

## Overview

The Pearson Inform is a powerful tool allowing you to look at student performance data from many different perspectives. Various dashboards simultaneously present multiple reports.












Your default work environment consists of:

- Program Tabs to select program functions
- Inform Toolbar
- Primary Dashboard with icons, toolbars and Report Library Panel

## Program Tabs

Pearson Inform's functionalities are accessed through the Program Tabs on the left.

The following Program Tabs are available:

-  Default dashboard
-  Student dashboard
-  Assessment dashboard
-  Academic improvement plans (AIPs)
-  Intervention strategies
-  Student groups and selection criteria
-  Proficiency profiles
-  Messages
-  Setup and maintenance functions
-  Data transfer interface
-  Extensive online Help page




## Primary Dashboard

The Primary Dashboard is your default view.

### Primary Dashboard


It includes various reports and the report library. By default your Report Library is hidden.


 On the right side, click **Expand Panel** to reveal the Report Library and its buttons.


## Report Library Buttons and Icons

### Report Library Buttons

 Collapse Panel: Click to hide the Report Library.


 Organize Report Library: Click to edit folders, dashboards, and reports. To indicate an active edit mode, the Report Library displays a yellow background.


 Expand Report Library: Opens all folders and subfolders to list the reports they contain.


 Collapse Report Library: Closes all folders and subfolders to hide the reports they contain.

 Exit Edit Mode: Click to end the edit mode.








### Report Library Icons

 **Dashboard:** Click on a dashboard title to generate and display it in your dashboard. Dashboards contain a collection of dynamic and static reports.


 **Dynamic Report:** Click on a dynamic report title to generate the selected report and display it in your dashboard.


 **Static Report:** Click on a static report title to display the selected report in your dashboard.

### To edit items in the Report Library:


1. Click  Organize Report Library to transform the panel into edit mode, indicated by the yellow background.
2. To edit a dashboard or report, click the dashboard or report name.
  - Click  Edit Saved Report to modify the dashboard or report.
  - Click  Delete Saved Report to remove the dashboard or report from the library.
3. To edit a folder, click on the folder name.
  - Click  Add Folder to add a folder to the selected library.
  - Click  Edit Folder to modify an existing folder name.
  - Click  Delete Folder to delete empty folders.
4. Click  Exit Edit Mode to terminate the edit mode, indicated by the white background.






## Primary Dashboard Buttons

Click  to pin down the context of the charts displayed in the dashboard.






Click  to release the pinned down context of the charts displayed in the dashboard.

## Navigational Tools

Click  to display the **Context Navigator** that you use to navigate to different context levels.








The      context buttons are dynamic links that you click to navigate to a different context. They help you to keep track of your location within the Pearson Inform interface.

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- Click  to display the District context.
- Click  to display the School context.
- Click  to display the Teacher context.
- Click  to display a teacher's courses.
- Click  to display a teacher's course sections.





## Dashboard Tools

The buttons on the right side function with the displayed dashboards, reports, and student lists. Shown here are those that work with the Primary Dashboard.

- Click  to reload the default dashboard.
- Click  to save the current dashboard in the Report Library.
- Click  to create a report.
- Click  to clear the dashboard.
- Click  to toggle pane tiles.
- Click  to export and print a PDF file.
- Click  to perform a student search.






## Dashboard Pane Toolbars


Each pane has tools on the right side to view result in a different format.


- Click  to view results in chart format.
- Click  to view results in table format.
- Click  to display the report criteria, query controls, and create a new query.
- Click  to view the drill-down results in table format.




Each pane has tools on the left side to control the chart and its format.

Click the  **Chart Type** list to display the following options:

-  Column chart
-  Bar chart
-  Stacked column chart
-  Stacked bar chart
-  Stacked line chart

Click  to toggle the legend between a horizontal and vertical view or hide it.

Click  to change chart variables. For example, you can change the Legend from Competency to Assessment.


- Click  to view more chart info.
- Click  to print a report in PDF format.
- Click  to save the report.

## Student Dashboard


Teachers can view information about their students in the student dashboard.





### Student Dashboard

By default the list of students is hidden.

 On the right side, click **Expand Panel** to reveal the list of students currently enrolled in your class.

The student dashboard allows teachers to access various student-related reports and tasks through its own set of tabs.

The  **Student Profile View** displays student profiles in graph and table format.



- The  **AIP View** displays the AIP that was created for the selected student.
- The  **Score Entry View** displays the score entry screen in the workspace.
- The  **Course Grade View** displays student course grades in graph and table format.
- The  **Student Composite View** displays a student's profile, course grades, and AIP.


## Inform Toolbar


The Inform toolbar is flexible; the included items change according to the selected Program Tab.




The Function Title displays the name of the dashboard or program you are currently using.

 and : Used to pin down and release the context of the displayed charts.

 Context Navigator and Context buttons: Used with dashboards, as well as in the AIP, Intervention Program, Student Groups, and Setup/Maintenance areas.

 **Print**: Used with all dashboards, as well as in the AIP, Intervention Program, and Messages areas.

 **Search**: Used with all dashboards, as well as in the AIP, Intervention Program, Student Groups, Proficiency Profiles, and Messages areas.

**Display Active Groups**: Used with Intervention Strategies.

 **Add Group Criteria**: Used with Student Groups.