



User Guide

Toggling Between Chart and Table View

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1 Toggling Between Chart and Table View

1.1 Chart View

To toggle between the chart and table view of a report, you must first access the *Report Library* from the Home Page:

- Click the *Primary Dashboard*  icon.

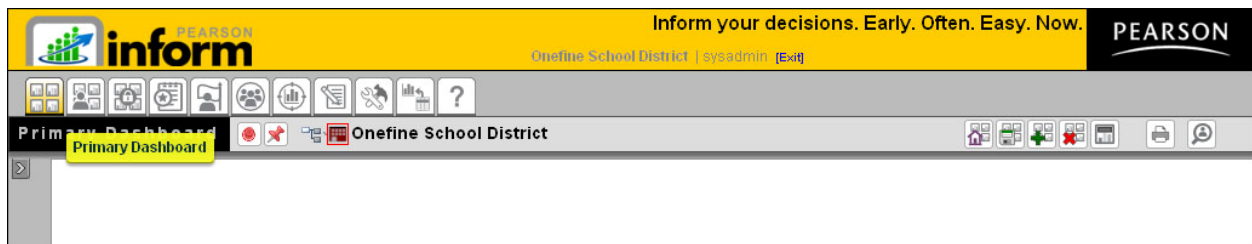


Figure 1-1

- Expand  the *Report Library* panel.

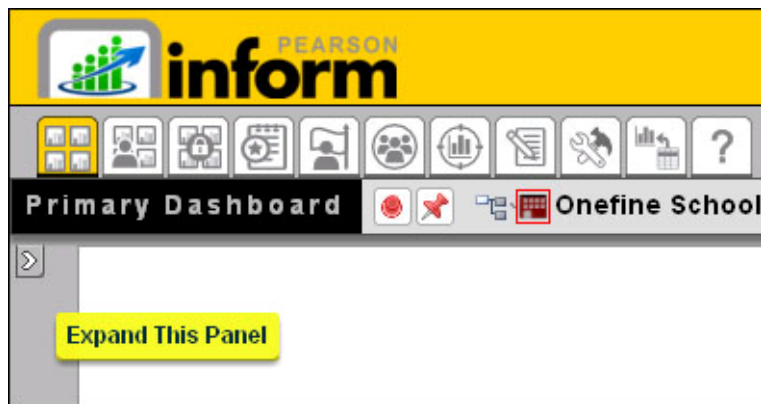


Figure 1-2

- A toolbar and two folders will display:

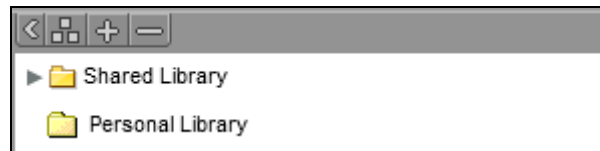


Figure 1-3

- **Click** the ► drop-down arrow for either *Shared Library* or *Personal Library*.
- A list of folders will display.

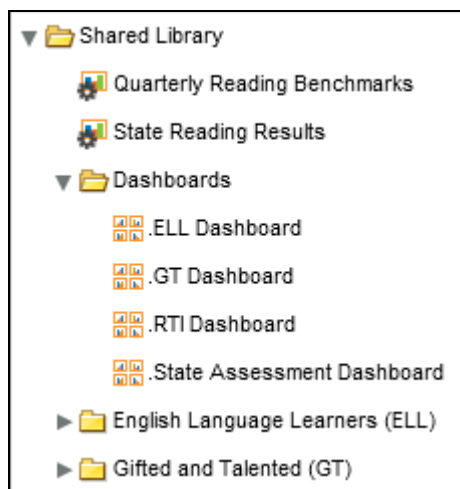


Figure 1-4

- **Click** on a folder name in the list.

- A list of reports and dashboards will display.

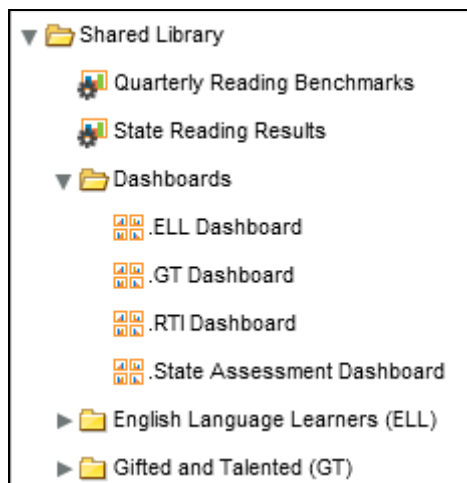


Figure 1-5

- **Click** a report name in the list.

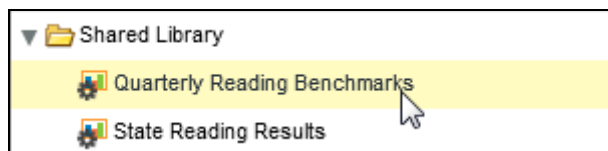


Figure 1-6

- The selected report will open in the *Primary Dashboard* in the default Chart View.

