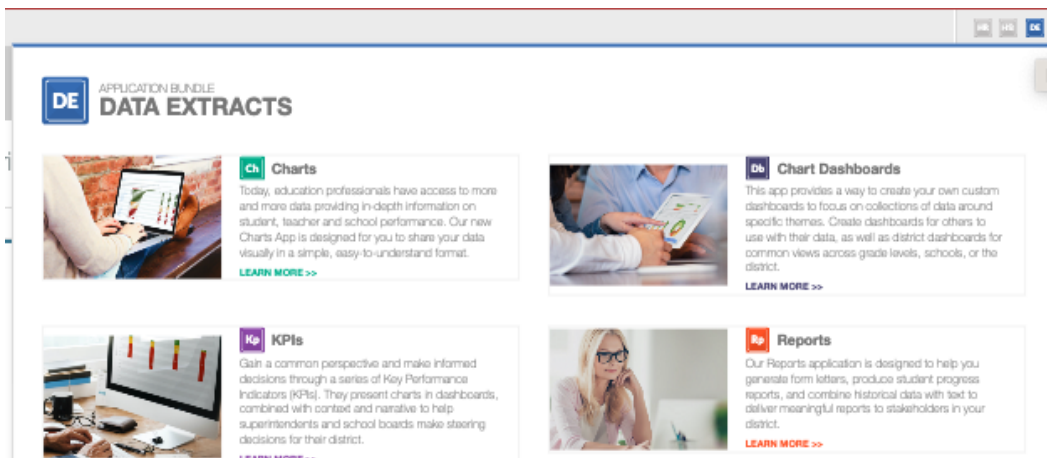


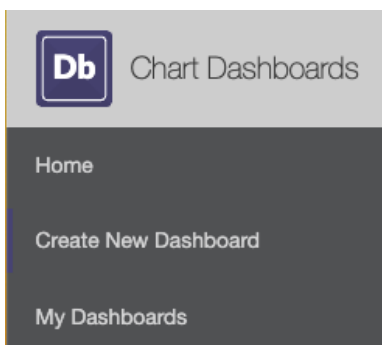
## Chart Dashboards Guide

The Chart Dashboards Application combines charts and reports you would like to see on one interface. This could be used for making district-wide decisions, seeing assessment data across multiple schools, viewing multiple data points for SWIS/PBIS in 1 school, and much more. Your Dashboards can be shared with others and is viewable by a school, class, or district in Homeroom.

Go to the dashboard application at [yourdistrict\).schooldata.net/v2/dashboard-manager](http://(yourdistrict).schooldata.net/v2/dashboard-manager). Or from the application selection, locate the Data Extracts Bundle, find Chart Dashboards (Db), and click launch.



From the left navigation screen, locate Create New Dashboard.



## Create Dashboard

### Details

Name your dashboard on the details tab and give it a **Description**. Select the **Dashboard Type**, and select if you want to **Make Available when Spotlitged**.

Making it available when spotlighted allows users to select it in the Chart Dashboard widget in Homeroom and other spotlight able areas. Your selected dashboard type will determine what dashboards are selectable for a

Create Dashboard

Cancel

Details

Regions

View

Print

Sharing

^

Name (required)

Name this Dashboard

Description (optional)

Describe this Dashboard

Dashboard Type (optional)

Custom

☐ Make Available when Spotlitged



The screenshot shows the 'Save' button in Google Docs, which is highlighted in blue. A dropdown menu is open, showing two options: 'Save & Continue' and 'Save & Exit'.

## Regions

Details
Regions
View
Print
Collaborate

2 Columns
Add New Region
Change Width: One-Half
Refit Layout

Select a Chart

Select from:

My charts that use current data

or

My charts that use saved or historical data

Columns

Search

| Name | Description | Creation Date | Chart Definition Categories | User Item Categories |
|------|-------------|---------------|-----------------------------|----------------------|
|      |             |               |                             |                      |

<<

<

Page 1 of 1

>

>>

50 per page

^ Your Selected Charts

Not the chart you're looking for?... Build it here in Chart Manager

Launch Chart Manager

Not seeing the chart you are looking for? Build it by clicking Launch Chart Manager in the lower right corner. This will launch Charts. More information about building a chart may be found here [Charts Help Solutions](#).

Once you've selected your charts, you can change the order by dragging and dropping your charts and changing their width.

