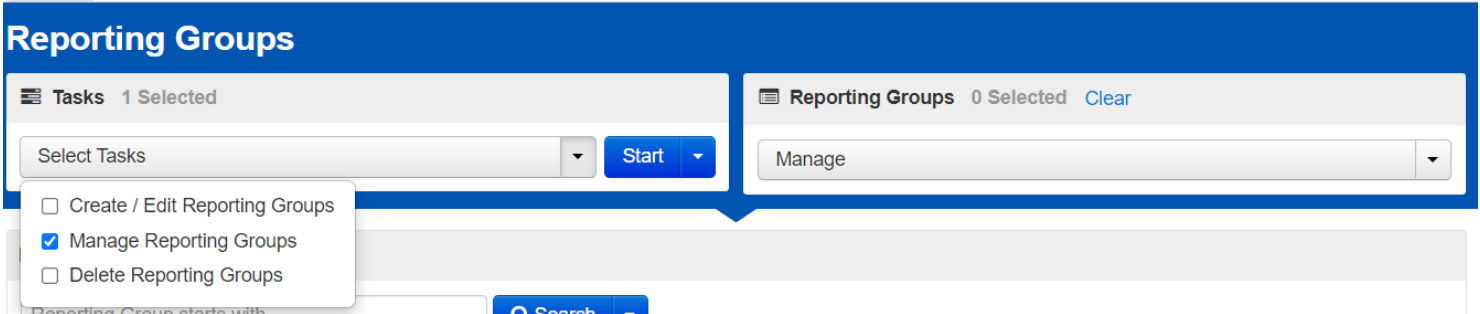
OnDemand reports are visible to students' testing organization. Therefore, reporting groups should be setup for testing organizations and not accountable organizations.

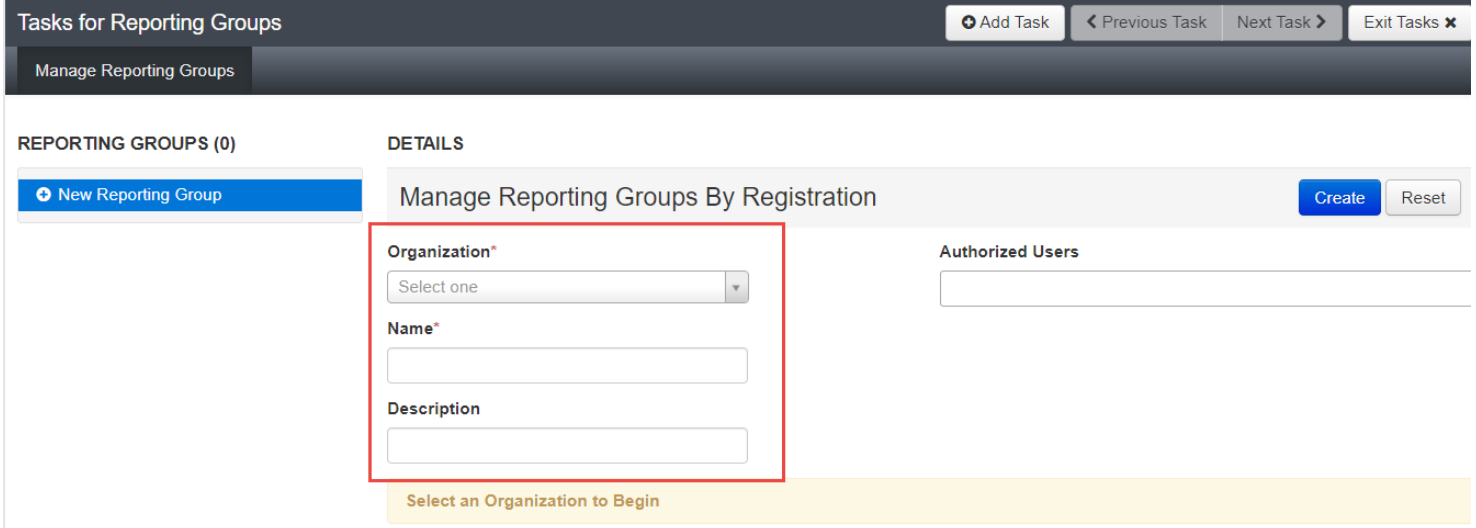
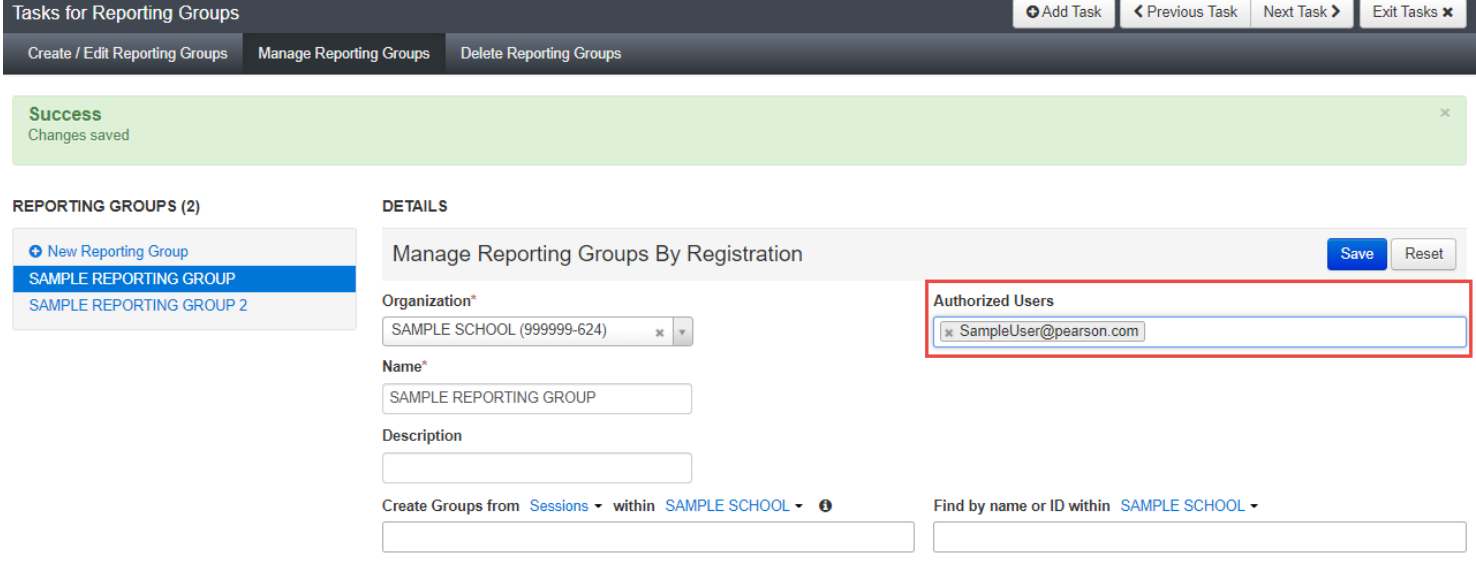
EXAMPLE VIEW OF REPORTING GROUPS



