

3 “Hidden” Reporting Group Features

Reporting Groups are all about visibility. ?

Immediately see who is meeting requirements and who isn't. Whose ILR scores have fallen off. Who needs to retest soon.

With all that visibility, you might have overlooked a few key features that make it even easier to manage large groups of language learners.

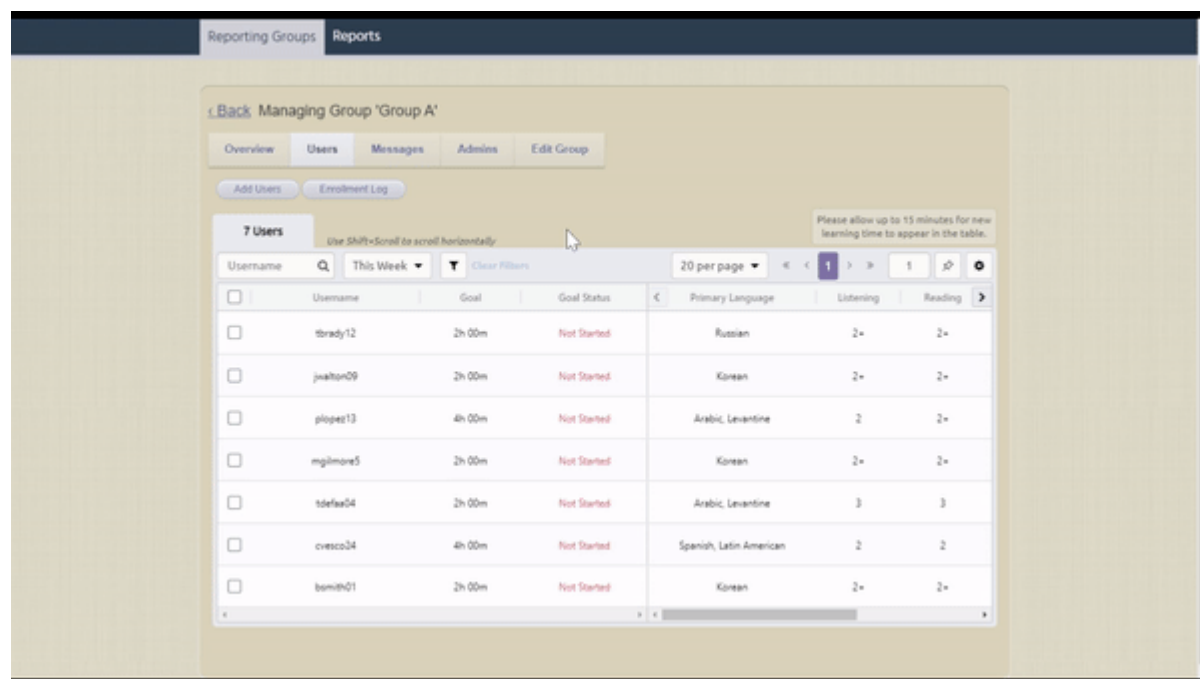
Filter your user table for easier bulk editing

The users table is your holy grail. It's where you organize all of your learners' data (ILR scores, test dates, etc.)

It's also where you set weekly or monthly learning requirements, which can vary widely depending on your language policy. We've heard from many of you that hours increase or decrease in tandem with the learners' ILR scores.

You can easily bulk edit any data point in the table using built-in filters.

Click on the funnel icon in the middle of the table header to filter by ILR score, bulk select all remaining users, and reset the requirement for all of them simultaneously.



The screenshot shows a web interface for managing a group of users. At the top, there are tabs for 'Reporting Groups' and 'Reports'. Below this is a header for 'Managing Group 'Group A'' with sub-tabs: 'Overview', 'Users', 'Messages', 'Admins', and 'Edit Group'. The 'Users' tab is active, showing a table of 7 users. The table has columns for 'Username', 'Goal', 'Goal Status', 'Primary Language', 'Listening', and 'Reading'. A search bar and filter options are at the top of the table. A message at the top right says 'Please allow up to 15 minutes for new learning time to appear in the table.'

Username	Goal	Goal Status	Primary Language	Listening	Reading
tbrady12	2h 00m	Not Started	Russian	2+	2+
jackson09	2h 00m	Not Started	Korean	2+	2+
plopez13	4h 00m	Not Started	Arabic, Levantine	2	2+
mgilmore5	2h 00m	Not Started	Korean	2+	2+
tdelaa04	2h 00m	Not Started	Arabic, Levantine	3	3
cvesco34	4h 00m	Not Started	Spanish, Latin American	2	2
benish01	2h 00m	Not Started	Korean	2+	2+

