

# Dashboard: Add Widgets

Individual users can add the following widgets to their dashboard:

## Recent Reports Widget

The Recent Reports widget provides a short cut to commonly used custom reports. If you click on the title of each report, your custom report is displayed.

Each report is sorted by date of creation, with the most recent report at the top of the list. You can remove reports that are no longer commonly accessed from your widget with the delete icon. You can also customize the number of reports which are displayed at once.



## Add the Recent Reports Widget

Complete the following steps to add this widget to your dashboard:

1. Open the **Reports** module
2. Open your desired custom report.
3. Once your report is generated, click the **Add to Dashboard** link in the left hand navigation.



4. Your widget will automatically be added to the dashboard.

## Recent Assessments Widget

The Recent Assessments widget provides a short cut to commonly used item bank, answer sheet, or summary assessments. If you click on the title of each assessment, the overview page of your assessment is displayed.

Each assessment is sorted by date of creation, with the most recent assessment at the top of the list. You can remove assessments that are no longer commonly accessed from your widget with the delete icon and customize the number of assessments which are displayed.



## Add the Recent Assessments Widget

Complete the following steps to add this widget to your dashboard:

1. Open the **Assessments** module.
2. Click **Find Assessments** and complete your desired search.
3. Place a checkmark in the box next to the assessments you would like to add to your widget.
4. Select **Add to Dashboard**. Your widget will automatically be added to the dashboard.



## Recent Programs Widget

The Recent Programs widget provides a short cut to commonly used programs. If you click on the title of each program, the program details are displayed.

Each program is sorted by date of creation, with the most recent program at the top of the list. You can remove programs that are no longer commonly accessed from your widget with the delete icon and customize the number of programs which are displayed at once.



## Add the Recent Programs Widget

Complete the following steps to add this widget to your dashboard:

1. Open the **Programs** module.
2. Open your desired program.
3. Select **Add to Dashboard** from the left hand navigation. Your widget will automatically be added to the dashboard.



## Assessment Overview Widget

The Assessment Overview widget provides an at-a-glance view of student achievement on a specific assessment. You can click on the title of the assessment to view the assessment overview page.

You can click on a single bar to view all students who scored within that proficiency level. Also, you can expand the widget to update the year or term.

## Add the Assessment Overview Widget

Complete the following steps to add this widget to your dashboard:

1. Open the **Assessments** module.
2. Click **Find Assessments** and enter your search criteria.
3. Open your desired assessment.
4. Select **Add to Dashboard** from the left hand navigation. Your widget will automatically be added to the dashboard.



## Multi-Year Comparison Widget

The Multi-Year Comparison widget provides an at-a-glance view of student achievement on multiple years of a state test. You can click on the title of the report to display the prebuilt report.

You can click on an individual band to view all students who scored within that proficiency level in a given year. Also, you can expand the widget to view detailed state test information

## Add the Multi-Year Comparison Widget

Complete the following steps to add this widget to your dashboard:

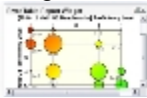
1. Click the **Reports** module.
2. Click the **Multi-Year Comparison Report**.
3. Select your report criteria.
4. Once your report is generated, click the **Add to Dashboard** link in the left hand navigation. Your widget will automatically be added to the dashboard.



## Pivot Table Widget

The Pivot Table widget provides an at-a-glance comparison of results of two different assessments. You can click on the title of the report to display the prebuilt report.

You can click on an individual bubble to view all students who exhibited a specific level of growth. Also, you can expand the widget to view detailed test information.



### Add the Pivot Table Widget

Complete the following steps to add this widget to your dashboard:

1. Click the **Reports** module.
2. Click the **Pivot Table Report**.
3. Select your report criteria and click **Submit**.
4. Once your report is generated, click the **Add to Dashboard** link in the left hand navigation. Your widget will automatically be added to the dashboard.



## Percent Proficient Widget

The Percent Proficient widget provides an at-a-glance view of proficiency on a state assessment. You can click on the title of the report to view the prebuilt report.

You can click on an individual band to view all students who scored proficient versus not proficient on a state assessment. Also, you can expand the widget to view detailed state test information.