CREATE, EDIT, AND DELETE REPORTING GROUPS THROUGH USER INTERFACE

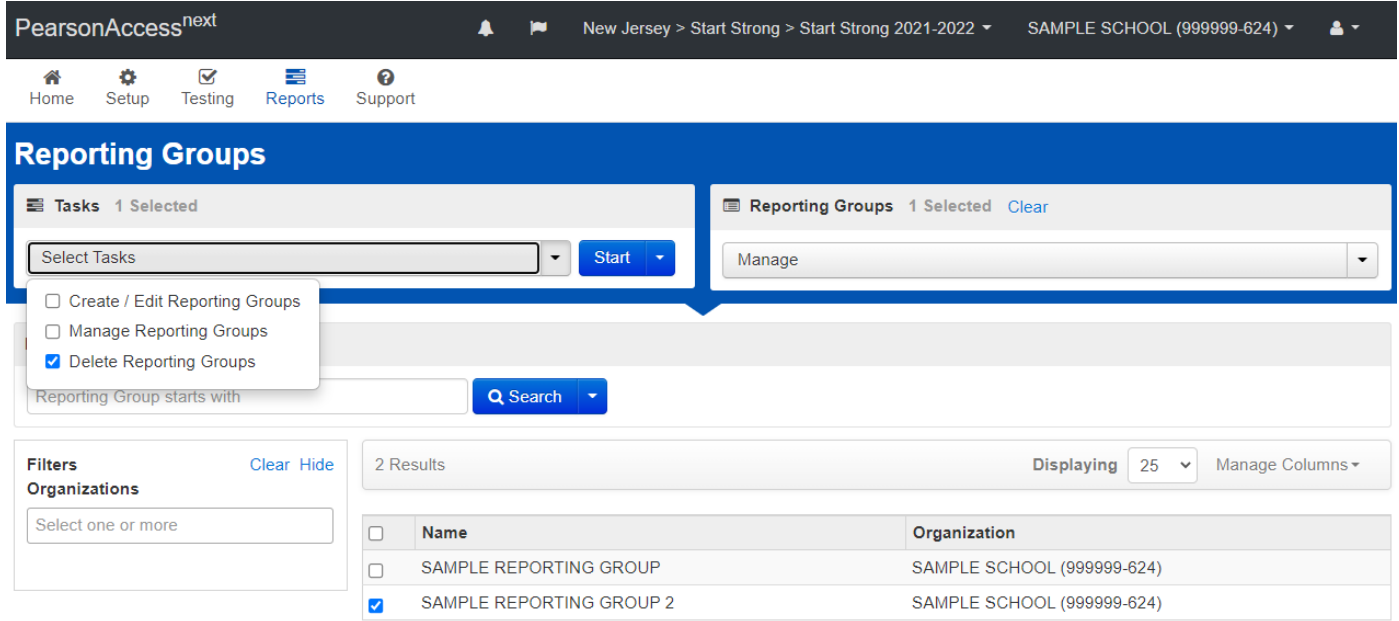
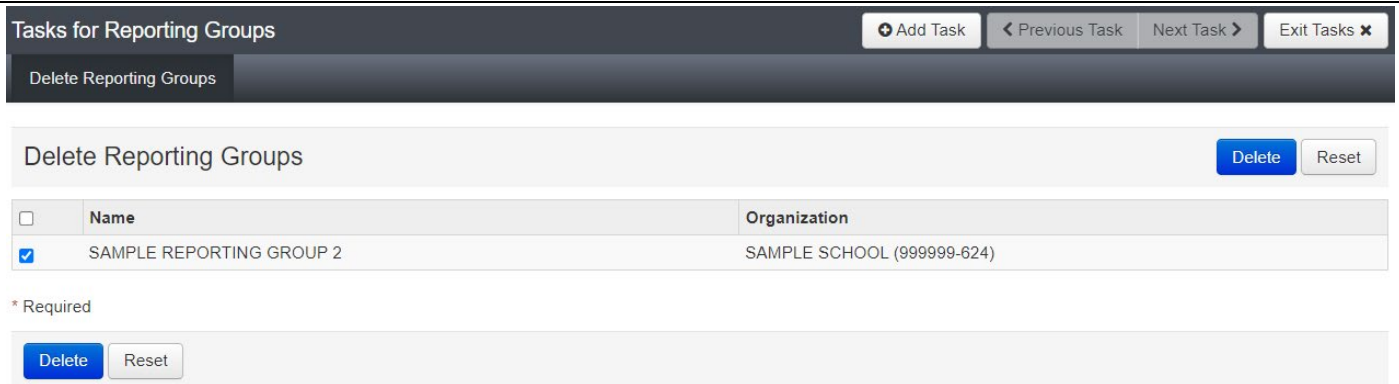
CREATE AND MANAGE REPORTING GROUPS FROM THE MANAGE REPORTING GROUPS SCREEN

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> Select the administration scope from the menu bar. 	
<ul style="list-style-type: none"> Go to Reports > Reporting Groups, select Manage Reporting Groups under the Tasks drop down and click Start. 	

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> • Select the Organization to create the reporting group under. • Populate the Name for Reporting Group. • It is optional to add a description for the Reporting Group. 	 <p>The screenshot shows the 'Manage Reporting Groups By Registration' page. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a dark header with 'Manage Reporting Groups' selected. The main content area is split into two columns: 'REPORTING GROUPS (0)' on the left and 'DETAILS' on the right. In the 'REPORTING GROUPS' column, there is a '+ New Reporting Group' button. In the 'DETAILS' column, the title is 'Manage Reporting Groups By Registration' with 'Create' and 'Reset' buttons. The 'Organization*' field is a dropdown menu with 'Select one' selected, highlighted by a red box. Below it are 'Name*' and 'Description' text input fields. To the right of these is an 'Authorized Users' field, which is currently empty. At the bottom of the details section, there is a yellow banner that says 'Select an Organization to Begin'.</p>
<ul style="list-style-type: none"> • To assign users, search for usernames in the Authorized Users field. • To remove users, select the x to the left of the user ID. 	 <p>The screenshot shows the 'Manage Reporting Groups By Registration' page after a successful save. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a dark header with three tabs: 'Create / Edit Reporting Groups', 'Manage Reporting Groups', and 'Delete Reporting Groups'. A green 'Success' message banner at the top says 'Changes saved'. The main content area is split into two columns: 'REPORTING GROUPS (2)' on the left and 'DETAILS' on the right. In the 'REPORTING GROUPS' column, there is a '+ New Reporting Group' button and a list of two reporting groups: 'SAMPLE REPORTING GROUP' (highlighted) and 'SAMPLE REPORTING GROUP 2'. In the 'DETAILS' column, the title is 'Manage Reporting Groups By Registration' with 'Save' and 'Reset' buttons. The 'Organization*' field is a dropdown menu with 'SAMPLE SCHOOL (999999-624)' selected. Below it are 'Name*' and 'Description' text input fields. The 'Name*' field contains 'SAMPLE REPORTING GROUP'. To the right of these is an 'Authorized Users' field, highlighted by a red box, which contains 'SampleUser@pearson.com'. At the bottom of the details section, there are two search fields: 'Create Groups from Sessions within SAMPLE SCHOOL' and 'Find by name or ID within SAMPLE SCHOOL'.</p>

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> You can add students to a reporting group by adding a whole session or group/class, or by adding students individually by name or State Student Identifier (ID). 	
<ul style="list-style-type: none"> Once selected, students are automatically added to the reporting group. You can remove students in one of two ways: <ul style="list-style-type: none"> To remove individual students, select the delete icon next to the individual student's name under the Remove Student column. To remove all students from a test session or delivery group, select the delete icon next to the session/group name. When complete, select Save. 	