Details
Regions
View
Print
Collaborate ▼

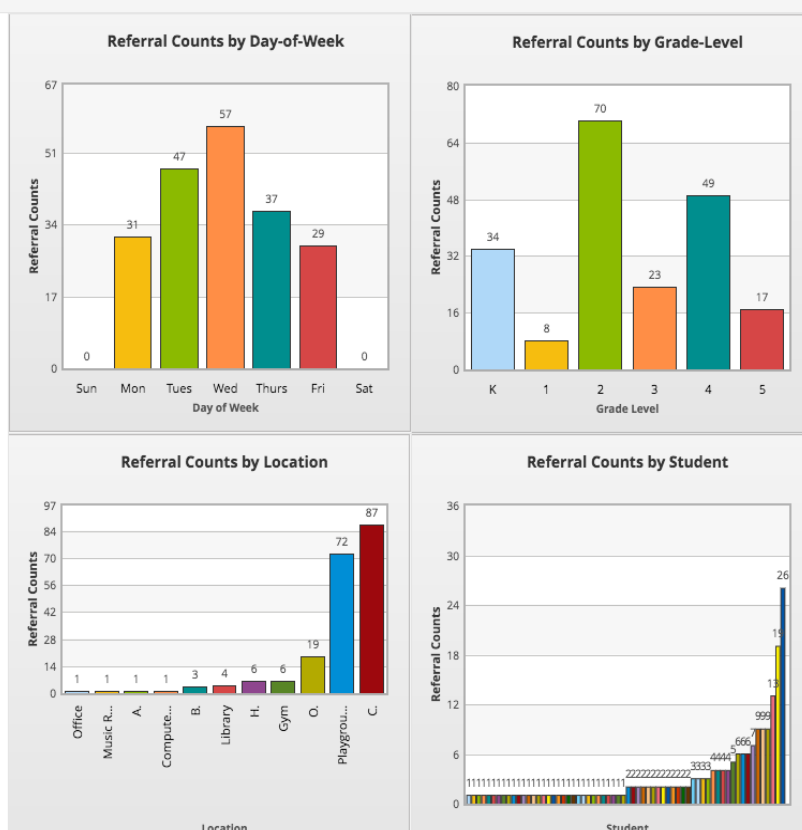
2 Columns ▼
Add New Region ▼
Change Width: One-Half ▼
Refit Layout ▼

Click Next in the upper right corner.

Cancel
Next

## View

Here, you will see your dashboard assembled.



Choose your **Printing Dimensions**, **Print Orientation**, and check the box for whether you want to **Print on Multiple Pages**. Click the blue **Download Dashboard PDF**.

Click Next in the upper right corner.

You can share and copy your charts with other users.

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**Select Application Users** by searching for their name, school, or role. Click the checkmark next to the name and click **Apply**. As a side note, if you select by role, such as teacher, you will want to “select all” on each page to add them.

Select Application Users from School Year Is Current School Year, is Active [change](#) ✓ Apply ✕

---

13591 Application Users Pre-Filtered Ordered Filter Search Results ⚙️

| ✓ | Last Name | First Name | School                        | Role     |
|---|-----------|------------|-------------------------------|----------|
| ✓ | *         | Khamphet   | Forest View Elementary School | Guardian |
| ✓ | *         | Kaylene    | South Creek High School       | Guardian |

You will notice you have multiple sharing options you can choose from.

**Copy to User** means the user will have their own separate copy of the dashboard where they can edit, view, and delete their dashboard. This will have no effect on the originally shared dashboard.

**Share Non-Editable** means the user can only view the dashboard. If you make any changes to the dashboard, the person who you shared the dashboard with will also see the changes.

**Share Editable** means you can share it with them, and they can view and edit the dashboard but cannot delete it. Any changes they make to the dashboard will appear on the initially created dashboard you shared with them.

^ Select  
users to  
Copy/Sh  
are with

Select Application Users \*  

Select

\*, Khamphet

\*, Pi-Jung

Copy to Users

or

Share With Users

Share Non Editable  
Share as Editable

Click Next in the upper right corner.

**Set Delivery Dates** is where you may select when you would like it to be delivered (school year, specific end date, monthly, weekly, daily)

Test

Back
Next

Details
Regions
View
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Collaborate

Set Delivery Dates
Date Boundary Mode ⓘ
School Year \*

☒ School Year
☐ End Date

Select
22/23

month
week
day

March 2023

today
<
>

| W  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 9  | 26  | 27  | 28  | 1   | 2   | 3   | 4   |
| 10 | 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 11 | 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 12 | 19  | 20  | 21  | 22  | 23  | 24  | 25  |

Click **Next** in the upper right corner when finished.

Select **Recipients for this Dashboard** by clicking on the **Add Recipient**. Optionally add **Basic Settings** such as **Exported Filename**, **Email Override**, **Email Subject**, and **Email Content**. Select the **Role** and **Type** as applicable.

Test

Undo
Save

Details
Regions
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Select recipients for this Dashboard.

Add Recipient

Basic Settings

Exported Filename (optional)

Email Override (optional)

Email Subject (optional)

Email Content (optional)

Role (optional)

District Administrator

Type (optional)

All

All District Administrators

## VIEWING and EDITING DASHBOARDS

Created Dashboards may be viewed by navigating to My Dashboards in the left navigation menu.

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 Chart Dashboards

[Home](#)

[Create New Dashboard](#)

[My Dashboards](#)

Click on **Manage** or go to the rows **action gear** to **edit, create a shortcut, clone, or delete** the item.

**My Dashboards**

Search

Q Search

⚙ Actions ▾

 Dashboard  
**Test**

Created: 03-22-23  
Modified: 03-22-23

[Manage](#)

 Edit Item

 Create Shortcut

 Clone Item

 Delete