Message your learners from the pie charts

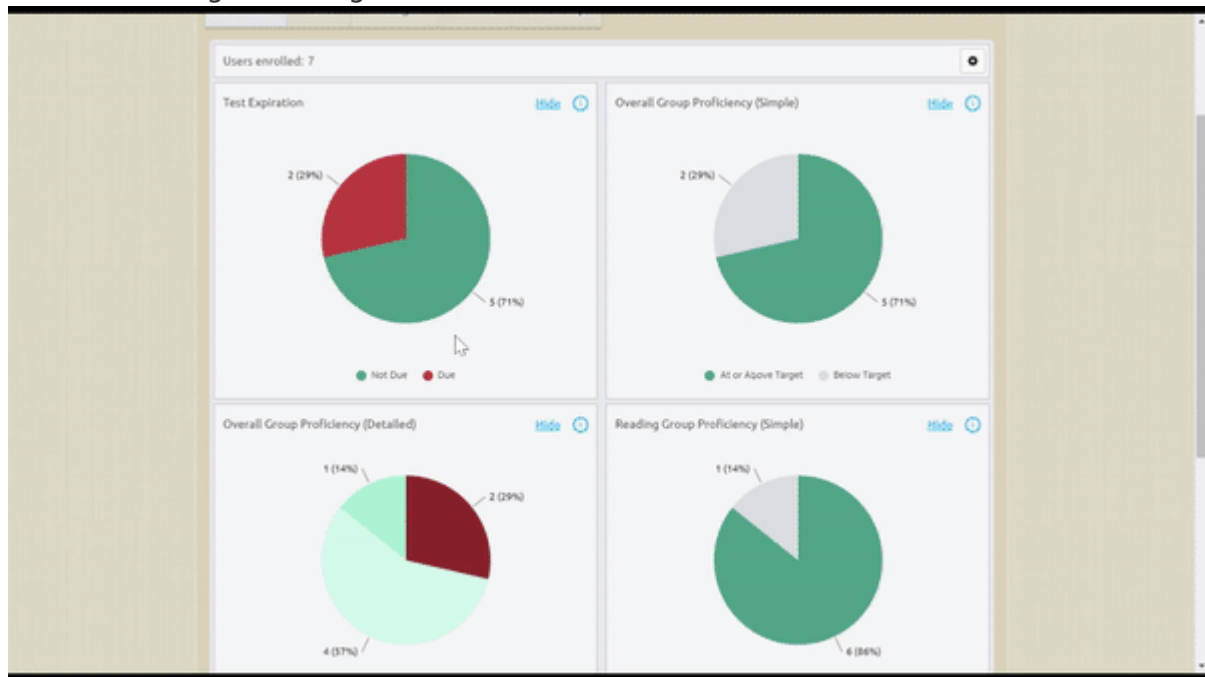
Filled in your user table with all your data?

That data feeds the pie charts on the Overview dashboard, giving you an instant visual of how your linguists are doing.

But the pie charts aren't just for viewing—they're for taking action.

Click on any wedge of any pie chart to see a list of who is in that wedge, and immediately send them all a message:

- click on the “Due” wedge in the Test Expiration chart to send a reminder message about scheduling their next assessment
- click on the “Not Started” wedge in the Weekly Goal chart to send a message nudging those folks to get moving on their sustainment hours



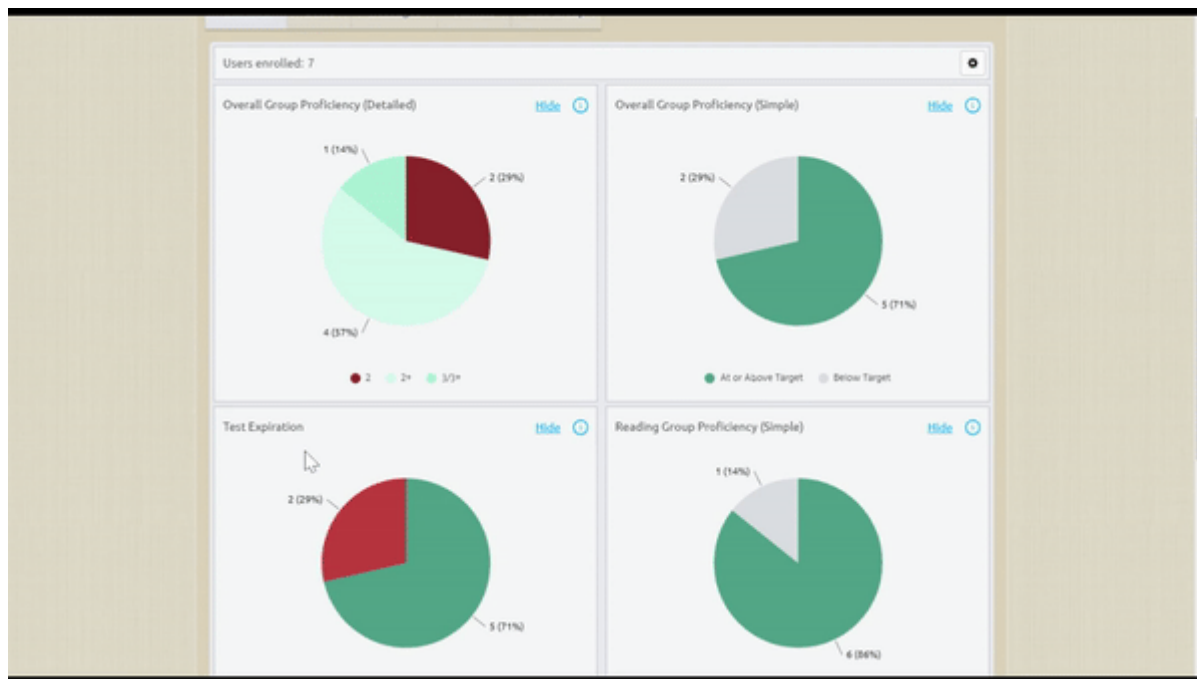
Customize the pie charts dashboard

Speaking of the pie charts on the Overview dashboard, did you know you can re-order them?

Drag and drop so the charts that matter most to you are the first thing you see.

Or drag them into order and take screenshots, which you can share up or down the chain.

You can also click on the sprocket icon in the top right to turn charts on or off depending on your needs.



Reporting Groups make it quick and easy to keep all of your learners on track—or take quick action if they're not. But it all relies on keeping the group up to date.

Need help setting up or maintaining the data in your Reporting Group? Watch the [Program Manager training playlist](#) in the help materials!