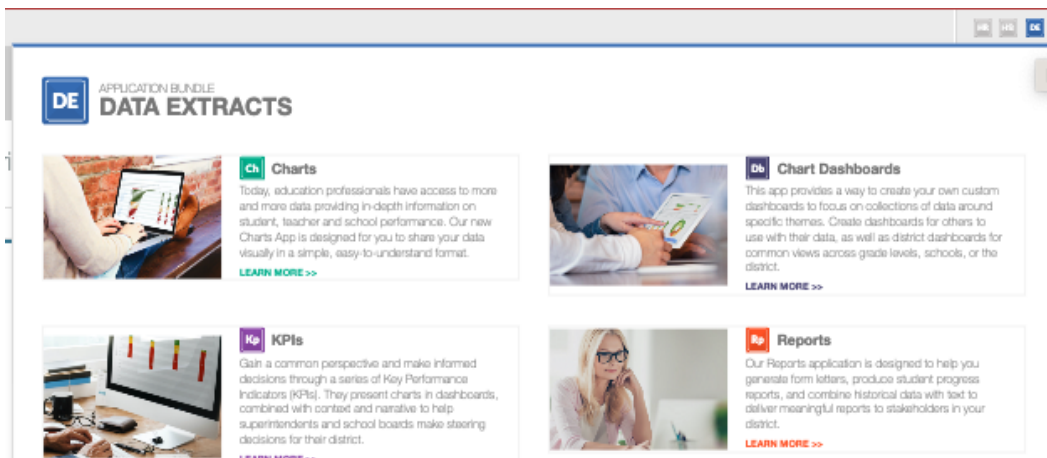


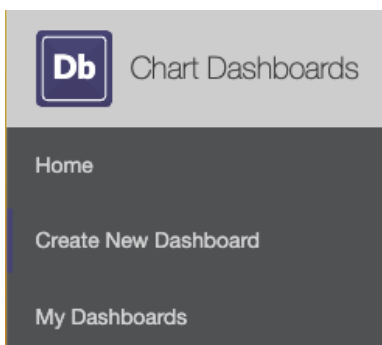
Chart Dashboards Guide V2

The Chart Dashboards Application combines charts and reports you would like to see on one interface. This can be used for making district-wide decisions, viewing assessment data across multiple schools, and analyzing multiple data points for SWIS/PBIS in a single school, among other applications. Your Dashboards can be shared with others and are 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). Alternatively, 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 provide a **Description**. Select the **Dashboard Type**, and indicate whether you want to **Make It Available when spotlighted**.

Making it available when spotlighted allows users to select it in the Chart Dashboard widget in Homeroom and other spotlightable areas. Your selected dashboard type determines which dashboards are selectable for a

spotlighted entity. For example, a dashboard type of 'school' will allow the dashboard to be selected when spotlighting any school within a district.

Create Dashboard Cancel

[Details](#) [Regions](#) [View](#) [Print](#) [Sharing](#)

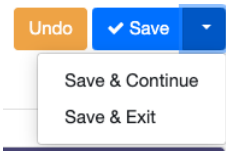
Name (required)

Description (optional)

Dashboard Type (optional)

Make Available when Spotlighted

Click Save & Continue from the blue button in the upper right corner.



Regions

Select the number of **Columns** you wish to have, then click **Add New Region**.

[Details](#) [Regions](#) [View](#) [Print](#) [Collaborate](#) ▾

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

This will make your previously saved charts or reports available. You can either select a chart that configures current data or choose saved charts to display archived historical data.

Select a Chart C x

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 0

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. For more information on building a chart, please visit [Charts Help Solutions](#).

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

Details **Regions** View Print Collaborate ▾

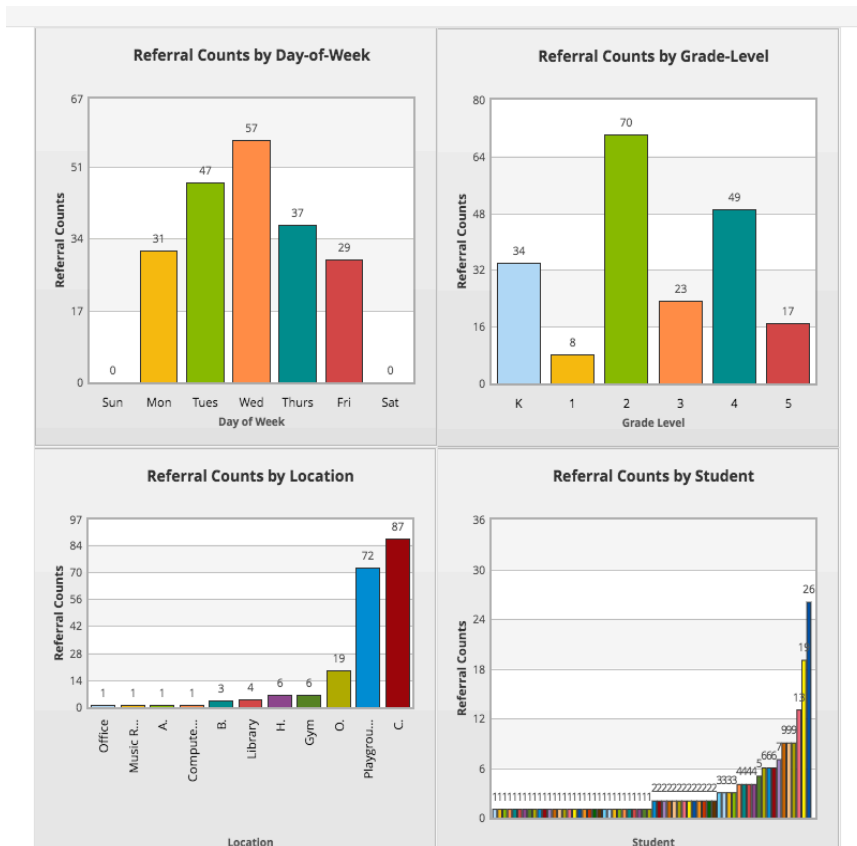
2 Columns ▾ ➕ Add New Region ▾ Change Width: One-Half ▾ Refit Layout ▾

Click Next in the upper right corner.

Cancel Next

View

Here, you will see your dashboard assembled.



Print

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**.

Print

Collaborate ▾

Print Dimensions

8.50 x 11.00 ▾

Print Orientation

Portrait ▾

Print on Multiple Pages

[Download Dashboard PDF](#)

Click Next in the upper right corner.

Collaborate

You can share and copy your charts with other users.

Details Regions View Print Collaborate ▾

Sharing

Schedule

Recipients

^ Select users to Copy/Sh are with

Select Application Users *

Select

Copy to Users or

Share With Users ▾

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 that you have multiple sharing options to choose from.

Copy to User means the user will have their separate copy of the dashboard, where they can edit, view, and delete their dashboard. This will not affect 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 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 Print 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 View Print Collaborate ▾

Select recipients for this Dashboard. Add Recipient

Basic Settings

Exported Filename (optional)
Email Override (optional)

Email Subject (optional)


Email Content (optional)

Role (optional)
Type (optional)
🗑️

All District Administrators

VIEWING and EDITING DASHBOARDS

Created dashboards can be viewed by navigating to 'My Dashboards' in the left navigation menu.

 Chart Dashboards




[Home](#)





[Create New Dashboard](#)

[My Dashboards](#)

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

My Dashboards ⚙️ Actions ▾

 Dashboard Test	Created: 03-22-23 Modified: 03-22-23	 	Manage
---	---	---	------------------------

-  Edit Item
-  Create Shortcut
-  Clone Item
-  Delete