

How to Use and Navigate a Data Dashboard

Downloading:

If receiving a dashboard, download the document to your computer first and then open it from there. Click to “enable content”, if prompted.

Getting Started:

“Slicers” are essentially groups of buttons for filtering data. You will see an X symbol at the top right-hand side of each slicer box. Start by removing all filters by clicking every red X on the page. This will take a moment and will make the graph look stretched – that’s OK.

Selecting Slicers to Populate Graphs/Tables:

Now you are ready to start selecting your filters by clicking each slicer, starting on the left-hand side. As you make each of these selections, you will see the graphs populate accordingly.

If a button seems “grayed out”, it means there is no data for that item based on your previous selections and you will have to go back and remove your filters.

Removing Filters:

The “fail-safe” for working with excel dashboards is removing your filters by clicking all of the red X’s.

If the graph populates with no data, that means you selected a slicer button that contains no data (e.g. clicking on a Math standard while having the Subject ELA selected), and you will have to go back and remove filters again.

Multiple Selections:

You can also make multiple selections for a category by holding down the control key while clicking each button in a slicer.

To inquire about the customization of data, services and support contact:

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