Data Tables Guide

Data Tables are a fast and easy method to generate multiple data sets using basic data input selections. Like Data Grids, Data Tables are comprehensive spreadsheets made up of data columns to present this information. The data tables may be used in Homeroom Dashboards to display in a container, used as a browser bookmark, a link in Logins and Link, or as email distributions.
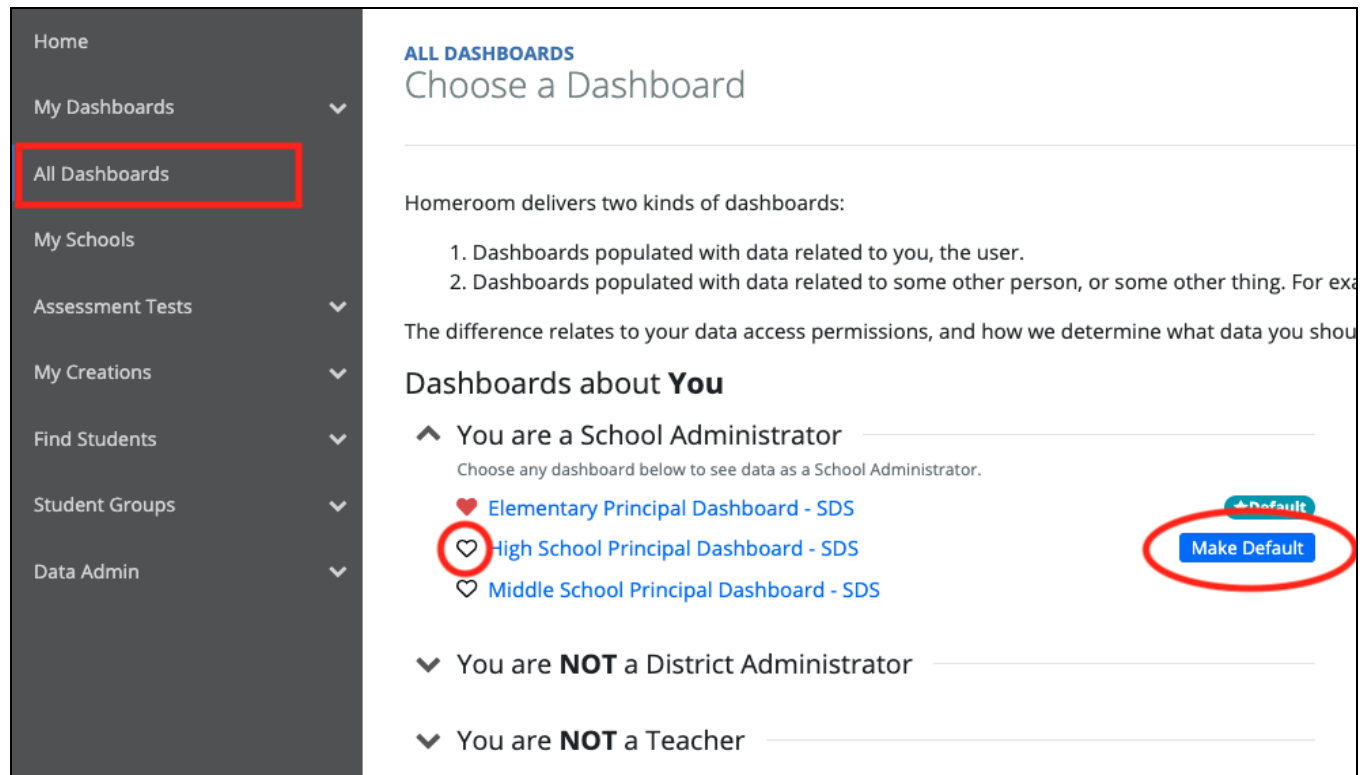
QUICK LINKS

ACCESSING DATA TABLES	BUILD A TABLE	MY DATA TABLES
BREADCRUMBS	FAVORITES	DATA TABLES AS LOGINS/LINKS

ACCESSING DATA TABLES QUICK LINKS

Navigate to Homeroom Dashboards and select an **SDS dashboard**. NOTE: See the Homeroom Dashboards - Basic Dashboard Navigation help article for instructions on accessing various dashboards.