DELETE A REPORTING GROUP

Steps	Screen Shot/Directions									
<ul style="list-style-type: none"> Go to Reports > Reporting Groups Search for the reporting group in the Find Reporting Groups search bar or click the drop down to choose Show all results. Select the reporting group(s) to delete. Select Delete Reporting Groups under the Tasks drop down and click Start. 	 <p>PearsonAccess^{next} New Jersey > Start Strong > Start Strong 2021-2022 > SAMPLE SCHOOL (999999-624)</p> <p>Home Setup Testing Reports Support</p> <h3>Reporting Groups</h3> <p>Tasks 1 Selected Reporting Groups 1 Selected Clear</p> <p>Select Tasks Start Manage</p> <p><input type="checkbox"/> Create / Edit Reporting Groups <input type="checkbox"/> Manage Reporting Groups <input checked="" type="checkbox"/> Delete Reporting Groups</p> <p>Reporting Group starts with Search</p> <p>Filters Clear Hide 2 Results Displaying 25 Manage Columns</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAMPLE REPORTING GROUP</td> <td>SAMPLE SCHOOL (999999-624)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>SAMPLE REPORTING GROUP 2</td> <td>SAMPLE SCHOOL (999999-624)</td> </tr> </tbody> </table>		Name	Organization	<input type="checkbox"/>	SAMPLE REPORTING GROUP	SAMPLE SCHOOL (999999-624)	<input checked="" type="checkbox"/>	SAMPLE REPORTING GROUP 2	SAMPLE SCHOOL (999999-624)
	Name	Organization								
<input type="checkbox"/>	SAMPLE REPORTING GROUP	SAMPLE SCHOOL (999999-624)								
<input checked="" type="checkbox"/>	SAMPLE REPORTING GROUP 2	SAMPLE SCHOOL (999999-624)								
<ul style="list-style-type: none"> On the Delete Reporting Groups screen, select the reporting group, and then click the Save button. <p>Important: All students assigned to a reporting group must be removed before the reporting group can be deleted.</p>	 <p>Tasks for Reporting Groups Add Task Previous Task Next Task Exit Tasks</p> <p>Delete Reporting Groups</p> <p>Delete Reporting Groups Delete Reset</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>SAMPLE REPORTING GROUP 2</td> <td>SAMPLE SCHOOL (999999-624)</td> </tr> </tbody> </table> <p>* Required</p> <p>Delete Reset</p>		Name	Organization	<input checked="" type="checkbox"/>	SAMPLE REPORTING GROUP 2	SAMPLE SCHOOL (999999-624)			
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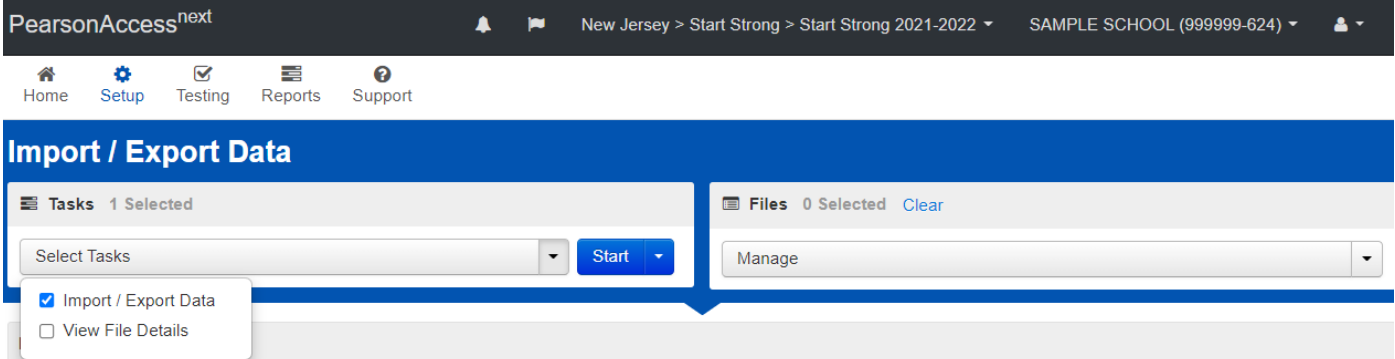
CREATE, EDIT, OR DELETE REPORTING GROUPS FILE IMPORTS

