



User Guide

Editing and Deleting Reports

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1 Editing Reports

1.1 Edit Report Settings

The  *Primary Dashboard* contains a list of queries, reports and dashboards that have been saved by you or others in the district or school. When in Edit mode you can modify the settings of an existing report and save the changes in the Report Library.

- From the default Dashboard Home Page, **click** the  *Primary Dashboard* icon.

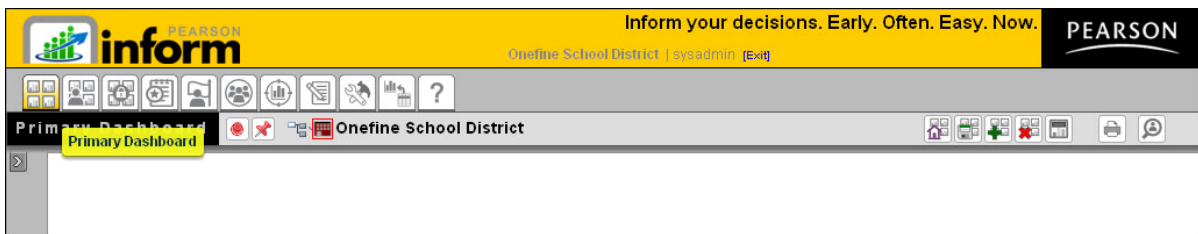


Figure 1-1

- **Expand**  the Report Library panel.

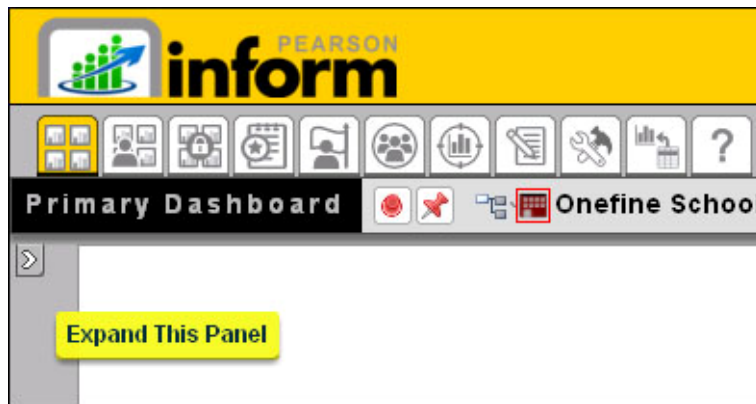






Figure 1-2

- A toolbar and two folders will display:



Figure 1-3



- Click the  Organize Report Library icon
- Click the Shared Library drop-down arrow .
- Click a report name.
- The  Edit Saved Report and  Delete Saved Report icon options display.

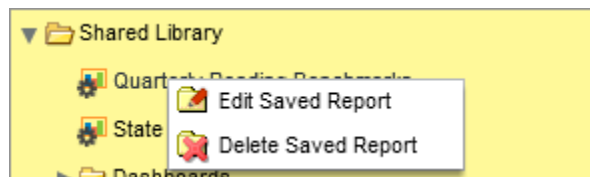



Figure 1-4

- Click  Edit Saved Report.

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

Edit .ELL Dashboard

Title: .ELL Dashboard
Description: .ELL Dashboard

Dynamic Report Static Report

Access Type	Users	Context	Scope
<input checked="" type="radio"/> Personal <input type="radio"/> Shared	admin001 All Users	<input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School <input checked="" type="checkbox"/> Teacher/Course <input type="checkbox"/> General Public	Pearson School District <input checked="" type="radio"/> All Schools In Pearson School District <input type="radio"/> All Classes In Pearson School District

Personal Library

Figure 1-5

- **Edit** the settings.
- **Click** the *Save (Replace)* or the *Cancel* button.





Figure 1-6

1.2 Editing Static and Dynamic Reports

You can change the subject, specify different report parameters, select other assessments, and change the way the report displays.

To modify a dynamic or static report:

- In the Report Library pane, **select** a  dynamic or  static report to display in the Dashboard.

