

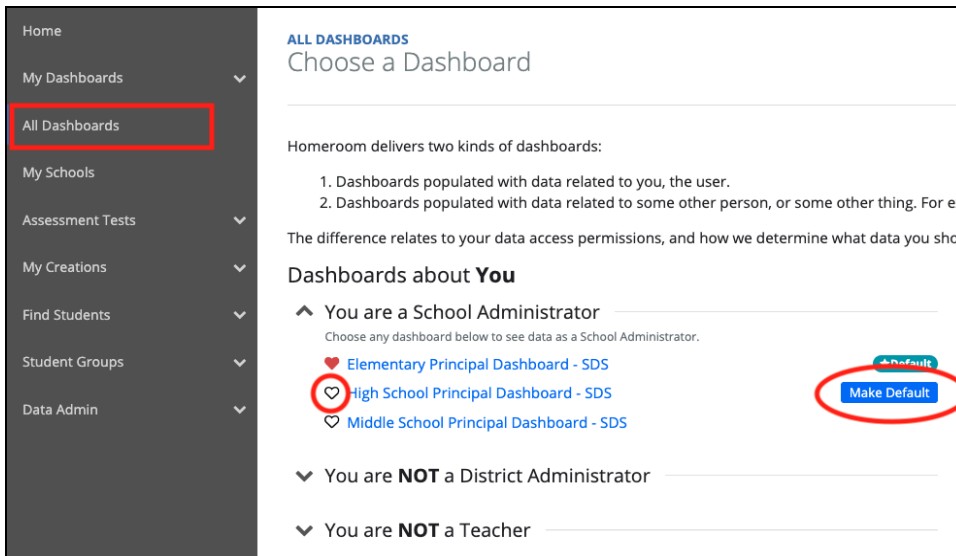
Data Tables Guide V2

Data Tables are a fast and easy method to generate multiple data sets using basic data input selections. Like Data Grids, Data Tables are comprehensive spreadsheets made up of data columns to present this information. The data tables can be used in Homeroom Dashboards to display in a container, as a browser bookmark, a link in Logins and Links, or as email distributions.

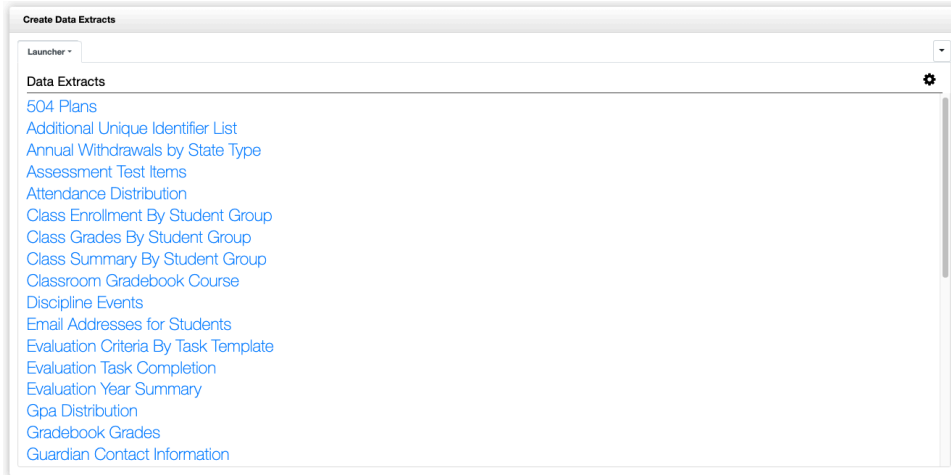
ACCESSING DATA TABLES

Navigate to Homeroom Dashboards and select the **SDS dashboard you want to use**. NOTE: Refer to the "[Homeroom Dashboards - Basic Dashboard Navigation](#)" help article for instructions on accessing various dashboards.

