

Homeroom Dashboards - Basic Dashboard Navigation

GETTING THERE

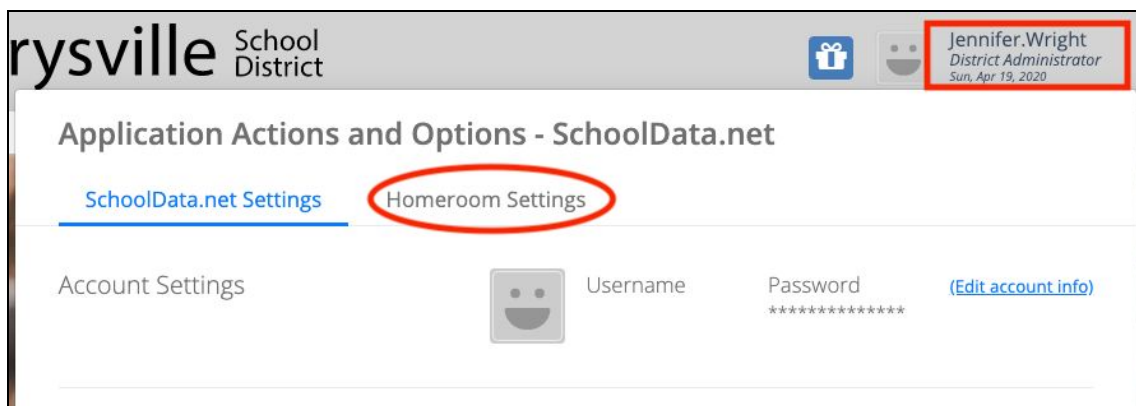
- 1 . A user will access Homeroom Dashboards by logging in <http://yourdistrict.schooldata.net>



Once on the Home Page, the user can select their dashboard by a variety of methods.

Select Default Dashboard to be Their Home Screen:

1. Click your name in the upper right hand corner to display the Application Actions and Options Menu



When in Homeroom Settings, the user can quickly change their Home Screen to be their Default Dashboard using the selector.

Application Actions and Options - Homeroom

SchoolData.net Settings Homeroom Settings

Default Student Group Student Group [\(Change student group\)](#)
(SFISY:49210) | Students attending Whitman Elementary School (18/19)

Default Home Screen

Home Screen
 Intro Page
 Your Default Dashboard

[\(About default home screen\)](#)

[Logout](#)

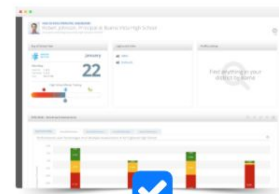
If the user requires more information about the selection they can click the About default home screen link to see their options.

Homepage Options Ok

Choose the information you'd like to see each time you open the application. You can change your selection later in the Application Actions & Options menu that appears when you click your username.