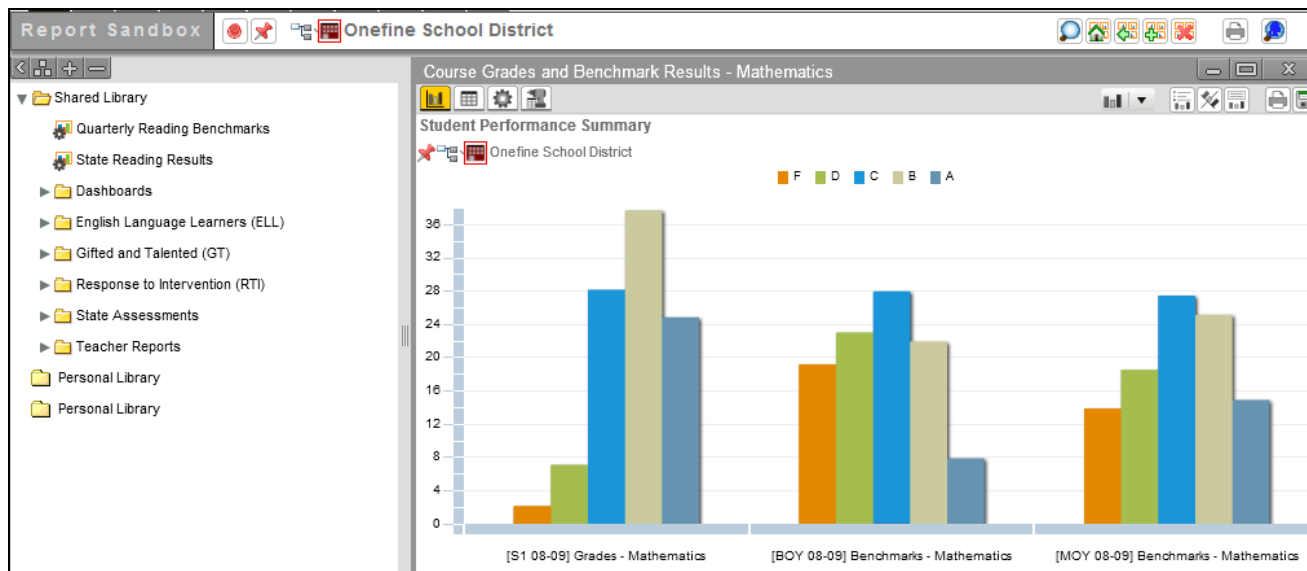


Figure 1-7

Though the default view for a report is the chart view – you can also select this view if needed, from the *Chart View Toolbar*.

- This is the *Chart View Toolbar*
- **Click** the *View Data as Chart* icon to review the open report as a chart.

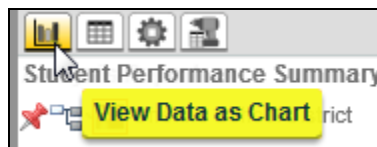



Figure 1-8

- The report displays as a chart. (See Figure 1-7)

1.2 Table View

The Table View is accessed from the *Chart View Toolbar* .

- Click the *View Data as Table*  icon to review the open report in table format.

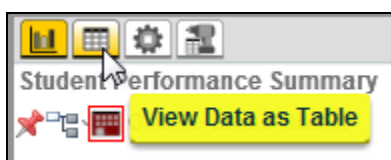
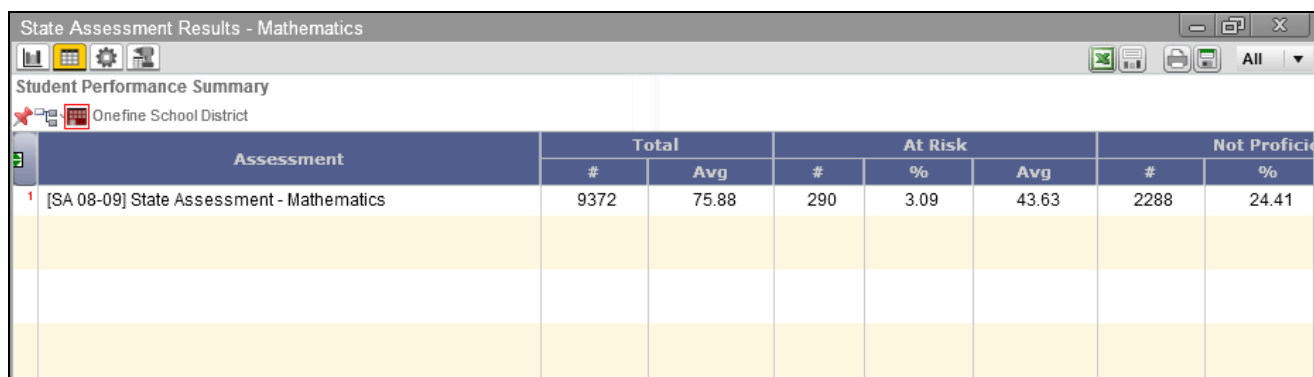


Figure 1-9

- The selected report will open in the *Primary Dashboard* in Table View.






Assessment	Total		At Risk			Not Proficient	
	#	Avg	#	%	Avg	#	%
1 [SA 08-09] State Assessment - Mathematics	9372	75.88	290	3.09	43.63	2288	24.41

Figure 1-10

1.3 Toggling

NOTE: You may change your view of a report at anytime by using the *Chart View Toolbar*

 to toggle between the chart view  and table view  icons.