



Categorize, Copy, Share, and Clone Student Data Grids

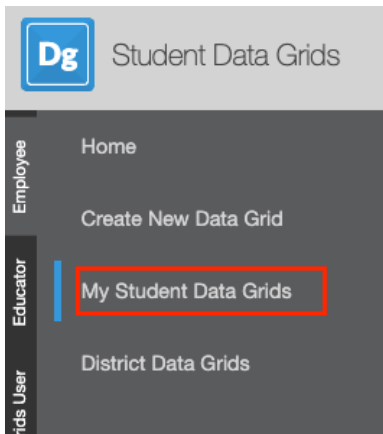
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ADDING STUDENT DATA GRIDS TO CATEGORIES	CLONE
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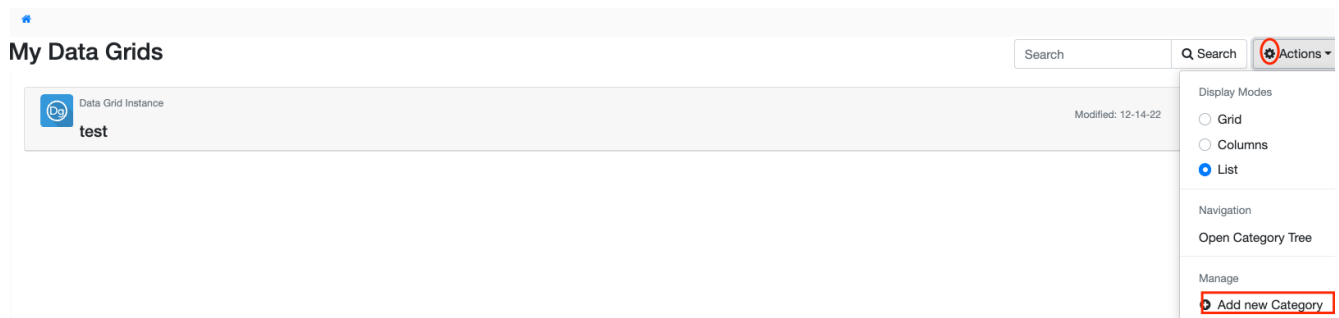
HOW TO CREATE AND USE CUSTOM CATEGORIES IN MY STUDENT DATA GRIDS (Back to [QUICK LINKS](#))

Learn how to use the custom categories in **My Student Data Grids** to organize your items for easier access.

Navigate to the Student Data Grids application. Click **My Student Data Grids** on the left navigation menu.



Select the **Actions Gear** on the right and select **Add New Category**.





Give your Category a **Label** and, optionally, a **Description**. (If you've already created other categories, you also have the option of nesting the new category in one of them) and click **Save**.

Create Category

✓ Save ✕

Label (required)

Description (optional)

Make Category Available in All Apps

Move To Category (optional)

Refresh the browser page to view your new category.

Category

New Category

+
⚙️

Browse Category

ADDING STUDENT DATA GRIDS TO CATEGORIES (Back to [QUICK LINKS](#))

For any Data Grid in My Student Data Grids, click the **Action Gear** and **Edit Item**

Data Grid Instance

test

Modified: 12-14-22
+
⚙️

Manage

Category

NEW CATEGORY

Use Category

- ✎ Edit Item
- 📌 Create Shortcut
- 📄 Clone Item
- 🗑 Delete



Under **Move to Category**, select the category from the drop-down menu, and click **Save**.

Edit Item



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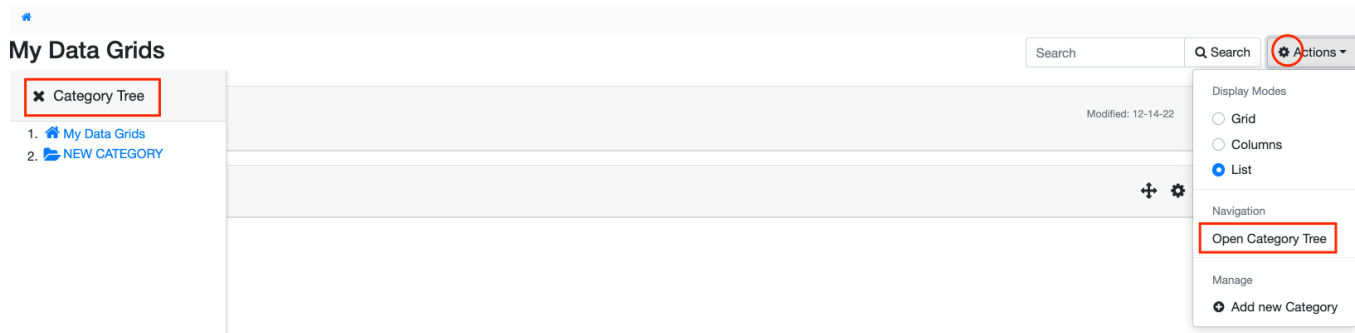
Label (required)

Move to Category (optional)

Refresh the browser page to see your changes.