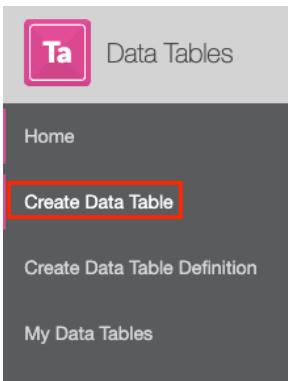
Homeroom Dashboards - Basic Dashboard Navigation – School Data Solutions



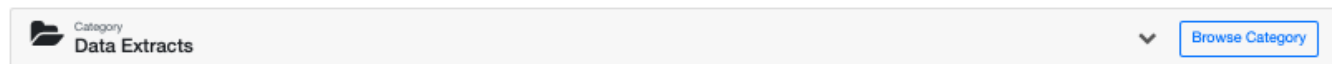
Scroll to the bottom of your dashboard to find the **Create Data Extracts Container** and select your chosen Data Table.



Alternatively, Data tables can be accessed by navigating to the **Data Tables App** within the **Data Extracts Bundle**, clicking "**Launch App**," and then selecting "**Create Data Table**" from the left navigation menu.

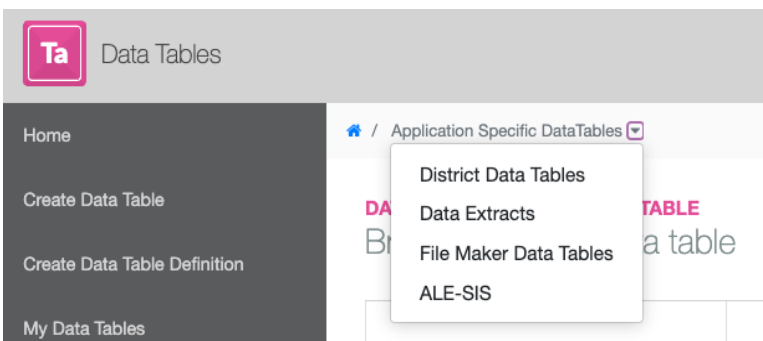


Next, browse to find a data table of your choice and click **Browse Category**.

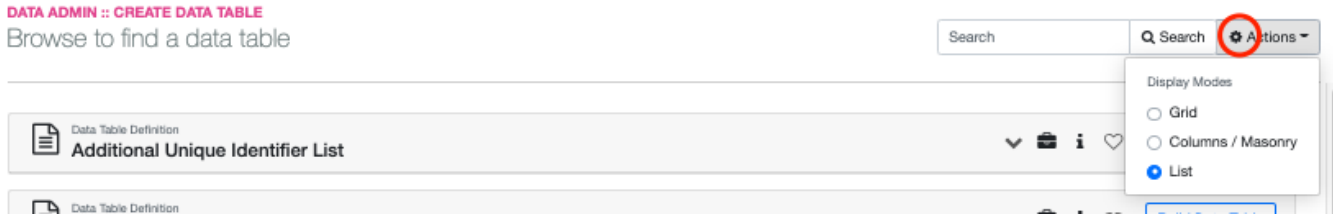


BREADCRUMBS





As you browse the categories, notice that the breadcrumbs at the top of the page indicate where you are and how you got there. Those breadcrumbs also allow you to return to any category or related category by clicking them.



Data tables may be viewed in various ways. First, select the **Actions Gear** in the far right corner to display as a **Grid, Columns/Masonry, or List**. You can also search for a table by using keywords here.

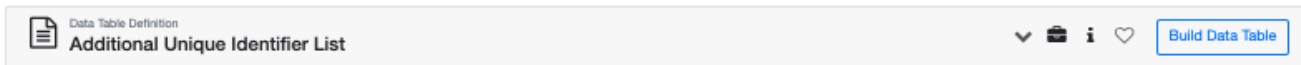


Each data table includes the following actions:

	Click to reveal a further description of the Data Table.
	Data Table details and configurations.
	Learn More - A realistic example, if available, a descriptive title, and an informative description.
	FAVORITES - Mark the Data Table to retrieve easily at a later time.

BUILD A TABLE

Once you've identified a Data Table that meets your needs, the next step is to configure it by clicking '**Build Data Table**'.



Select the options, then click **Save and Generate**.