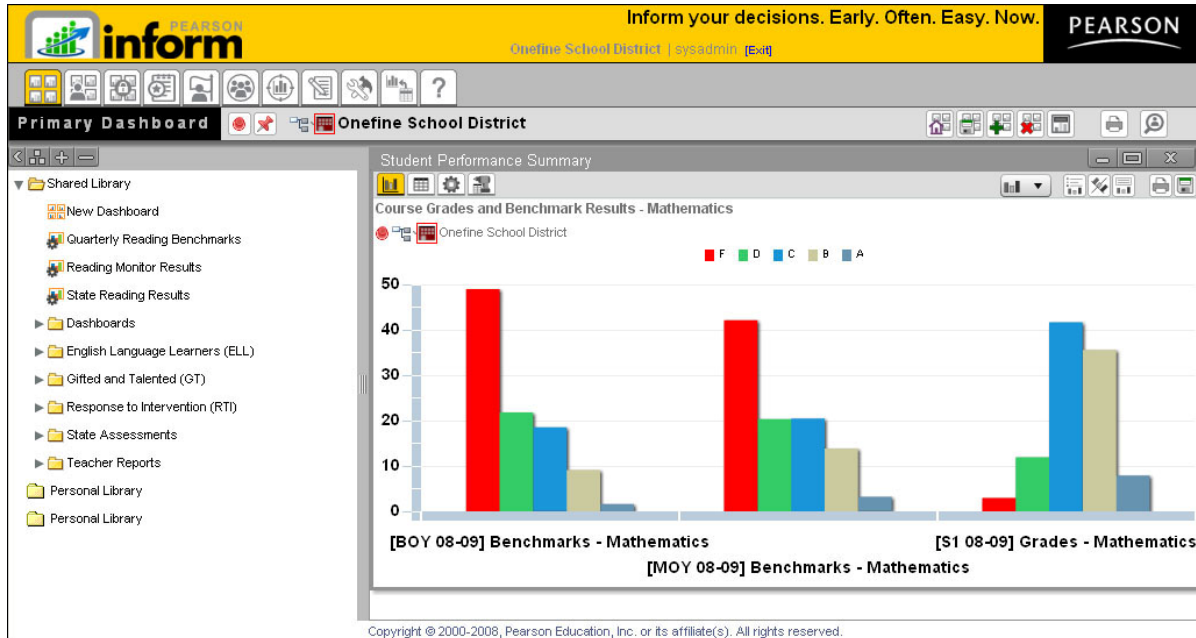


Figure 1-7

- **Click** the *Query Controls* icon  on the Chart Controls toolbar.

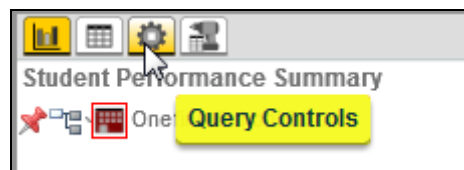


Figure 1-8

- The query controls will display the following report options: Query selection, Test Parameters, Student Group Parameters, Proficiency Profile, Disaggregator, Assessments, and Learning Standards used to generate the report.