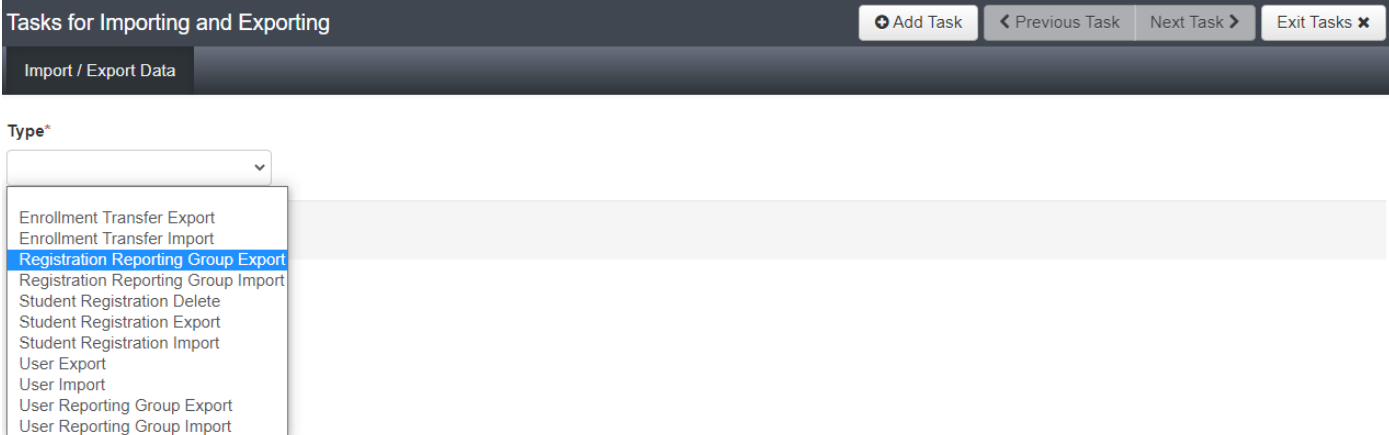
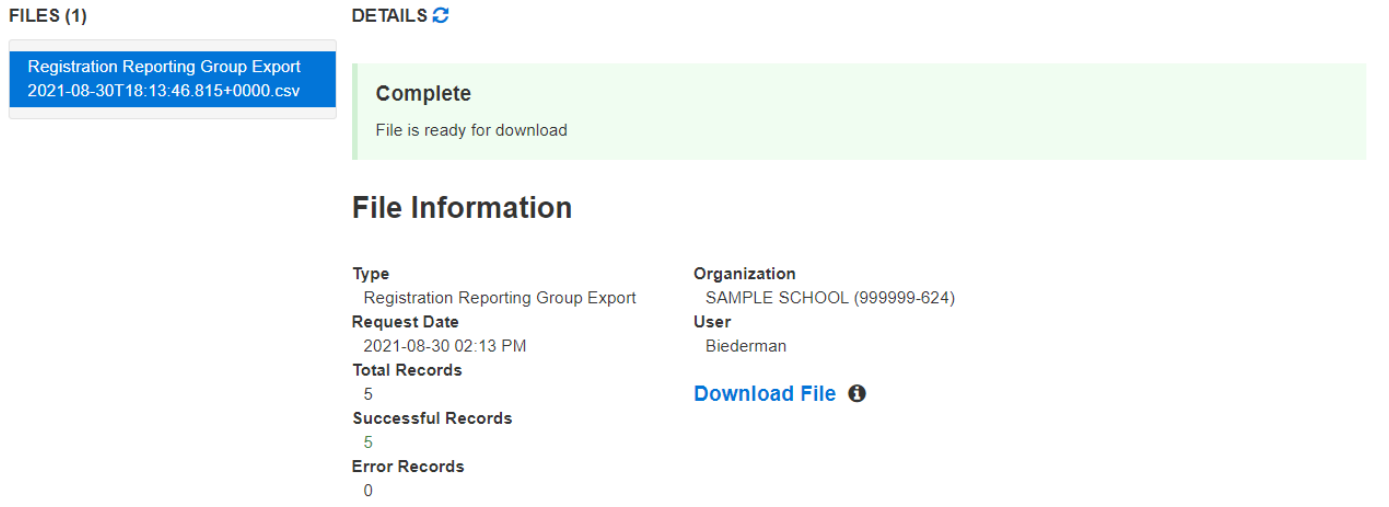
There are two files needed to create/update reporting groups:

1. Registration Reporting Group File – Used to create and assign students to reporting groups. This file also can be used to remove students from reporting groups.
2. User Reporting Group File – Used to assign users to reporting groups.

EXPORT A REGISTRATION REPORTING GROUPS FILE

You can import a reporting group file to create new reporting groups or to update or replace existing groups. If a reporting group does not already exist for an organization, then it will be created. This process involves exporting a Student Test Reporting Group file, adding/modifying reporting groups, and re-importing the file. Note that you must start by exporting a reporting group file first to include the Student Registration UUID. You may then map existing grouping fields from student data repositories or the SR/PNP or Student Test Update to the registration reporting group file.

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> • Go to Setup > Import / Export Data. • In the Select Tasks dropdown menu, select Import/Export Data and click Start. 	

Steps	Screen Shot/Directions										
<ul style="list-style-type: none"> In the Type dropdown menu, select Student Test Reporting Group Export. Select the desired filter values. Click Process to export the selected file. 	 <p>Tasks for Importing and Exporting</p> <p>Import / Export Data</p> <p>Type*</p> <ul style="list-style-type: none"> Enrollment Transfer Export Enrollment Transfer Import Registration Reporting Group Export Registration Reporting Group Import Student Registration Delete Student Registration Export Student Registration Import User Export User Import User Reporting Group Export User Reporting Group Import 										
<ul style="list-style-type: none"> After the file processes, the View File Details task screen will show a Complete message. Select Download File to download the file to your computer. <p>All students registered under the selected administration scope and enrolled under the organization will appear in the file.</p>	 <p>FILES (1) DETAILS ↻</p> <p>Registration Reporting Group Export 2021-08-30T18:13:46.815+0000.csv</p> <p>Complete File is ready for download</p> <p>File Information</p> <table border="0"> <tr> <td>Type Registration Reporting Group Export</td> <td>Organization SAMPLE SCHOOL (999999-624)</td> </tr> <tr> <td>Request Date 2021-08-30 02:13 PM</td> <td>User Biederman</td> </tr> <tr> <td>Total Records 5</td> <td>Download File ⓘ</td> </tr> <tr> <td>Successful Records 5</td> <td></td> </tr> <tr> <td>Error Records 0</td> <td></td> </tr> </table>	Type Registration Reporting Group Export	Organization SAMPLE SCHOOL (999999-624)	Request Date 2021-08-30 02:13 PM	User Biederman	Total Records 5	Download File ⓘ	Successful Records 5		Error Records 0	
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UPDATE REPORTING GROUPS AND REGISTRATION REPORTING GROUP FILE FIELD DEFINITIONS

