



## User Guide

### *Adding, Editing and Deleting Folders*

Date: 1/26/2010

Copyright © 2009 Pearson Education, Inc. or its affiliate(s).

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the copyright owner. Contact NCS Pearson, Inc., Educational Assessment, San Antonio, Texas; 1-800-228-0752.

"Pearson," the Pearson logo and "Pearson Inform" are trademarks of Pearson Education, Inc. or its affiliate(s) in the U.S. and/or other countries.

# Table of Contents


<b>1</b>	<b>WORKING WITH FOLDERS</b> .....	<b>3</b>
1.1	ACCESSING THE LIBRARY FOLDERS.....	3
1.2	ADDING A FOLDER.....	5
1.3	EDITING A FOLDER .....	6
1.4	DELETING A FOLDER .....	7



---

# 1 Working with Folders

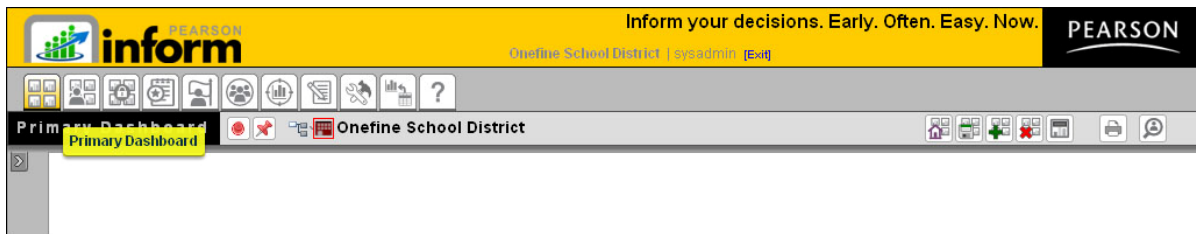
## 1.1 Accessing the Library Folders

---

The  Primary Dashboard contains a list of queries, reports and dashboards that have been saved by you or others in the district or school. These reports are saved either in your own folders

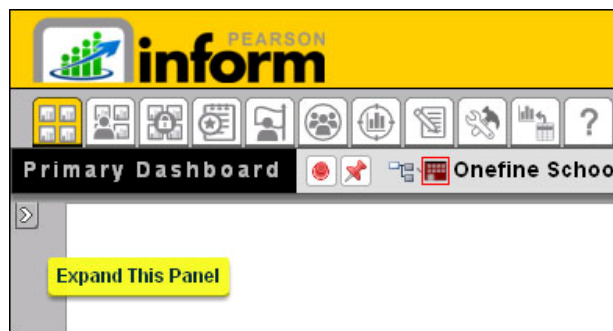
() Personal Library) or in public folders () Shared Library). When in Edit mode you can organize your folders by adding, editing or deleting a folder.

You must first access the Primary Dashboard from the Home Page:



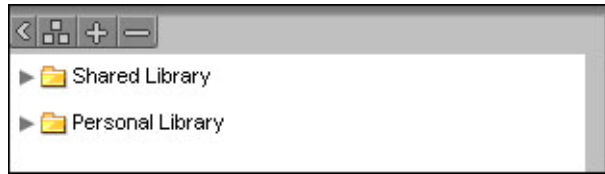
**Figure 1-1**

- Click  *Primary Dashboard*.
- Expand  the Report Library panel.



**Figure 1-2**

- A toolbar and two folders will display:

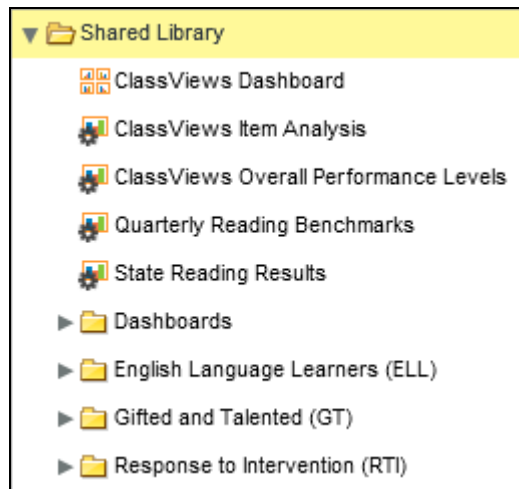


**Figure 1-3**




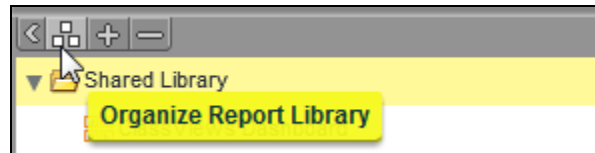
Folders can be added, edited or deleted from both the Shared Library and the Personal Library.

- **Expand** ▶ a selected library to view the saved folders.



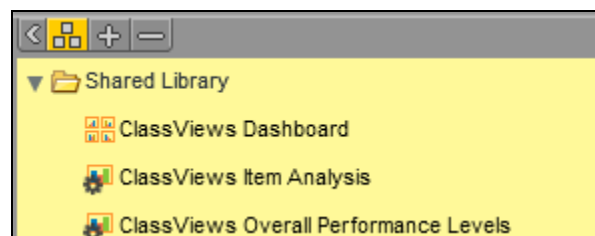
**Figure 1-4**

- To begin working with these folders, click  *Organize Report Library*.



**Figure 1-5**

- The icon and panel will change colors to reflect that you are now in edit mode.




