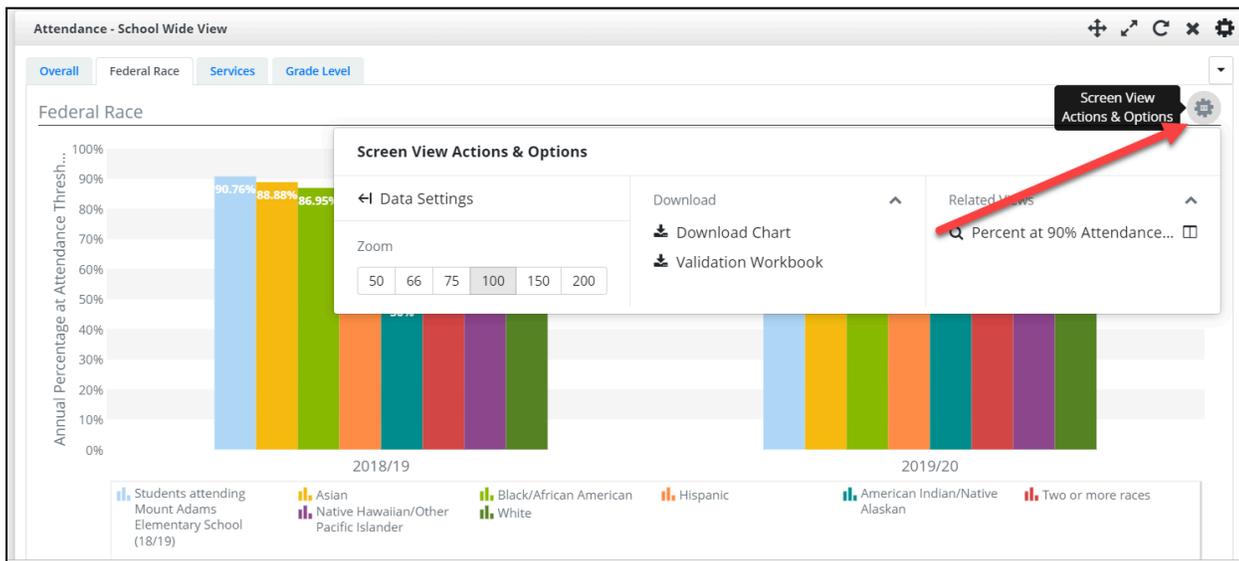


HOMEROOM DASHBOARDS - DOWNLOAD/PRINT DATA

DOWNLOAD OPTIONS

Users can access download options via the **Screen View Actions and Options Gear** located on the right side of each screen view. The specific options available will depend on the type of screen view.

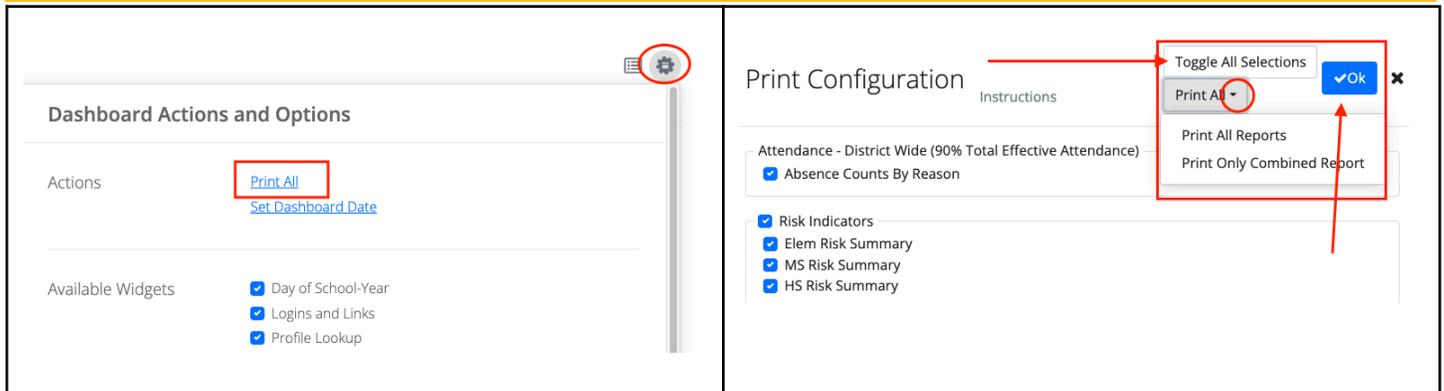
- **Download Chart:** Generates a PDF of the chart only.
- **Download Report:** Creates a PDF report that includes a header and multiple pages with detailed information
- **Download Data Table:** Produces an Excel file containing all the data displayed in the current screen view.
- **Download Validation Workbook:** Provides a spreadsheet with multiple tabs, allowing users to explore detailed data relevant to the screen view.



Print Options

In the **Dashboard Actions & Options Gear**, on the right side at the top of both the dashboards and containers, users will find a **Print All Option**.