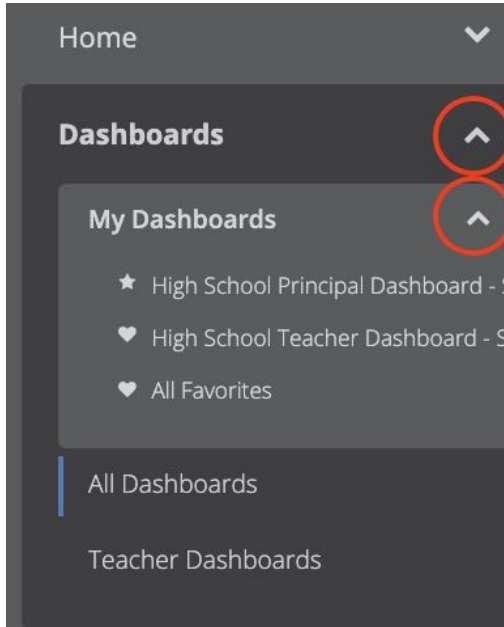
Intro Page



Your Default Dashboard

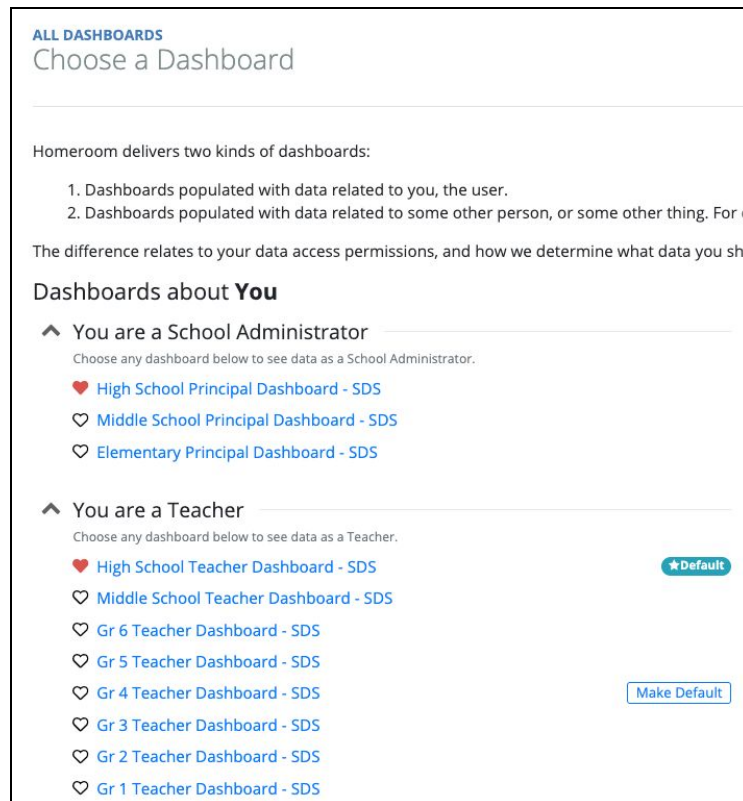
Using Dashboards → My Dashboards to Navigate:

2. Selecting a dashboard from the My Dashboard List located in the left navigation menu



Using All Dashboard to Choose a Dashboard:

3. Selecting All Dashboards from the left navigation menu and selecting an appropriate dashboard. Remember what shows automatically and can be selected as a default/favorite is based on user role.

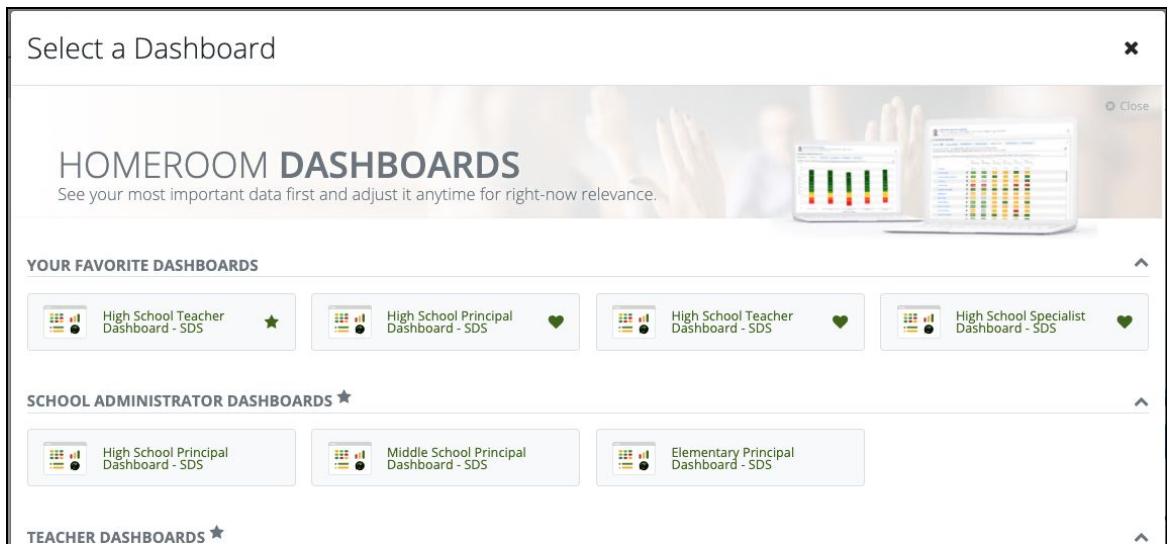


Using Launch Personal Dashboards Icon:

- Users can also select the desired dashboard by scrolling down on the Home Page to the Launch Your Personal Dashboard icon and selecting Get Started

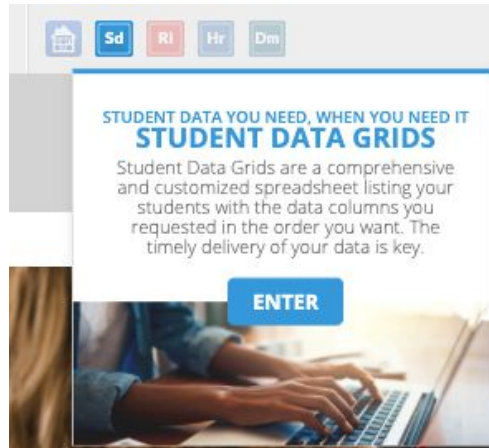


To select a dashboard, click on the icon for the dashboard of interest:

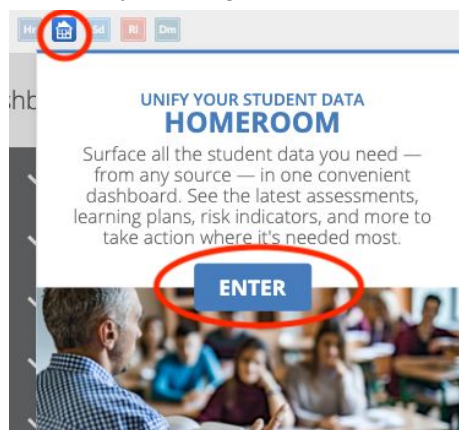


Navigating to Other Applications

There are now Application/Suite Navigation icons along the top of the browser window on both the left and the right hand sides. Hovering gives the user information about the application/suite, and clicking Enter will direct the user to the application.



Once in Homeroom Dashboards, the user can navigate back to Homeroom Classic via the Application/Suite Navigation icon at the top left by clicking on “Homeroom.”

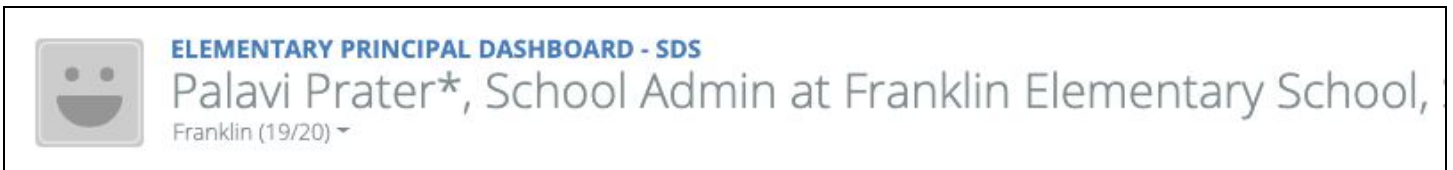


More resources for using Homeroom Classic are available in the Help Center.

