
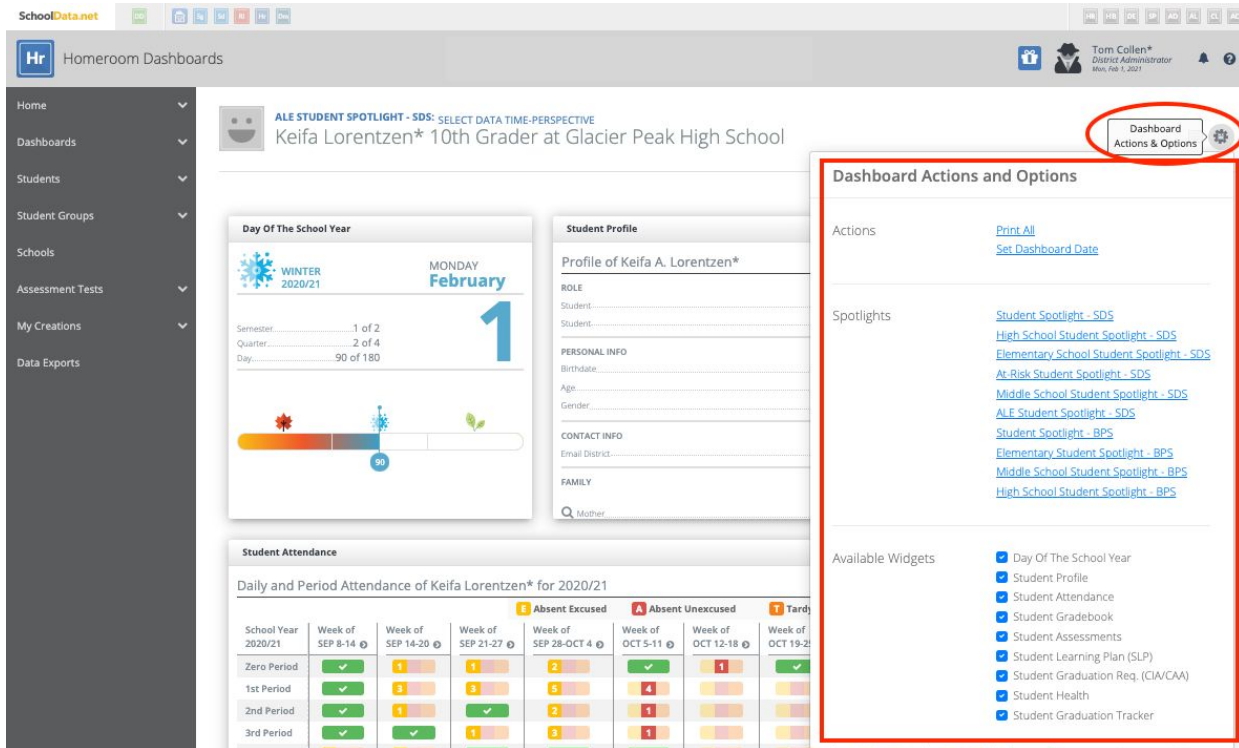


## Dashboard Actions & Options

Choose the Dashboard Actions & Options button  on the top right of the dashboard to access options to print data, look at a different screen view, or to navigate through the views on the dashboard.



**Dashboard Actions and Options**

Actions

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

Spotlights

- [Student Spotlight - SDS](#)
- [High School Student Spotlight - SDS](#)
- [Elementary School Student Spotlight - SDS](#)
- [At-Risk Student Spotlight - SDS](#)
- [Middle School Student Spotlight - SDS](#)
- [A/E Student Spotlight - SDS](#)
- [Student Spotlight - BPS](#)
- [Elementary Student Spotlight - BPS](#)
- [Middle School Student Spotlight - BPS](#)
- [High School Student Spotlight - BPS](#)

Available Widgets

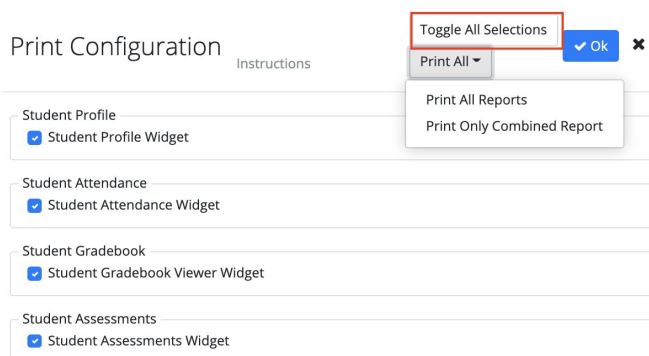
- Day Of The School Year
- Student Profile
- Student Attendance
- Student Gradebook
- Student Assessments
- Student Learning Plan (SLP)
- Student Graduation Req. (CIA/CAA)
- Student Health
- Student Graduation Tracker

## Actions

### Print All

The 'Print All' feature will allow you to receive a .zip file which contains a .pdf report for a single container or multiple containers along with a .pdf that combines data for multiple containers. Or you can choose to receive just the single .pdf that combines the data.

Click 'Print All' to access the print features. Click 'Toggle All Selections' to uncheck all the views, and select just the ones you'd like to print.



**Print Configuration** Instructions

Student Profile

- Student Profile Widget

Student Attendance

- Student Attendance Widget

Student Gradebook

- Student Gradebook Viewer Widget

Student Assessments

- Student Assessments Widget

Once you've selected all the containers you'd like to print data for, the 'Print All' button allows you to choose your print options.

- Print All Reports (default) - creates a .zip file that when opened contains a .pdf for each container chosen for print as well as a .pdf that combines all the data into a single document.
- Print Only Combined Report - creates a single .pdf that combines all the data for each container chosen for print.

Once you've made your choices and clicked 'Ok' you'll receive an email with the requested reports.

If you're viewing current year data, you'll receive current year data in your reports. If you'd like to see and / or print historical data you'll need to 'Select Data Time-Perspective'. For directions on how to do that read this [article](#).

## Spotlights

This is a list of Spotlights that are available that show information about students. Your district may have a specific spotlight geared towards ALE, Attendance, or Risk that may be of interest. Simply click on the name of the spotlight and another tab will appear with the information populated for the student currently being viewed.

## Available Widgets

This is a list of the screen view containers on the Dashboard. Click on the name of a container to navigate directly to it. This will cut down on the amount of scrolling while looking for a specific container.