1. **Print All** opens a new window listing all dashboard containers. Users can select which items to include in the printout using checkmarks.
 - **Toggle All Selections:** Unchecks all views to select only desired ones.
 - **Print All Reports (default):** Creates a zip file with individual PDFs for each selected container and a combined document.
 - **Print Only Combine Report:** Generates a PDF that combines all data from selected containers.
2. Once selections are made, clicking **OK** will trigger the report generation, and users will receive an email with the requested documents.



Dashboard Actions and Options

Actions

- [Print All](#)
- [Set Dashboard Date](#)

Available Widgets

- Day of School-Year
- Logins and Links
- Profile Lookup

Print Configuration

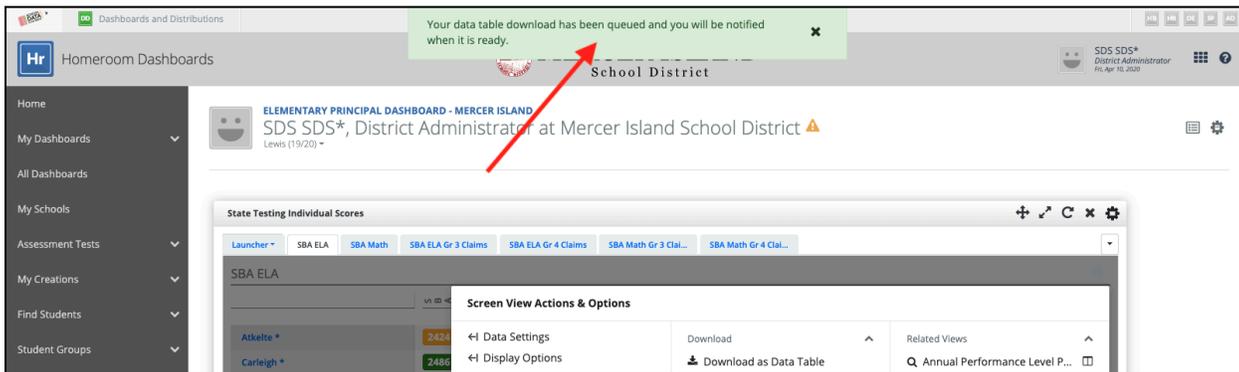
Instructions

- Attendance - District Wide (90% Total Effective Attendance)
 - Absence Counts By Reason
- Risk Indicators
 - Elem Risk Summary
 - MS Risk Summary
 - HS Risk Summary

Print Configuration Menu:

- Toggle All Selections
- Print All
- Print All Reports
- Print Only Combined Report

3. Upon clicking a download option, an in-app notification will indicate the download is queued. Users may continue browsing while the download is being prepared.
4. A **notification** will appear when the download is ready, along with an **email** containing a link to download the item. Users must log back into Homeroom to access downloads from the email.



Notification: Your data table download has been queued and you will be notified when it is ready.

Screen View Actions & Options

- Data Settings
- Display Options
- Download
- Download as Data Table
- Related Views
- Annual Performance Level P...

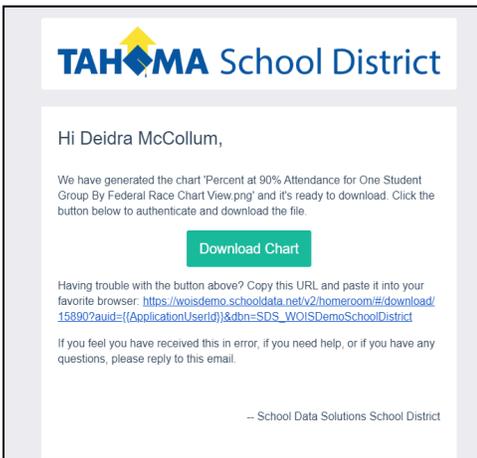


Notification: File Ready to Download

The file 'Assessments Widget_Assessment Set View.xlsx' is ready to download. [Click here](#) to download it now.

4/16/20 8:44 AM Dismiss

Student	Score 1	Score 2	Score 3
Atkelte *	2424	2561	96
Carleigh *	2486	2530	51



5. Suppose users miss the in-app notification or delete the email link. In that case, they can still access their downloaded files by locating their **username** in the top right corner and selecting the **bell icon** to open a notification window that lists all downloads.
6. Use the **Action Gear** in the top right corner of the selected file for additional filters and download options.



Notifications

Notifications By Application User (2 records)

Application	Notification	Date	Time	File Name
All	SchoolData.net Appli...	Jan 31 2023	11:29AM	
All	File Ready to Download	Jan 23 2023	10:14AM	Student Assessment Profile...

(2 records)

Data Table Actions & Options

Display Options

Display as

Table Columns

Text Lines Per Row

1 text line

Show Pagination Controls

Columns / Properties

Application

Notification

Publish Date

Expiration Date

Notification Type

Notification Data Type

Filtering

Filter Form

Show Quick Filters

Quick Filter Form

Grouping/Arrangement

Arrange Columns

Order Rows

Grid Actions

Download Data

ACTIONS

Refresh Data Table