Homeroom Dashboards - Basic Dashboard Navigation – School Data Solutions

Scroll to the bottom of your dashboard to find the **Create Data Extracts Container** and select your chosen Data Table.
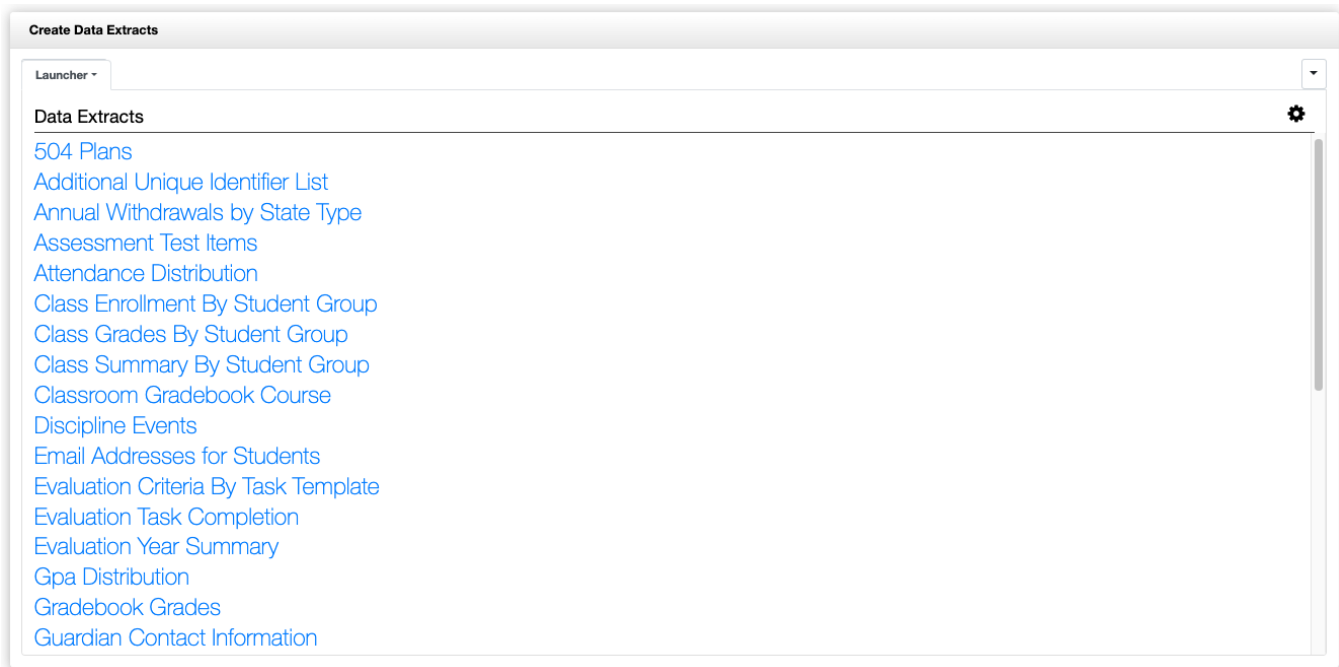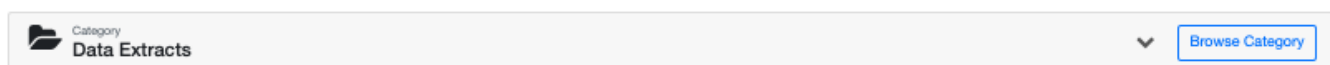