Dashboard Selection

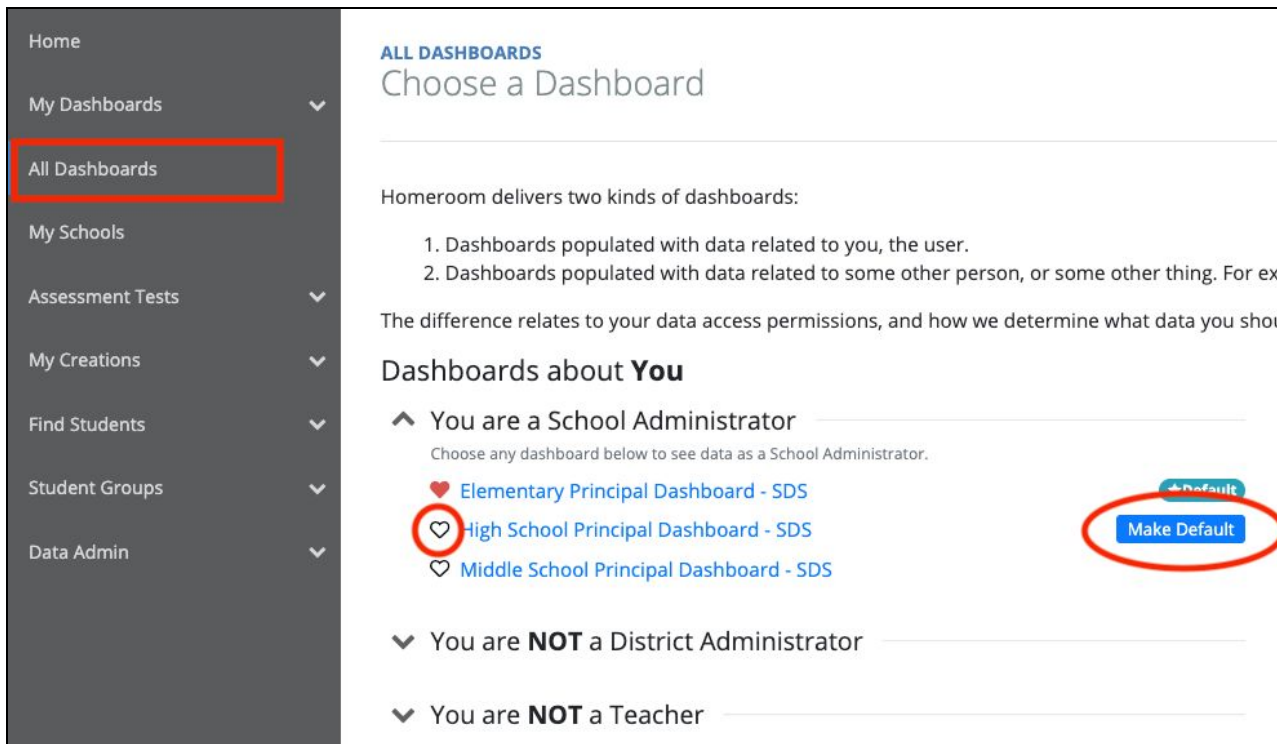
Once logged in, and a Dashboard is selected, the dashboard will be based on the user role and students assigned to the user.

The name of the dashboard will be displayed at the top left.



To return to the list of available dashboards, click on “All Dashboards” on the left navigation menu.

Here you can set your default by clicking on the blue “make default” button which appears when you hover your mouse to the right of the dashboard list, or click the hearts to set favorite dashboards. They will then be displayed on the “My Dashboards” dropdown list at the left.



NOTE: You can view any dashboard, but you will only see data displayed for students that you have permission to access data for. For example, as a teacher, you can view any dashboard, but you will see individual student data only for students who are in your class(es).

Dashboard/Role Mismatch

If the user selects a dashboard that is not consistent with the role(s) assigned to the user, they will receive a mismatch message. The user can review the options available and if the user wants to proceed, click the box at the bottom knowing that there might be unintended results presented because of the mismatch. The user can then exit using the “x” in the upper right corner.

Dashboard Role
✕

Find the right dashboard for your needs

You've selected a dashboard that is not associated with your current role. We can provide you with a dashboard specifically created for your current role, or a spotlight that better meets your needs. If you proceed to use this dashboard, please be aware that viewing a dashboard that doesn't match your role may result in incomplete or misleading data.

