Manage subject groups with FFT Aspire

V2.0

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Before you begin

Please note that the following steps to manage pupils' subjects in FFT Aspire can only be performed by users whose school role type is either 'Head Teacher' / 'Senior Leader' or 'Data Manager' for their Aspire account.

If you are not sure of your school role type or do not have either of these account types, 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. Login to the main Aspire site https://fftaspire.org

2. The **Manage** area of Aspire can be accessed by hovering over the ⚙ (cog) icon in the right hand side of the menu bar.

3. This will return a dropdown list of options. Select the **'Subject groups'** option from the list:
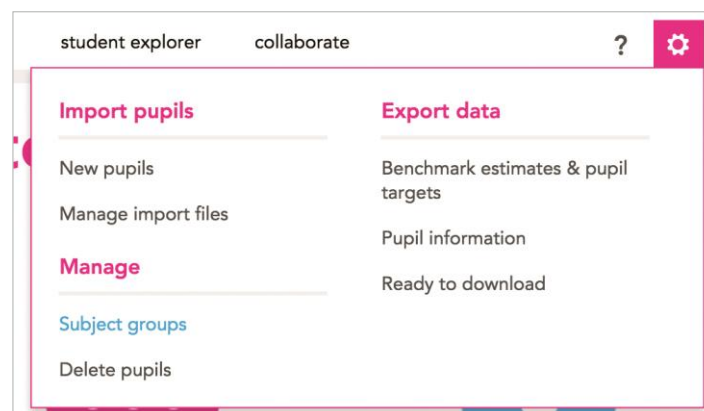
4. Select the Key Stage for which you wish to assign subjects using the blue **'KS'** dropdown box. `KS4`

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 Target-Setting menu in the Aspire Administration site (https://admin.fftaspire.org).