Alternately, Data tables may be accessed by navigating to the **Data Tables App** within the **Data Extracts Bundle**, clicking **Launch App,** and then clicking **Create Data Table** from the left navigation menu.
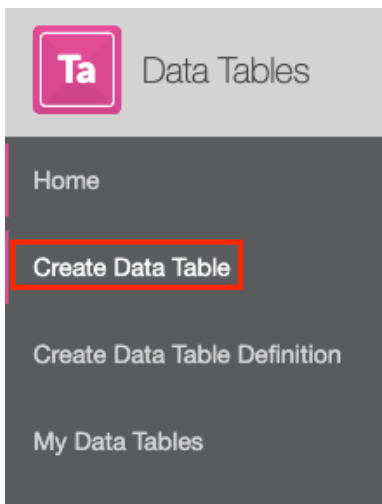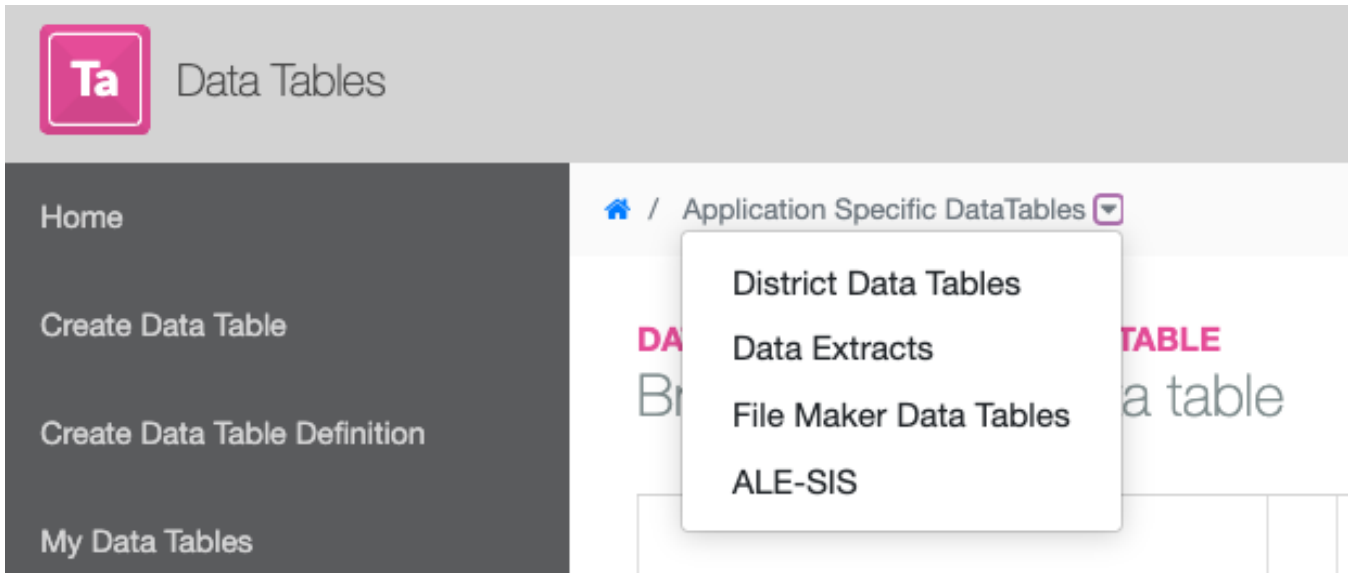

Next, browse to find a data table of your choice and click Browse Category.

BREADCRUMBS [QUICK LINKS](#)

As you browse the categories, notice that the breadcrumbs at the top of the page indicate where you are and how you got there. Those breadcrumbs also allow you to return to any category or related category by clicking them.

Data tables may be viewed in various ways. First, select the **Actions Gear** in the far right corner to display as a **Grid, Columns/Masonry, or List**. Here you may also search for a table by using keywords.
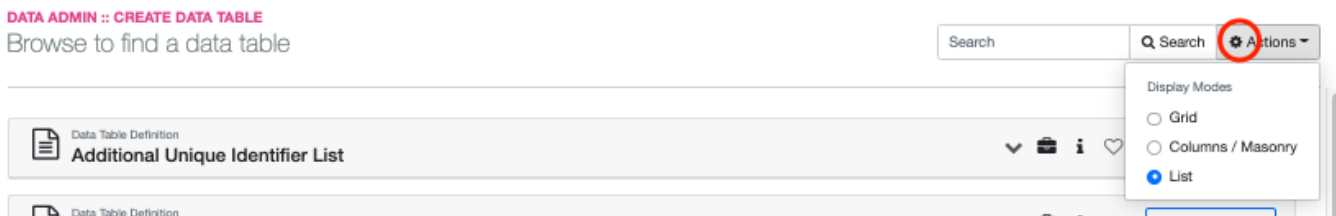
Each data table includes the following actions:

⌄	Click to reveal a further description of the Data Table.
💼	Data Table details and configurations.
i	Learn More - A realistic example, if available, a descriptive title, and an informative description.
♡	[FAVORITES](#) - Mark the Data Table to retrieve easily at a later time.

