

Student Data Grid Organization & Management V2

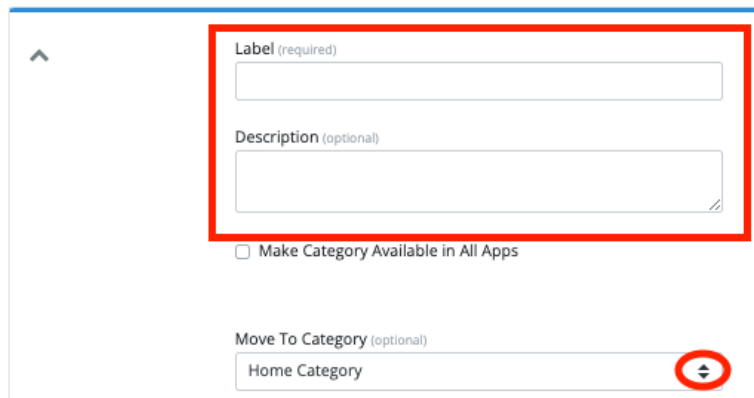
Create a Category

1. Navigate to the **Student Data Grids** application.
2. Click **My Student Data Grids** on the left navigation menu.
3. Click the **Actions Gear** on the right and select **Add New Category**.

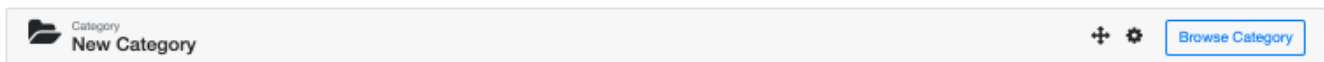


4. Give your Category a **Label** and a **Description**. (If you've already created other categories, you can also nest the new category in one of them.)
5. Click **Save**.

Create Category  



6. Refresh the browser page to view your new category.

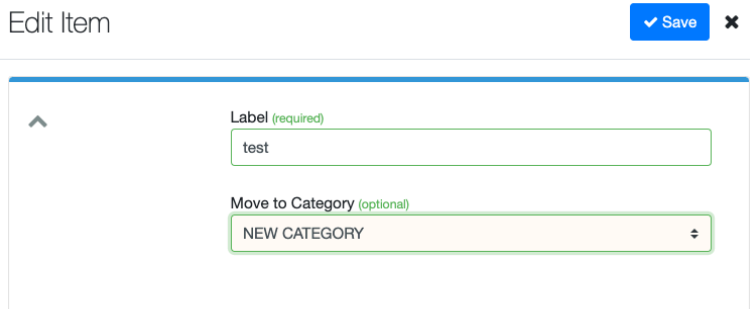


Adding Student Data Grids to Categories

1. For any data grid in **My Student Data Grids**, click the **Action Gear** to the far right and choose **Edit Item**.



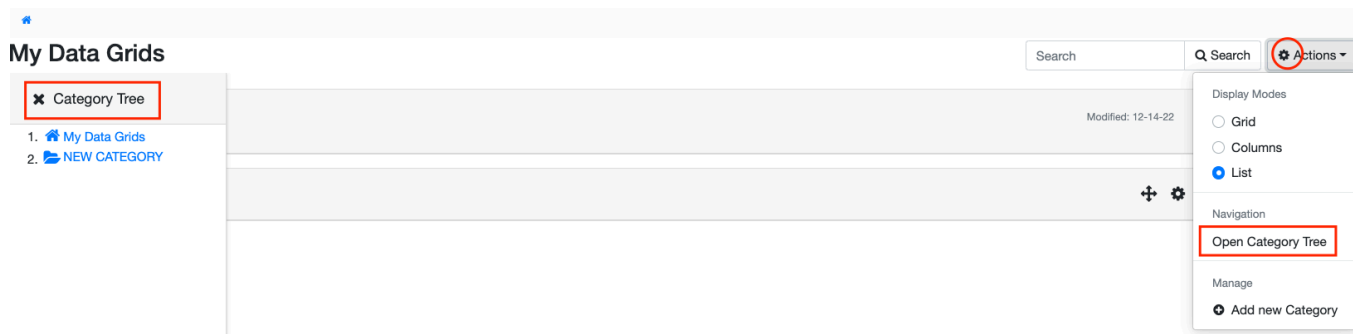
2. Select the category from the **Move to Category** dropdown menu, then click **Save**.



3. Refresh the browser page to see your changes.

Alternative Navigation of Categories in My Student Data Grids

1. Navigate to the **Action Gear** at the far 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.
2. Click the "X" to close it.

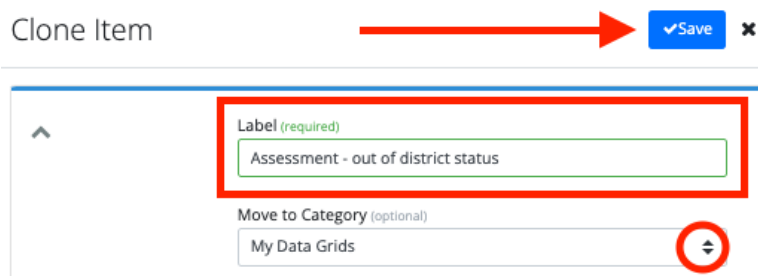


Clone Student Data Grids

1. Navigate to **My Student Data Grids** in the left navigation menu and select the data grid you want to copy or share.
2. Click the **Action Gear**, then choose **Clone Item**.



3. Create a **Label**, choose where you would like the file to be located, then click **Save**.



4. Refresh your page to see your cloned version.