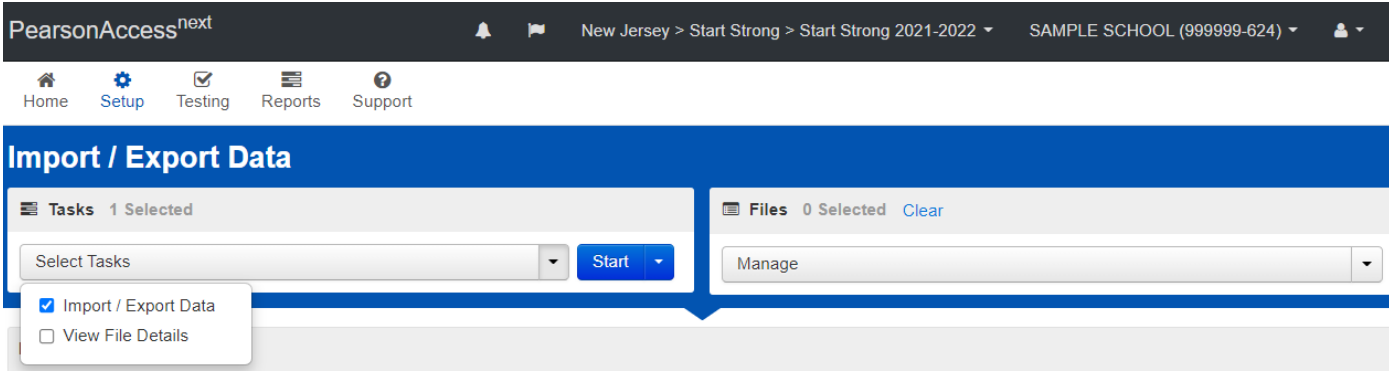
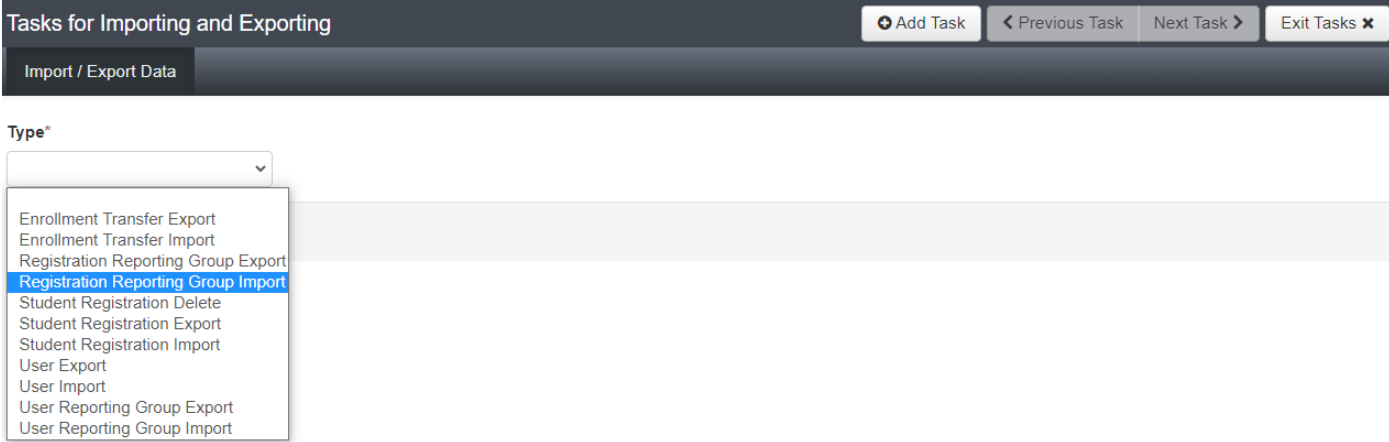
Steps	Screen Shot/Directions																																																																													
<p>Create New Reporting Groups</p> <ul style="list-style-type: none"> Open the downloaded Student Test Reporting Group file. Populate the Reporting Organization Code field to match the test record testing organization assignment. Populate the Reporting Group field. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Student Registration UUID</td> <td>Reporting Organization Code</td> <td>Reporting Group</td> <td>Student Code</td> <td>First Name</td> <td>Last Name</td> <td>Middle Name</td> <td>Date of Birth</td> <td>Gender</td> <td>Student Local Code</td> </tr> <tr> <td>2</td> <td>f2a28934-ca87-4f02-84ab-8a0e7d557b02</td> <td></td> <td></td> <td>9257064639</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>X</td> <td></td> </tr> <tr> <td>3</td> <td>6f8b5cff-bef2-4849-978a-8be2f6d618b2</td> <td></td> <td></td> <td>6598522062</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>F</td> <td></td> </tr> <tr> <td>4</td> <td>cf65f65b-54e3-4ffd-87d3-b0d6f3c99573</td> <td></td> <td></td> <td>9364311506</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>X</td> <td></td> </tr> <tr> <td>5</td> <td>5a5d0918-4389-469a-9cc8-122fd1606e65</td> <td></td> <td></td> <td>4588126495</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>M</td> <td></td> </tr> <tr> <td>6</td> <td>45c66cbb-3dc8-481b-b4da-c9de6f06bf31</td> <td></td> <td></td> <td>9718369973</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>F</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	1	Student Registration UUID	Reporting Organization Code	Reporting Group	Student Code	First Name	Last Name	Middle Name	Date of Birth	Gender	Student Local Code	2	f2a28934-ca87-4f02-84ab-8a0e7d557b02			9257064639	NEW	STUDENT		8/30/2009	X		3	6f8b5cff-bef2-4849-978a-8be2f6d618b2			6598522062	NEW	STUDENT		8/30/2009	F		4	cf65f65b-54e3-4ffd-87d3-b0d6f3c99573			9364311506	NEW	STUDENT		8/30/2009	X		5	5a5d0918-4389-469a-9cc8-122fd1606e65			4588126495	NEW	STUDENT		8/30/2009	M		6	45c66cbb-3dc8-481b-b4da-c9de6f06bf31			9718369973	NEW	STUDENT		8/30/2009	F	
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<p>Update Existing Reporting Group Assignments</p> <ul style="list-style-type: none"> To remove a student from a reporting group, delete the value from Column C (Reporting Group). Make sure to leave Column B populated (Reporting Organization Code). To add students to multiple reporting groups by separating reporting group name with a colon in Column C (Reporting Group). 	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Student Registration UUID</td> <td>Reporting Organization Code</td> <td>Reporting Group</td> <td>Student Code</td> <td>First Name</td> <td>Last Name</td> <td>Middle Name</td> <td>Date of Birth</td> <td>Gender</td> <td>Student Local Code</td> </tr> <tr> <td>2</td> <td>f2a28934-ca87-4f02-84ab-8a0e7d557b02</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP</td> <td>9257064639</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>X</td> <td></td> </tr> <tr> <td>3</td> <td>6f8b5cff-bef2-4849-978a-8be2f6d618b2</td> <td>999999-624</td> <td></td> <td>6598522062</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>F</td> <td></td> </tr> <tr> <td>4</td> <td>cf65f65b-54e3-4ffd-87d3-b0d6f3c99573</td> <td>999999-624</td> <td></td> <td>9364311506</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>X</td> <td></td> </tr> <tr> <td>5</td> <td>5a5d0918-4389-469a-9cc8-122fd1606e65</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP:SMITH REPORTING GROUP</td> <td>4588126495</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>M</td> <td></td> </tr> <tr> <td>6</td> <td>45c66cbb-3dc8-481b-b4da-c9de6f06bf31</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP:SMITH REPORTING GROUP</td> <td>9718369973</td> <td>NEW</td> <td>STUDENT</td> <td></td> <td>8/30/2009</td> <td>F</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	1	Student Registration UUID	Reporting Organization Code	Reporting Group	Student Code	First Name	Last Name	Middle Name	Date of Birth	Gender	Student Local Code	2	f2a28934-ca87-4f02-84ab-8a0e7d557b02	999999-624	SAMPLE REPORTING GROUP	9257064639	NEW	STUDENT		8/30/2009	X		3	6f8b5cff-bef2-4849-978a-8be2f6d618b2	999999-624		6598522062	NEW	STUDENT		8/30/2009	F		4	cf65f65b-54e3-4ffd-87d3-b0d6f3c99573	999999-624		9364311506	NEW	STUDENT		8/30/2009	X		5	5a5d0918-4389-469a-9cc8-122fd1606e65	999999-624	SAMPLE REPORTING GROUP:SMITH REPORTING GROUP	4588126495	NEW	STUDENT		8/30/2009	M		6	45c66cbb-3dc8-481b-b4da-c9de6f06bf31	999999-624	SAMPLE REPORTING GROUP:SMITH REPORTING GROUP	9718369973	NEW	STUDENT		8/30/2009	F	
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Registration Reporting Groups File Field Definitions

Column Letter	Field Name	Required	Field Notes
A	Student Registration UUID	Y	The Student Test UUID is a unique key assigned to each student registration within PearsonAccess ^{next} .
B	Reporting Organization	Y	The Reporting Organization
C	Reporting Group	Y	Multiple Reporting Groups must be separated with a colon. To remove students from reporting groups, delete values from this field.
D	Student Code (State Student Identifier)	N	This field is for reference purposes only.
E	First Name	N	This field is for reference purposes only.
F	Last Name	N	This field is for reference purposes only.
G	Middle Name	N	This field is for reference purposes only.
H	Date of Birth (Birthdate)	N	This field is for reference purposes only.
I	Gender (Sex)	N	This field is for reference purposes only.
J	Student Local Code (Local Student Identifier)	N	This field is for reference purposes only.
K	Test Code	N	This field is for reference purposes only.