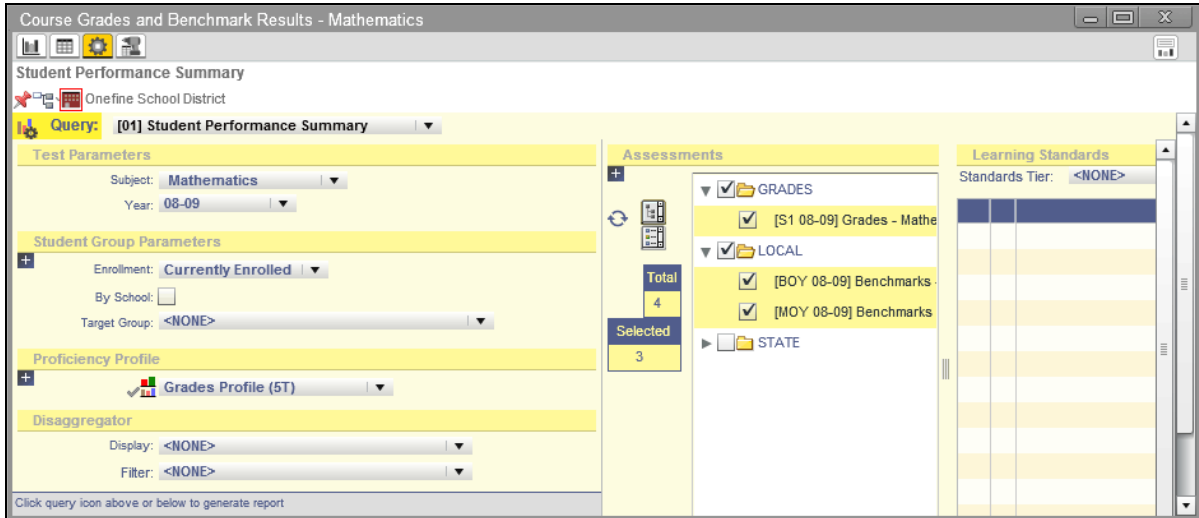



Figure 1-9

- Specify new report criteria, if necessary.
- Click  *Get Assessments*.

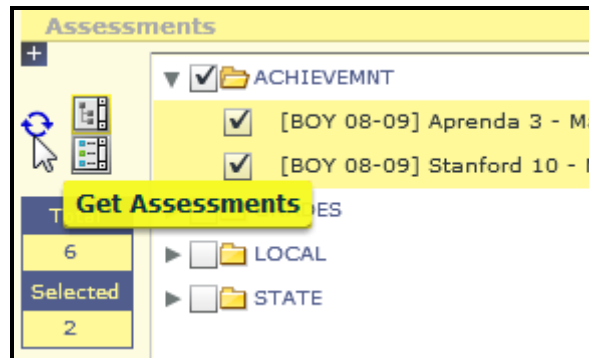
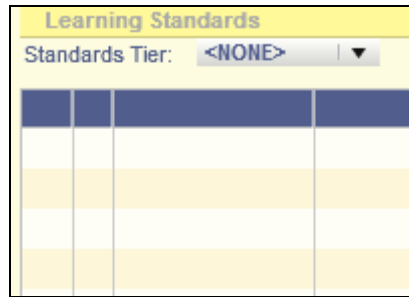



Figure 1-10

- Specify the new learning standards, if required.





The screenshot shows a window titled "Learning Standards". At the top, there is a dropdown menu labeled "Standards Tier:" with the value "<NONE>" selected. Below the dropdown is a table with four columns and four rows. The first row has a dark blue header. The second row is yellow. The third row is white. The fourth row is yellow.

Figure 1-11

- Click the  *Generate Report* icon to create the newly modified report.

2 Deleting Reports

2.1 Deleting Reports

- In Edit mode, **click** a report name in the Report Library.
- The  *Edit Saved Report* and  *Delete Saved Report* icon options display.

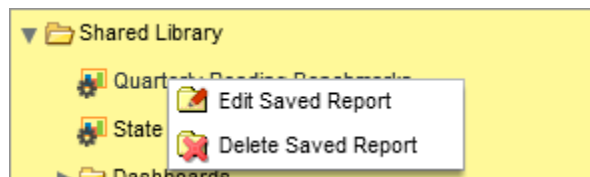



Figure 2-1

- **Click**  *Delete Saved Report*.
- The delete *Confirmation* pop-up window displays with a *Yes* or *No* option.

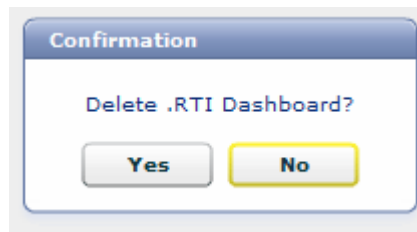



Figure 2-2

- **Click** the appropriate button.

When you are finished organizing your Report Library, **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**)