

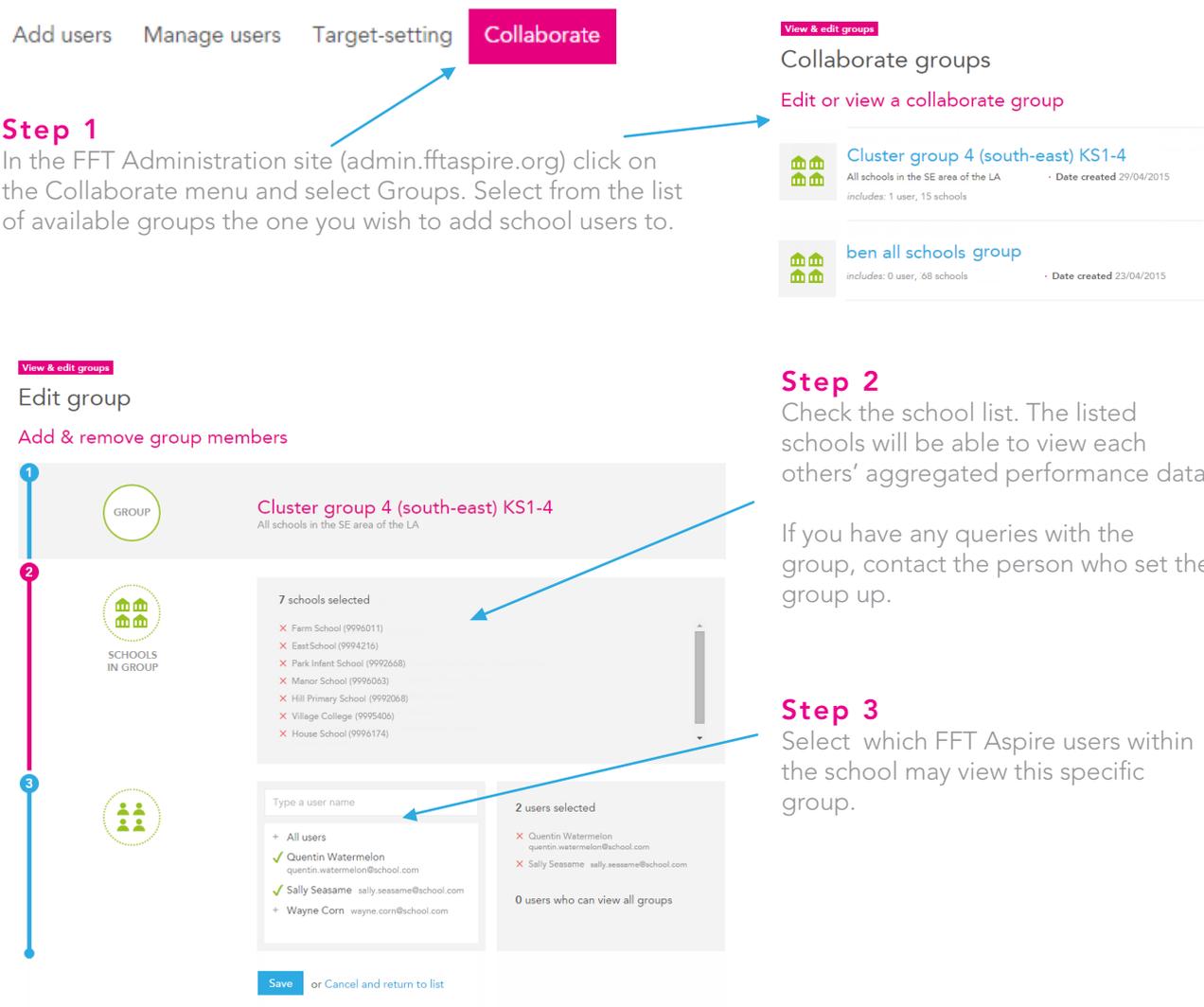
# Guide for schools

## Accessing a collaborate group

Collaborate groups are set up by either the LA, academy chains or FFT. Once a group has been set up for the school, the school administrator is required to select which FFT Aspire users may access the group. This is done in the FFT Administration site ([admin.fftaspire.org](http://admin.fftaspire.org)). The selected users will be able to view the group from the Collaborate area of FFT Aspire. Members of a collaborate group will receive email notification when changes are made to the group.

Please note: NO PUPIL LEVEL DATA IS SHARED WITHIN COLLABORATE

To allocate users to a Collaborative group:



The screenshot shows the FFT Administration site interface. At the top, there are navigation tabs: 'Add users', 'Manage users', 'Target-setting', and 'Collaborate'. The 'Collaborate' tab is highlighted in pink. Below the tabs, there is a 'View & edit groups' section with the heading 'Collaborate groups' and a sub-heading 'Edit or view a collaborate group'. Two group cards are visible: 'Cluster group 4 (south-east) KS1-4' and 'ben all schools group'. The 'Cluster group 4' card shows it includes 1 user and 15 schools, and was created on 29/04/2015. The 'ben all schools group' card shows it includes 0 users and 68 schools, and was created on 23/04/2015. Below this, the 'Edit group' interface for 'Cluster group 4 (south-east) KS1-4' is shown. It has a sidebar with three sections: 'GROUP', 'SCHOOLS IN GROUP', and 'USERS'. The 'SCHOOLS IN GROUP' section shows a list of 7 schools selected, including Farm School, East School, Park Infant School, Manor School, Hill Primary School, Village College, and House School. The 'USERS' section shows a list of 2 users selected: Quentin Watermelon and Sally Seesame. There are 'Save' and 'Cancel and return to list' buttons at the bottom.

**Step 1**  
In the FFT Administration site ([admin.fftaspire.org](http://admin.fftaspire.org)) click on the Collaborate menu and select Groups. Select from the list of available groups the one you wish to add school users to.

**Step 2**  
Check the school list. The listed schools will be able to view each others' aggregated performance data.  
If you have any queries with the group, contact the person who set the group up.

**Step 3**  
Select which FFT Aspire users within the school may view this specific group.

## Global users

'Global users' automatically receive access to any Collaborate group which is visible to the school. Global user permissions are allocated in the 'Users I manage' area of the FFT Administration site by clicking on the user's name and ticking the box:

### Collaborate groups access

Always allow to see all groups