IMPORT A REPORTING GROUPS FILE

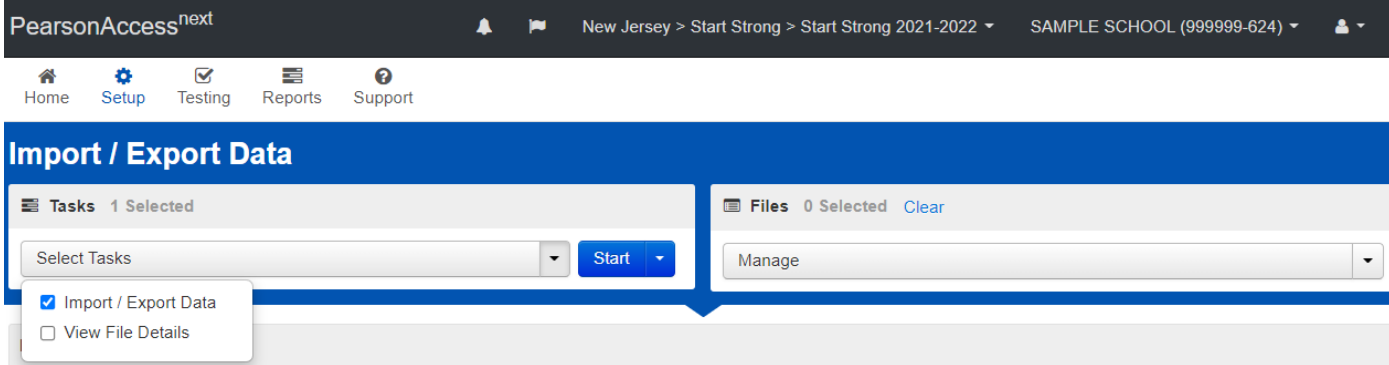
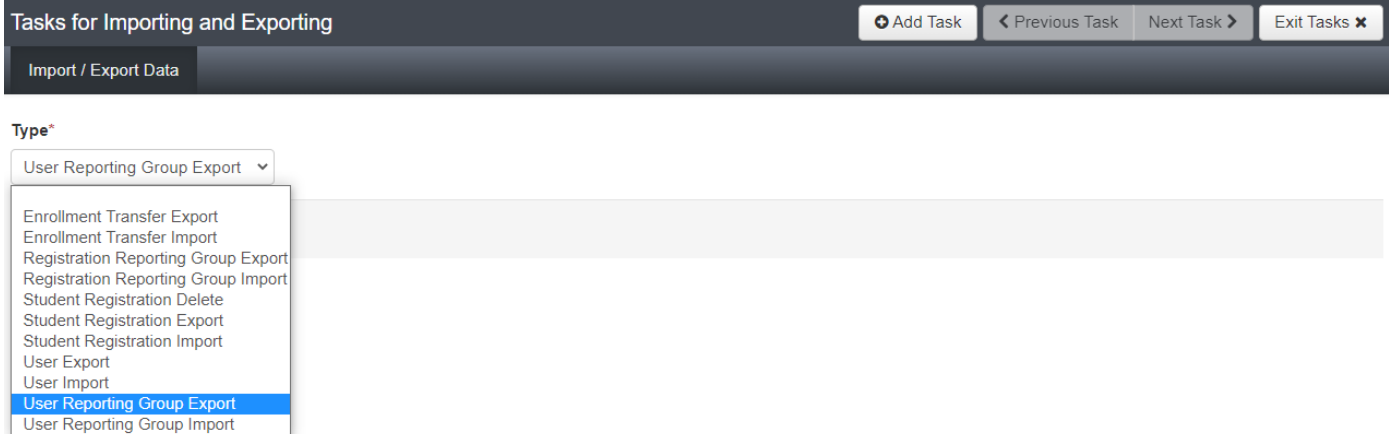
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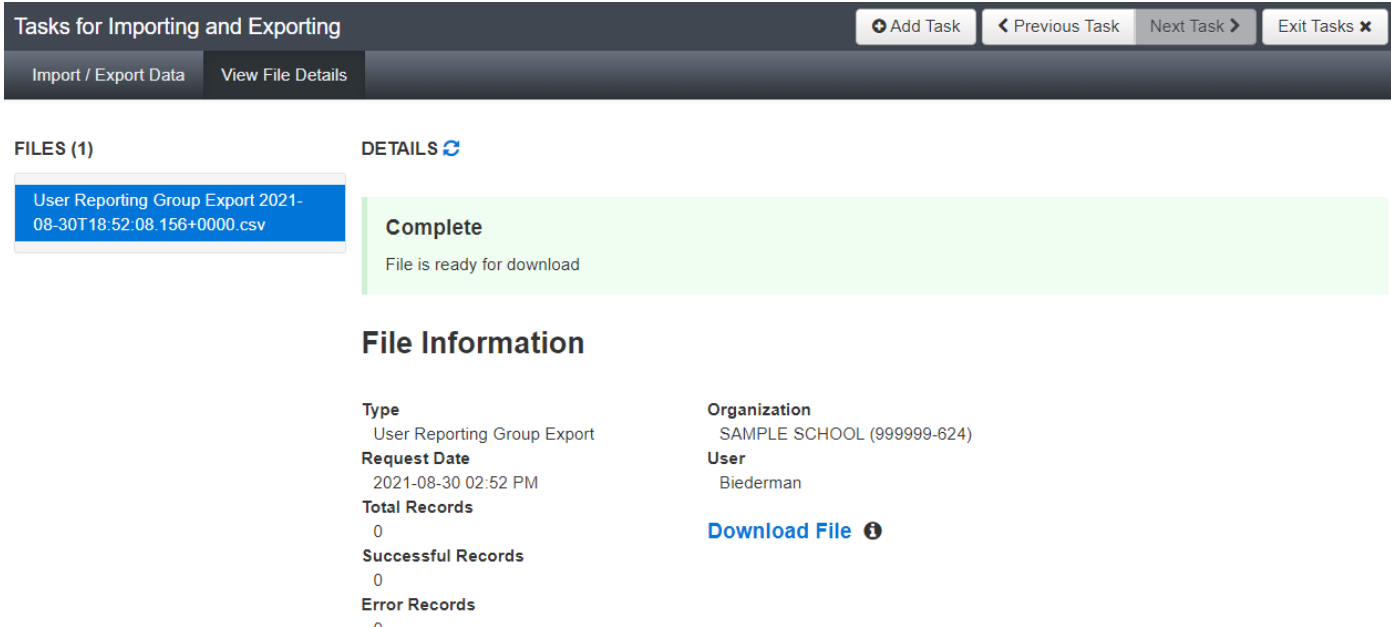
Steps	Screen Shot/Directions
<ul style="list-style-type: none"> Go to Setup > Import / Export Data. In the Select Tasks dropdown menu, select Import/Export Data and click Start. 	 <p>The screenshot shows the PearsonAccess^{next} interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below that, the 'Import / Export Data' section is active. It features a 'Tasks' dropdown menu with '1 Selected' and a 'Files' section with '0 Selected' and a 'Clear' button. The 'Tasks' dropdown is open, showing 'Import / Export Data' checked and 'View File Details' unchecked. A blue callout box points to the 'Start' button next to the 'Import / Export Data' option.</p>
<ul style="list-style-type: none"> In the Type dropdown menu, select Student Test Reporting Group Import. Select Browse under Source File to select the file to be imported. Click Process to import the selected file. 	 <p>The screenshot shows the 'Tasks for Importing and Exporting' page. At the top, there's a navigation bar with 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below that, the 'Import / Export Data' section is active. It features a 'Type' dropdown menu with a list of options. The 'Registration Reporting Group Import' option is highlighted in blue. The other options in the list are: Enrollment Transfer Export, Enrollment Transfer Import, Registration Reporting Group Export, Student Registration Delete, Student Registration Export, Student Registration Import, User Export, User Import, User Reporting Group Export, and User Reporting Group Import.</p>