Your Assigned Role:
School Administrator, Specialist

You are accessing a
Teacher Dashboard

Option #1: Use a dashboard tailor-made for:

Elementary Principal Dashboard - SDS

Option #2: Spotlight a Teacher

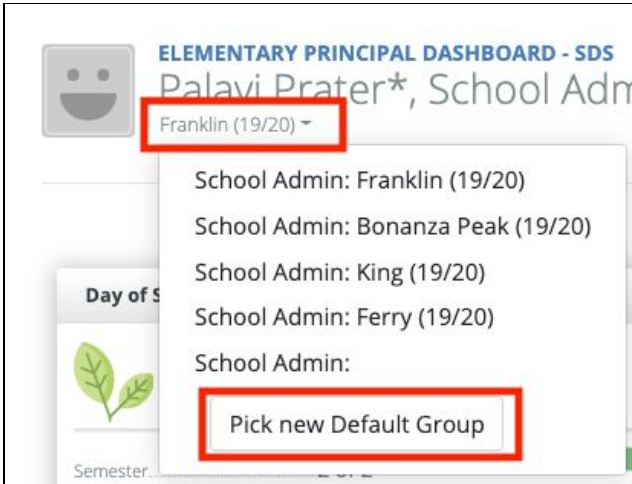
High School Teacher Spotlight - SDS

Option #3: Ask your data administrator, to assign you as a Teacher.

I understand that results may not be as expected and wish to continue to the dashboard indicated above.

Changing the Student Group

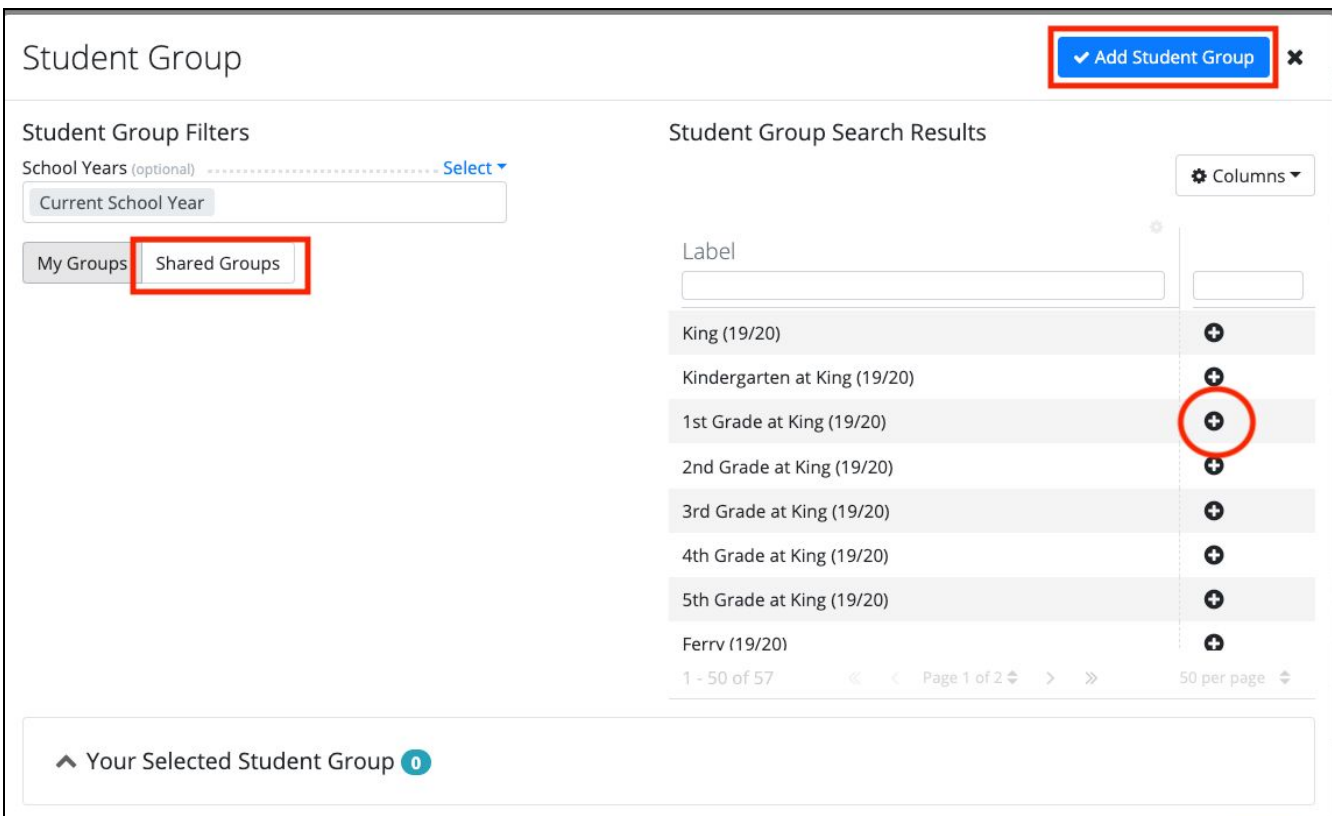
To change the student group associated with the dashboard, click on the existing student group in the Dashboard title.