BUILD A TABLE   (QUICK LINKS)

Once you've identified a Data Table that meets your needs, the next step is configuring it by clicking **Build Data Table**
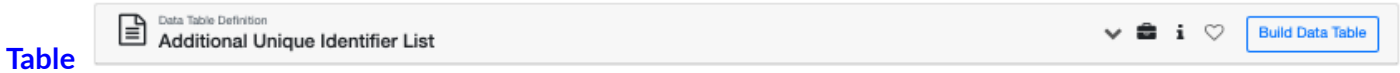


Make selections, then click **Save and Generate.**

When completed, click **Download XLSX.**

Optionally click **Save & Name**. This saves your parameters for use later and will be listed in the **My Data Tables** section.

FAVORITES   (QUICK LINKS)

When you find a Data Table that meets your needs, mark it as a "Favorite," which is done by clicking the "heart" icon. This way, you can find it again easily by navigating to the **My Favorite Data Tables Folder** under **My Data Tables**.
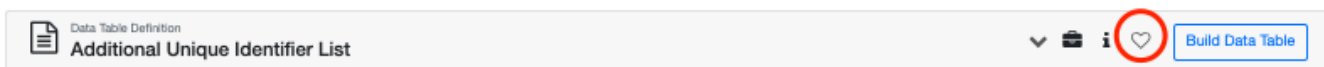
To edit, create shortcuts, delete favorites, locate the data table, and click on the **Action Gear** to the right**.**
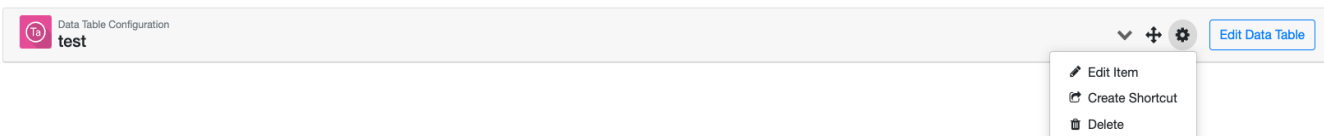
MY DATA TABLES   (QUICK LINKS)

When you save or favorite a Data Table, it becomes available on the **My Data Tables** page. Here we see a list of every Data Table rendered and saved. When we select a saved Data Table, we can see each version of the Data Table that we have configured and generated. You can keep an up-to-date version anytime or change the configuration options to create multiple Data Tables used for comparisons.
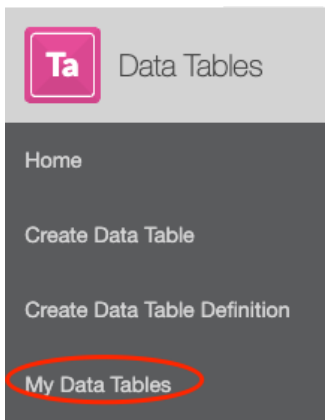

DATA TABLES AS LOGINS/LINKS (QUICK LINKS)

Popular data tables may be added to **Logins and Links in Homeroom Dashboards** by yourself or your district. For a district-wide link, email support@school data.net, or for further instructions, check out the Homeroom Dashboards - Logins & Links help article.

From the Data Tables application, copy the unique URL for the Data Table. If favorited a Data Table, the unique URL from the **My Favorite Data Tables** category can be added instead or in addition.

In Homeroom Dashboards, click **My Creations** from the left navigation menu, then click **My Logins/Links**.
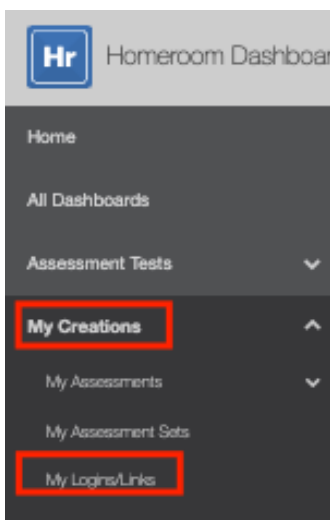
Click the Action Gear in the upper right-hand corner and select **Create New Login/Link.**

From the pop-up window, click Link, then paste in the unique URL for the Data Table, type in the label, and Save.