Steps	Screen Shot/Directions						
<ul style="list-style-type: none"> After the file processes, the View File Details task screen will show complete with the number of successful records processed. 	<p>Tasks for Importing and Exporting</p> <p>Import / Export Data View File Details</p> <p>FILES (1) DETAILS</p> <p>Registration Reporting Group Export 2021-08-30T18_19_47.056+0000.csv</p> <p>Complete Saved information for all records in the file.</p> <p>File Information</p> <p>Type Registration Reporting Group Import</p> <p>Organization SAMPLE SCHOOL (999999-624)</p> <p>Name Registration Reporting Group Export 2021-08-30T18_19_47.056+0000.csv</p> <p>User Biederman</p> <p>Request Date 2021-08-30 02:49 PM</p> <p>Total Records 5</p> <p>Successful Records 5</p> <p>Error Records 0</p> <p>Download File</p>						
<ul style="list-style-type: none"> If there are errors, they will be displayed at the bottom of the screen. There is an option to download a file with just the records that contained errors or a list of error messages. 	<p>Errors</p> <p>Download Records in Error</p> <p>Download Error Messages</p> <p>1 Results Displaying 25</p> <table border="1"> <thead> <tr> <th>Record Number</th> <th>Error Record Number</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>2</td> <td>Organization Code is required.</td> </tr> </tbody> </table>	Record Number	Error Record Number	Message	5	2	Organization Code is required.
Record Number	Error Record Number	Message					
5	2	Organization Code is required.					

EXPORT USER REPORTING GROUP FILE

The User Reporting Group File Import can be used to assign users to reporting groups. However, users can only be removed from reporting groups through the PearsonAccess^{next} user interface. Downloading a User Reporting Group File, deleting or replacing existing user names in the username field, and reimporting the file will not remove the assigned user from the reporting group.

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> Go to Setup > Import / Export Data. In the Select Tasks dropdown menu, select Import/Export Data and click Start. 	 <p>The screenshot shows the PearsonAccess^{next} interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below that, the 'Import / Export Data' section is active. It features a 'Tasks' dropdown menu with '1 Selected' and a 'Files' section with '0 Selected'. The 'Tasks' dropdown is open, showing 'Import / Export Data' as the selected option. A blue arrow points to the 'Start' button next to the 'Select Tasks' dropdown.</p>
<ul style="list-style-type: none"> In the Type dropdown menu, select User Reporting Group File. Click Process to export the selected file. 	 <p>The screenshot shows the 'Tasks for Importing and Exporting' interface. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below that, the 'Import / Export Data' task is selected. The 'Type' dropdown menu is open, showing a list of options. 'User Reporting Group Export' is highlighted in blue.</p>

Steps	Screen Shot/Directions										
<ul style="list-style-type: none"> After the file processes, the View File Details task screen will show a Complete message. Select Download File to download the file to your computer. <p>Note: If users haven't been assigned to reporting groups before then there will not be any records on the file. The file can still be used as a template.</p>	 <p>Tasks for Importing and Exporting</p> <p>Import / Export Data View File Details</p> <p>FILES (1)</p> <p>User Reporting Group Export 2021-08-30T18:52:08.156+0000.csv</p> <p>DETAILS</p> <p>Complete File is ready for download</p> <p>File Information</p> <table> <tr> <td>Type User Reporting Group Export</td> <td>Organization SAMPLE SCHOOL (999999-624)</td> </tr> <tr> <td>Request Date 2021-08-30 02:52 PM</td> <td>User Biederman</td> </tr> <tr> <td>Total Records 0</td> <td>Download File</td> </tr> <tr> <td>Successful Records 0</td> <td></td> </tr> <tr> <td>Error Records 0</td> <td></td> </tr> </table>	Type User Reporting Group Export	Organization SAMPLE SCHOOL (999999-624)	Request Date 2021-08-30 02:52 PM	User Biederman	Total Records 0	Download File	Successful Records 0		Error Records 0	
Type User Reporting Group Export	Organization SAMPLE SCHOOL (999999-624)										
Request Date 2021-08-30 02:52 PM	User Biederman										
Total Records 0	Download File										
Successful Records 0											
Error Records 0											