The student group of interest may appear in the drop down list, but typically a user will need to select Pick New Default Group.

From this Student Group selector, you can select a student group from the list presented by My Groups, or click on the Shared Groups to find another student group of interest. Once you have found the group, select the plus icon on the right and then Add Student Groups button.

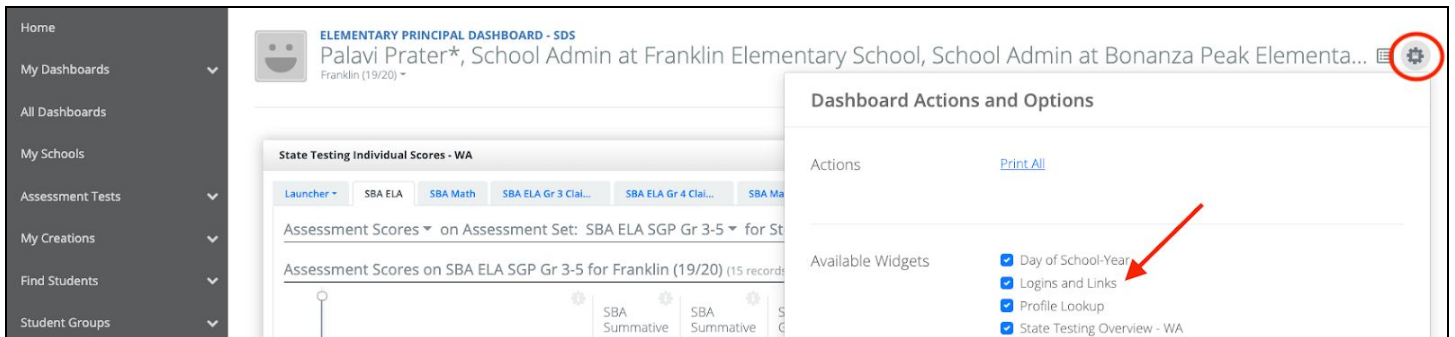
Remember that a user can select any group, but individual student data displayed will be based on the user's permissions.



