Manage subject groups with FFT Aspire

fftaspire

V3.0

August 2018

Before you begin

Please note that the following steps to manage pupils' subjects in FFT Aspire can only be performed by users with Report Administration rights.

If you are not sure of your administration access or do not have this account type, please speak to your school's FFT Aspire Administrator.

Managing subject groups

This help guide will take you through the steps required to assign pupils to specific subjects in FFT Aspire. This is most applicable to KS4 and KS5 pupils in order to display only the subjects in Aspire that each pupil is taking at GCSE level and for Post 16 qualifications. This will take effect in the Target-Setting dashboards in Aspire.

1. Log into the Aspire site https://fftaspire.org

2. Select the Administration icon located in the top right hand corner of the Aspire Screen.
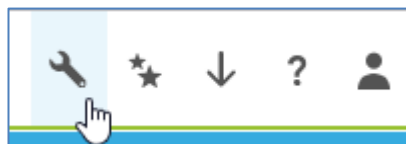
3. This will return a dropdown list of options on the right hand of the screen. Under Manage data, select **'Manage'** and **'Subject groups'**.
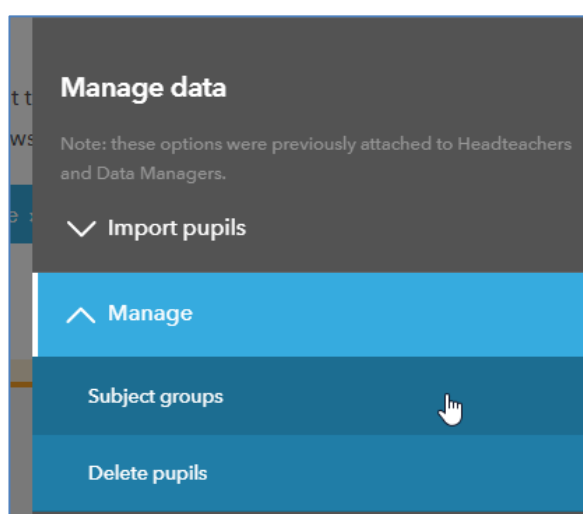
4. Select the Key Stage for which you wish to assign subjects using the blue **'KS'** dropdown box. `KS4`

5. Select the Year group for which you wish to assign subjects, using the blue **'Year'** dropdown box. `Year 7`

6. Each pupil is displayed in a row containing a number of green **'plus'** icons. ⊕ Each column represents an individual KS4 or KS5 subject.

    TIP: The search bar above the pupils' names can be used to search for individual pupils within the selected year group.

7. Click the green **'plus'** icon ⊕ in any column in a pupil's row to remove the pupil from the Target-Setting dashboard for that subject. The tick will be replaced with a red 'cross' icon ⊗ denoting the pupil's removal from the relevant subject.

8.   Pupils who have had a subject removed from their row can be added again by ticking the red cross icon ⊗ in the subject column.

    TIP: The first column is entitled **'All Subject Groups'**. Ticking this column will populate all columns in the pupil's row.

9. Once the subject entries for all students have been set, click the blue `Save` button. Clicking **'cancel'** will retain any existing settings.

10. The Target-Setting dashboards in Aspire will now only display targets for the subjects that have been set for each pupil in this process.

    TIP: To amend the subjects in the export data from Aspire, one of your school's FFT Aspire administrators will need to set the Subjects via the 'Manage target setting' option under the Administration icon 🔧 .