UPDATE USER REPORTING GROUPS FILE AND USER REPORTING GROUP FILE FIELD DEFINITIONS

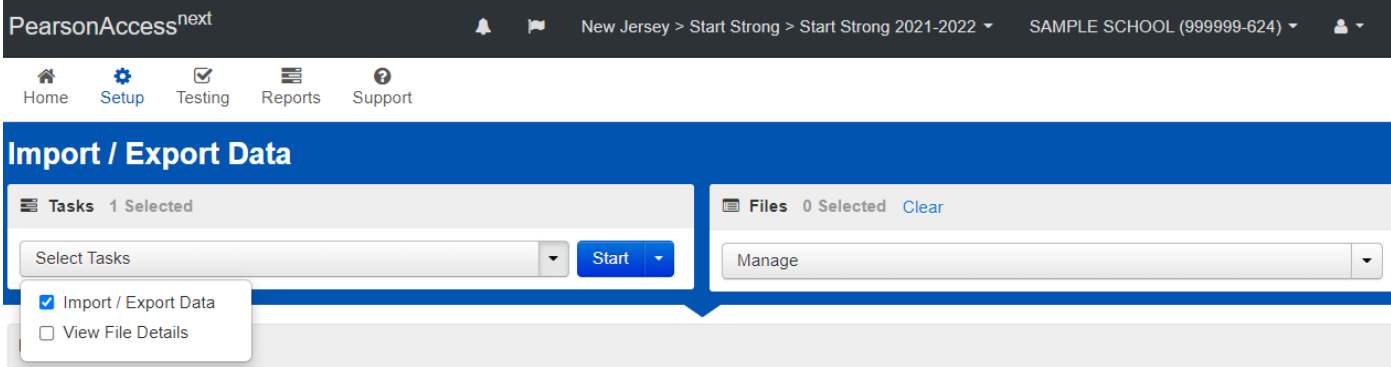
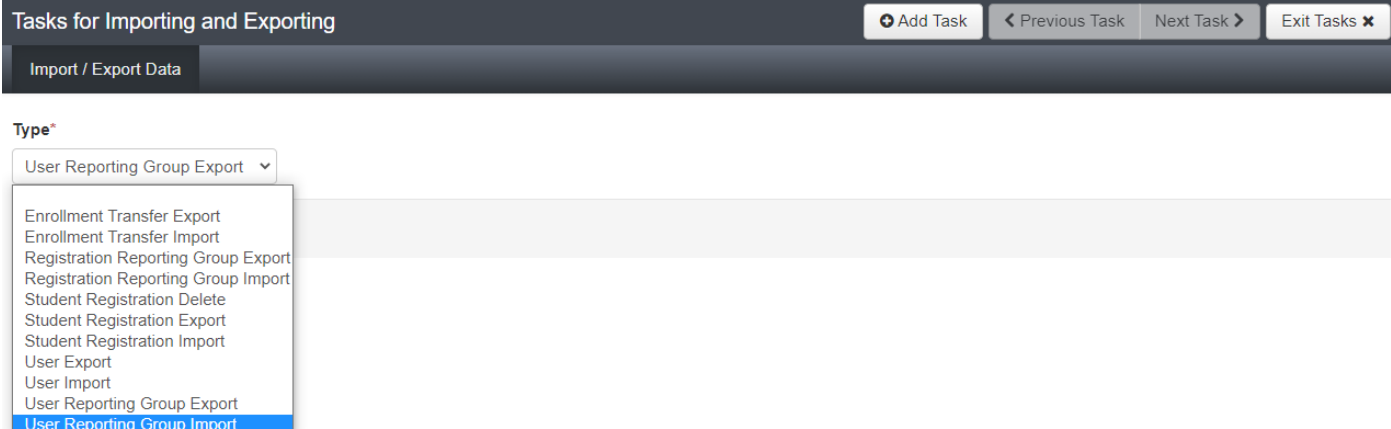
Steps	Screen Shot/Directions																																		
<ul style="list-style-type: none"> Open the downloaded User Reporting Group file. Populate the Reporting Organization Code, Reporting Group, and Username fields. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reporting Organization Code</td> <td>Reporting Group</td> <td>Username</td> <td>User First Name</td> <td>User Last Name</td> </tr> <tr> <td>2</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP 1</td> <td>SampleUser1@pearson.com</td> <td>Sample</td> <td>User One</td> </tr> <tr> <td>3</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP 1</td> <td>SampleUser2@pearson.com</td> <td>Sample</td> <td>User Two</td> </tr> <tr> <td>4</td> <td>999999-624</td> <td>SAMPLE REPORTING GROUP 2</td> <td>SampleUser1@pearson.com</td> <td>Sample</td> <td>User One</td> </tr> </tbody> </table>						A	B	C	D	E	1	Reporting Organization Code	Reporting Group	Username	User First Name	User Last Name	2	999999-624	SAMPLE REPORTING GROUP 1	SampleUser1@pearson.com	Sample	User One	3	999999-624	SAMPLE REPORTING GROUP 1	SampleUser2@pearson.com	Sample	User Two	4	999999-624	SAMPLE REPORTING GROUP 2	SampleUser1@pearson.com	Sample	User One
	A	B	C	D	E																														
1	Reporting Organization Code	Reporting Group	Username	User First Name	User Last Name																														
2	999999-624	SAMPLE REPORTING GROUP 1	SampleUser1@pearson.com	Sample	User One																														
3	999999-624	SAMPLE REPORTING GROUP 1	SampleUser2@pearson.com	Sample	User Two																														
4	999999-624	SAMPLE REPORTING GROUP 2	SampleUser1@pearson.com	Sample	User One																														

User Reporting Groups File Field Definitions

Column Letter	Field Name	Required	Field Notes
A	Reporting Organization Code	Y	The Student Test UUID is a unique key assigned to each student test within PearsonAccess ^{next} .
B	Reporting Group	Y	The Reporting Organization
C	Username	Y	Contains the unique username.
D	User First Name	N	This field is for reference purposes only.
E	User Last Name	N	This field is for reference purposes only.

IMPORT USER REPORTING GROUP FILE

The User Reporting Group File Import can be used to assign users to reporting groups. However, users can only be removed from reporting groups through the PearsonAccess^{next} user interface. Downloading a User Reporting Group File, deleting or replacing existing user names in the username field, and reimporting the file will not remove the assigned user from the reporting group.

Steps	Screen Shot/Directions
<ul style="list-style-type: none"> Go to Setup > Import / Export Data. In the Select Tasks dropdown menu, select Import/Export Data and click Start. 	 <p>The screenshot shows the PearsonAccess^{next} interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below that, the 'Import / Export Data' section is active. It features two main areas: 'Tasks' (1 Selected) and 'Files' (0 Selected). The 'Tasks' dropdown menu is open, showing 'Import / Export Data' as the selected option. A blue callout box points to the 'Start' button next to the 'Select Tasks' dropdown.</p>
<ul style="list-style-type: none"> In the Type dropdown menu, select User Reporting Group Import. Select Browse under Source File to select the file to be imported. Click Process to import the selected file. 	 <p>The screenshot shows the 'Tasks for Importing and Exporting' interface. At the top, there are buttons for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below that, the 'Import / Export Data' section is active. The 'Type' dropdown menu is open, showing a list of task types. 'User Reporting Group Import' is highlighted in blue at the bottom of the list.</p>


- After the file processes, the **View File Details** task screen will show complete with the number of successful records processed.

Tasks for Importing and Exporting

Import / Export Data View File Details


FILES (1)

User Reporting Group Export 2021-08-30T18_19_30.375+0000.csv

DETAILS 

Complete
Saved information for all records in the file.


File Information

Type User Reporting Group Import	Organization SAMPLE SCHOOL (999999-624)
Name User Reporting Group Export 2021-08-30T18_19_30.375+0000.csv	User Biederman
Request Date 2021-08-30 03:02 PM	Download File 
Total Records 2	
Successful Records 2	
Error Records 0	


- If there are errors, they will be displayed at the bottom of the screen. There is an option to download a file with just the records that contained errors or a list of error messages.

Errors

[Download Records in Error](#) 

[Download Error Messages](#) 

3 Results

Displaying 25 

Record Number	Error Record Number	Message
2	2	No User was found with Username: SampleUser1@pearson.com.
3	3	No User was found with Username: SampleUser2@pearson.com.
4	4	No User was found with Username: SampleUser1@pearson.com.