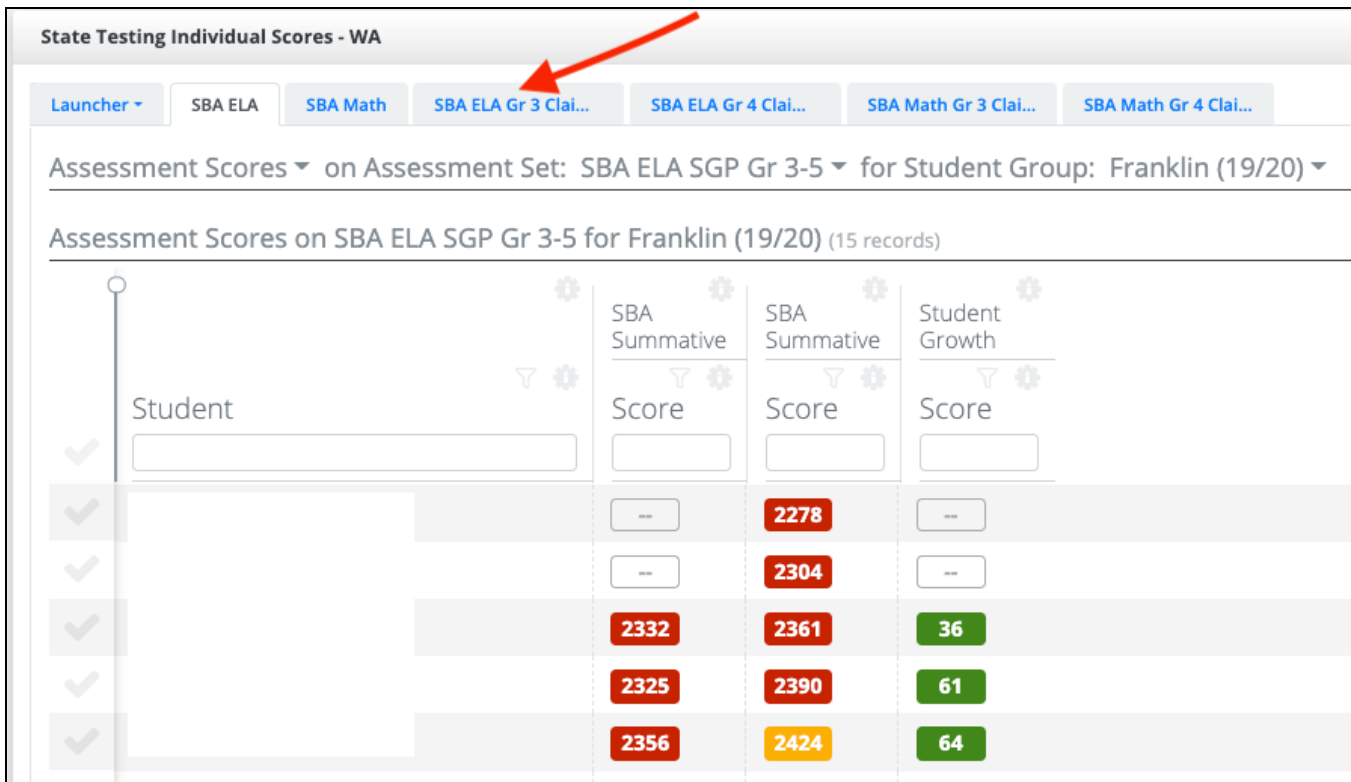
Navigation Basics

On the Dashboard, the user will find various containers.

To move between containers, the user can scroll down on the Dashboard or you can use the Navigation gear to jump directly to a specific container.



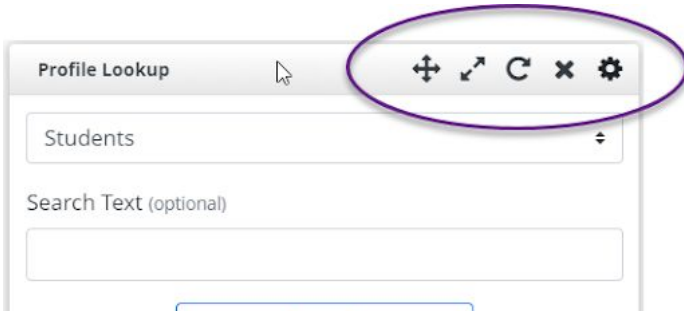
Some containers will have multiple tabs that you can click on to access more available screen views.