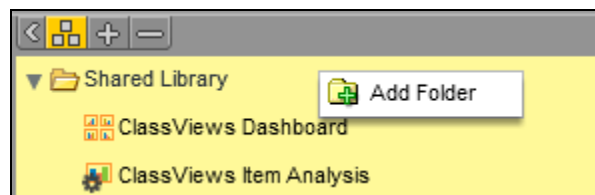
**Figure 1-6**

## 1.2 Adding a Folder

---

To add a folder:

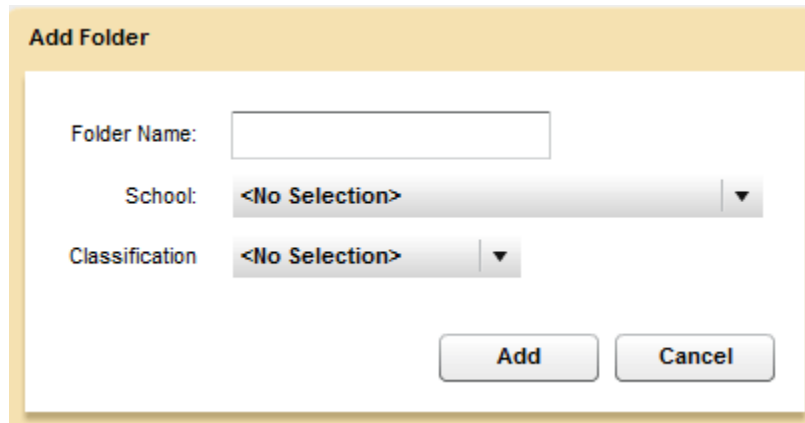
- **Click** anywhere inside the panel.
- The  *Add Folder* option displays.



**Figure 1-7**

- **Click**  *Add Folder*.

- The *Add Folder* pop-up window displays.

A screenshot of the 'Add Folder' pop-up window. The window has a yellow header with the title 'Add Folder'. Below the header, there are three input fields: 'Folder Name' with a text box, 'School' with a dropdown menu showing '<No Selection>', and 'Classification' with a dropdown menu showing '<No Selection>'. At the bottom right of the window, there are two buttons: 'Add' and 'Cancel'.



**Figure 1-8**

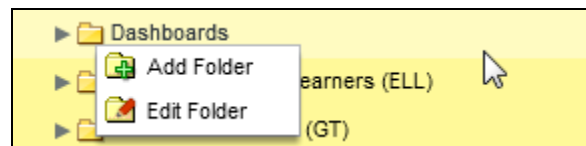
- **Enter** the applicable folder details.
- **Click** the *Add* button to save details or *Cancel* to cancel your actions.

## 1.3 Editing a Folder

---

To edit a folder:

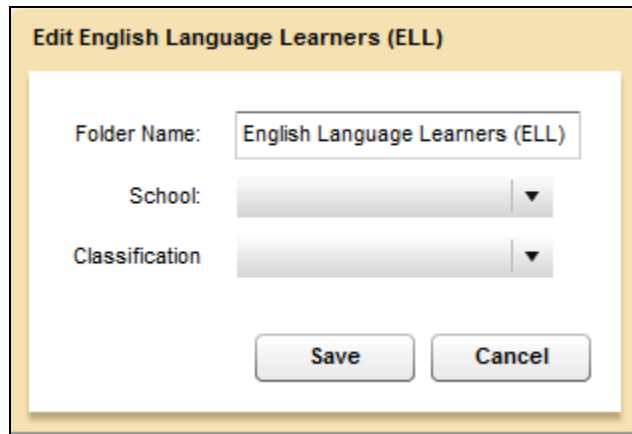
- **Click** on a folder name in the list.
- The  *Add Folder* and  *Edit Folder* options display.



**Figure 1-9**

- **Click**  *Edit Folder*.

- The *Edit <Folder Name>* pop-up window displays.



**Figure 1-10**

- **Edit** the folder details.
- **Click** *Save* or *Cancel*.

## 1.4 Deleting a Folder




---

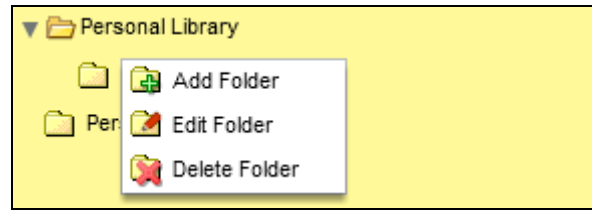
Deleting shared folders is a security-driven feature of Inform. You may only delete a shared folder if you were the creator. Personal folders, however, can be deleted at any time.

**NOTE:** If necessary, add a folder to your Personal Library. (See **Section 3.2 Adding a Folder**)


To delete a folder:

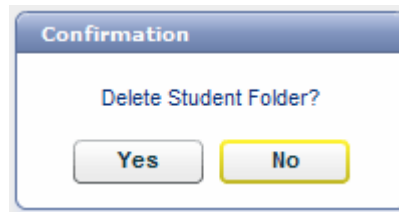
- **Click** the folder name.

- The  *Add Folder*,  *Edit Folder* and  *Delete Folder* options display.





**Figure 1-11**

- **Click**  *Delete Folder*.
- The delete *Confirmation* box displays.
- **Click** *Yes* or *No*.



**Figure 1-12**

- Your folder will update based on your selection.

When you are finished organizing your reports, click  to exit the edit mode. The  *Organize Report Library* icon and Report Library panel will display in their default view. (See **Figure 1-3**)