DATA ADMIN :: BUILD DATA TABLE
Gradebook Grades

Please Make a Selection for All Required Fields

Student Group (required) [Select](#) School Year (optional) [Select](#)

Subject Area (optional) [Select](#)

Choose Selections

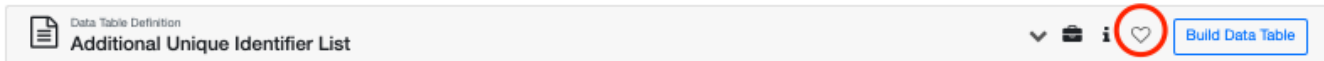
When completed, click **Download XLSX**.



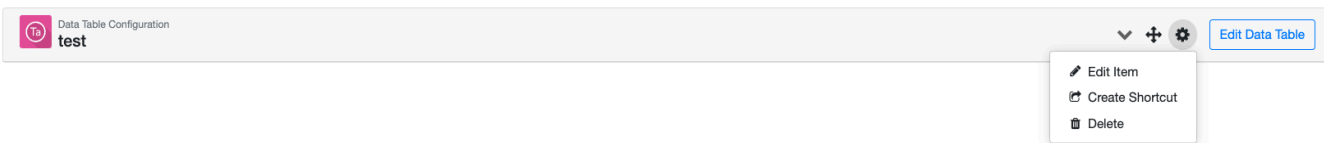
Optionally, click **Save & Name**. This saves your parameters for later use and lists them in the [My Data Tables](#) section.

FAVORITES

When you find a Data Table that meets your needs, mark it as a “Favorite” by clicking the “heart” icon. This way, you can find it again easily by navigating to the **My Favorite Data Tables Folder** under [My Data Tables](#).

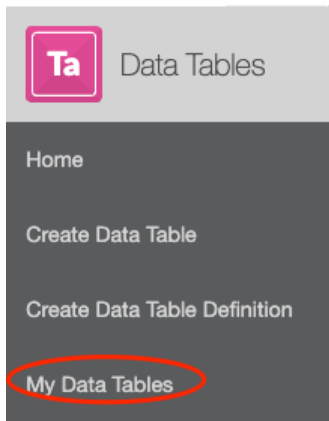


To edit, create shortcuts, delete favorites, locate the data table, and click on the **Action Gear** to the right.



MY DATA TABLES

When you save or favorite a Data Table, it becomes available on the **My Data Tables** page. Here we see a list of every Data Table rendered and saved. When we select a saved Data Table, we can see each version of the Data Table that we have configured and generated. You can keep an up-to-date version at any time or change the configuration options to create multiple Data Tables used for comparisons.

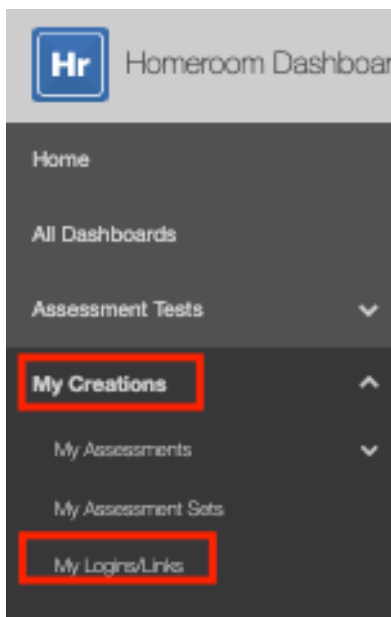


DATA TABLES AS LOGINS/LINKS

Popular data tables may be added to **Logins and Links in Homeroom Dashboards** by yourself or your district. For a district-wide link, email support@school.data.net. For further instructions, refer to the [Homeroom Dashboards - Logins & Links](#) help article.

From the Data Tables application, copy the unique URL for the Data Table. If a Data Table is favorited, the unique URL from the **My Favorite Data Tables** category can be added instead or in addition.

In Homeroom Dashboards, click **My Creations** from the left navigation menu, then click **My Logins/Links**.



Click the Action Gear in the upper right-hand corner and select **Create New Login/Link**.

LOGINS/LINKS

My Logins and Links

Actions

Create New Login / Link

From the pop-up window, click Link, then paste in the unique URL for the Data Table, type in the label, and **Save**.

Create link

Login **Link** ✕

Link	URL (required)	<input type="text" value="http://"/>
	Label (optional)	<input type="text"/>

Save