Use the scroll bar within a container to scroll down and see additional data.

Available Tools

Notice that there are tools available in the bar at the top of each container, but these are only visible when you hover over the container with your cursor.

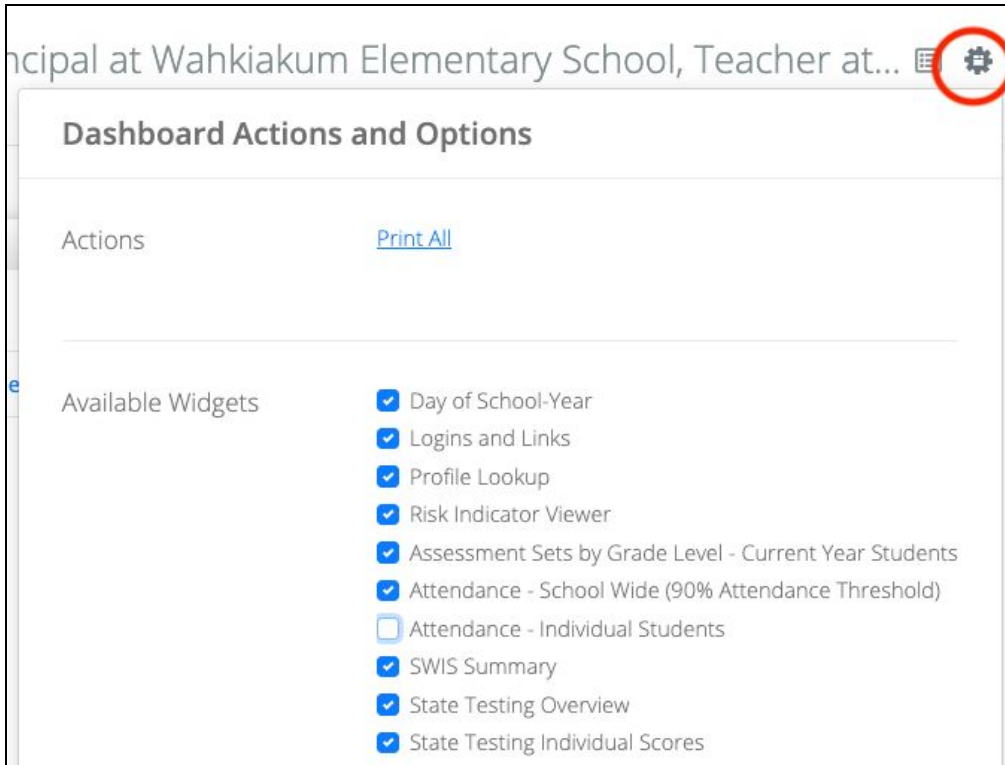


The following is a brief description of each of those tools.

	Move	Click and hold this icon to “drag and drop” or rearrange the order of containers on your dashboard.
	Maximize	Click on this icon to quickly expand the container for a better view. Click on the resulting icon with the arrows pointed in to minimize. 
	Refresh	If you have navigated away from the default view in your container, or changed the data settings, you can click on this icon to refresh and return the container to the default data settings.
	Close	If you wish to hide, or remove a container, click on this icon. See below for how to add a container back once you’ve removed it.
	Further Options	This dropdown will give you various options based on which container you are using. You may see “show container configuration,” “split screen” or “print” options.

Selecting/Resizing Containers

To select which containers display, or add a container back to the dashboard once you have removed it, click on the gear icon on the top right of the dashboard. Then, you can add or remove containers by clicking on the blue checkmarks.



You can also resize a container by hovering over the lower right corner with your cursor, then drag and drop to resize.



Other things to note:

- Any changes you make to containers (sizes, order, which are displaying, etc) will be restored to defaults once you navigate away from the dashboard.
- You cannot “break” or ruin anything on the dashboards. You are in a View Only mode, so feel free to try different buttons and tools out to see what they do