### Add the Percent Proficient Widget

Complete the following steps to add this widget to your dashboard:

1. Click the **Reports** module.
2. Click the **Pivot Table Report**.
3. Select your report criteria.
4. Once your report is generated, click the **Add to Dashboard** link in the left hand navigation. Your widget will automatically be added to the dashboard.

## Demographic Data Widget

The Demographic Data widget provides an at-a-glance view of the number of male and female students by grade, language fluency, ethnicity, or primary language.

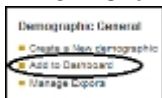
You can click on an individual band to view individual student information. You can also expand the widget to change the view of your demographic data by editing the demographic filter, year, term, or period



### Add the Demographic Data Widget

Complete the following steps to add this widget to your dashboard:

1. Click the **Students** module.
2. Click the **Demographics** link.
3. Click the **Add to Dashboard** link in the left hand navigation. Your widget will automatically be added to the dashboard.



## [Class Roster Widget](#)

The Class Roster widget allows you to quickly access the Student Profile Report for students in your class. You can view the Student ID, name, grade, period, and birthday of a select group of students. Also, you can expand the widget to change the students in your widget by editing the year, term, or period.

### [Add the Class Roster Widget](#)

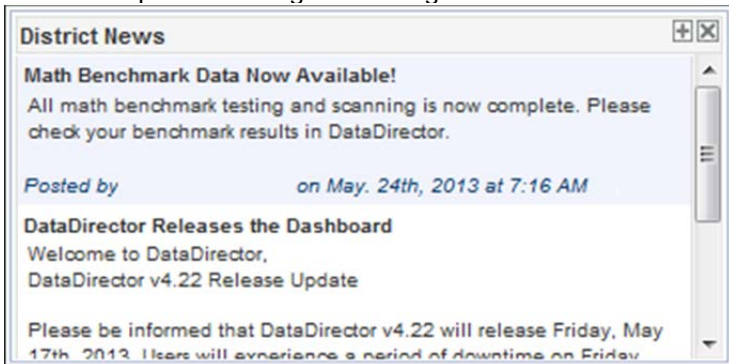
Complete the following steps to add this widget to your dashboard:

1. Click the **Students** module.
2. Perform your student search.
3. Click the **Add to Dashboard** link in the left hand navigation. Your widget will automatically be added to the dashboard.



## [District News Widget](#)

The District News widget allows district administrators with the **Manage Dashboard** and **Define Dashboard** permission to share announcements with all users in their district. The most recent postings are displayed at the top of the list. You can expand the widget for a larger view.



### [Edit the District News Wizard](#)

Complete the following steps to add this widget to the dashboard for all district users:

**Note:** You must have the **Manage Dashboard** and **Define Dashboard** permission to access, edit, and share the District News widget.

1. Once the District News widget is enabled, click **Dashboard Manager**.
2. Click **Edit** and then click **Add News** to create a new posting. You can also edit or delete postings.
3. You can use the simple controls available in the window to format the text or insert hyperlinks.



## [Common User Actions](#)

Users can perform the following actions to modify their default dashboard view.

### [Expand the Widget](#)

- Click  symbol on the top right corner of the widget to expand it.

### [Collapse the Widget](#)

- Click  symbol on the top right corner of the expanded widget to collapse it.

## Drag and Drop a Widget


- Click on any part of the widget and drag it to a position of your choice in the dashboard to customize the display of your data.

## Edit the Widget's Title

- Double click the title bar of the widget and type a new title in the title bar.



## Modify Filters in the Widget

1. Click  symbol on the top right corner of the widget to expand it.
2. Modify the filters and click **Update**. The widget will display data as per the filters you applied.



## Replicate Widgets

You can replicate the following widgets based on different data sets. Multiple versions of the following widgets can be added to your dashboard:

- Multi Year Comparison Report widget
- Pivot Table Report widget
- Assessment Overview widget
- State Test Percent Proficient Report widget

You cannot replicate the following widgets. Only a single version of the widgets below will be available in your dashboard:

- District News widget
- Class Roster widget
- Demographic Data widget
- Recent Reports widget
- Recent Assessments widget
- Recent Programs widget