ALTERNATIVE NAVIGATION OF CATEGORIES IN MY STUDENT DATA GRIDS (Back to [QUICK LINKS](#))

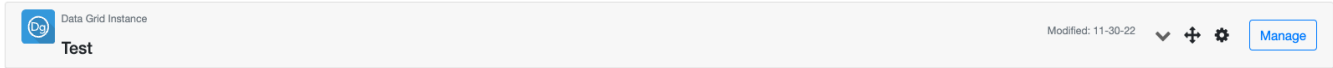
Navigate to the **Action Gear** at the right and choose **Open Category Tree** from the new window. This will open a Category Tree window to the left. Selecting any folder in blue will quickly navigate you to that folder. Click the “X” to close it.



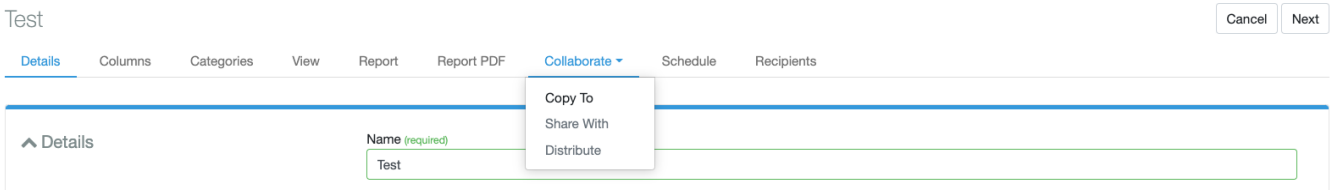


COPY OR SHARE TO OTHERS (Back to [QUICK LINKS](#))

Navigate to **My Student Data Grids** and select the Data Grid you would like to copy or share. Next, select the blue **Manage** button.



Then choose the **Collaborate Tab**.



Here you will have multiple options.

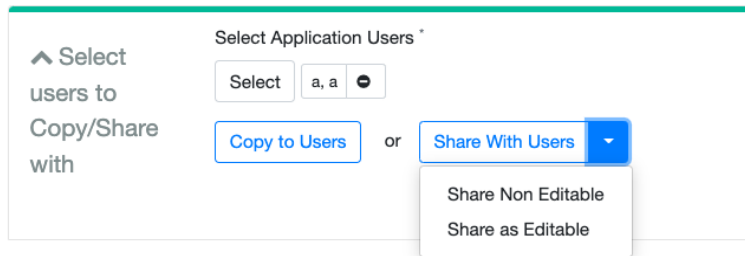
COPY TO - Click **Select**, choose Application Users by clicking the checkmark to the left of their name, and then click the **Apply** button. Next, select **Copy to Selected Users**.

A chart copy will appear in their saved "My Student Data Grids." NOTE: The recipient may not edit a copied chart.



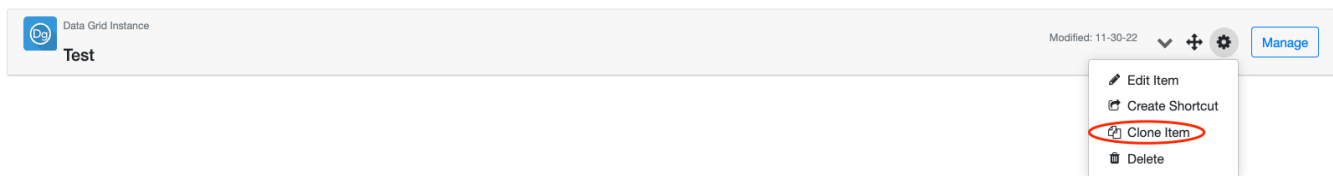
SHARE - The Data Grid can be shared as editable or non-editable.

The recipient will receive the shared data grid in their "My Student Data Grids" file in the Student Data Grid Application. The recipient can change the chart's configuration if the data grid is shared as editable. These changes will also take effect in the original version. No notification will alert the recipient that a chart was shared with them.



CLONE (Back to [QUICK LINKS](#))

CLONE - Click the **Action Gear** and then choose **Clone Item**. Create a label, choose where you would like the file to be located, then click [Save](#).



Refresh your page; you will now see a cloned version.

