

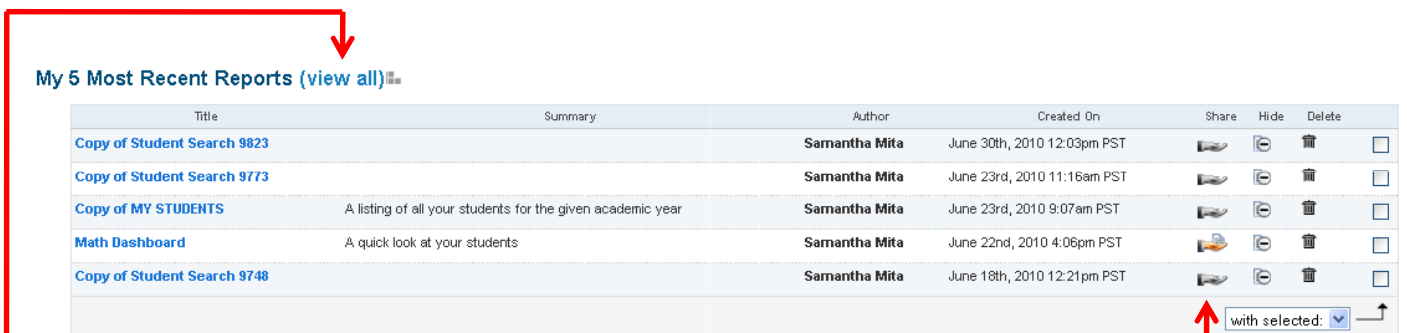
Viewing and Sharing Reports

Now that you know how to create custom reports, you might want to view previous reports that you've run and share them with other educators.

1. Start by clicking on the "Reports" tab at the top of your screen.



2. You'll see that DataDirector lists the five most recent reports you've done in the middle of your screen, as shown below.

A screenshot of the 'My 5 Most Recent Reports' section in DataDirector. The section title is 'My 5 Most Recent Reports (view all)'. Below the title is a table with five rows of report information. Each row includes the report title, a summary, the author's name, the creation date and time, and action icons for share, hide, delete, and a checkbox. A red arrow points to the '(view all)' link. Another red arrow points to a dropdown menu at the bottom right of the table that says 'with selected:'.

Title	Summary	Author	Created On	Share	Hide	Delete	
Copy of Student Search 9823		Samantha Mita	June 30th, 2010 12:03pm PST				<input type="checkbox"/>
Copy of Student Search 9773		Samantha Mita	June 23rd, 2010 11:16am PST				<input type="checkbox"/>
Copy of MY STUDENTS	A listing of all your students for the given academic year	Samantha Mita	June 23rd, 2010 9:07am PST				<input type="checkbox"/>
Math Dashboard	A quick look at your students	Samantha Mita	June 22nd, 2010 4:06pm PST				<input type="checkbox"/>
Copy of Student Search 9748		Samantha Mita	June 18th, 2010 12:21pm PST				<input type="checkbox"/>

If you'd like to see all of the reports you have ever run, click on the blue "(view all)" text. To view a report, just click on its name.

Hint: DataDirector simply reruns the report. This means that your search criteria are saved, but the set of students you are searching through is not. Therefore, if you have access to multiple school sites, make sure you are in the same school that you previously ran the report in if you want the same results.

3. Sharing a report is exactly like sharing an exam. From the Reports tab, click on the hand icon that corresponds to the report you'd like to share.



4. You will be taken to a screen that looks something like the image below.

Permissions for Copy of MY STUDENTS

Use an existing permission set

You currently do not have any existing permission sets.
[Click here](#) to create permission sets for my Reports.

OR

Manually create the permissions

Global permissions have not been defined for this report. [Click here](#) to create global permissions for this report.

User-Level Permissions:

User Name	Permissions	Options
<i>No user-level permissions have been defined yet.</i>		

[Add Permissions for a Single User](#)

Site-Level Permissions:

Site Name	Permissions	Options
<i>No site-level permissions have been defined yet.</i>		

[Add Permissions for a Site](#)

4a. Click the “Add Permissions for a Single User” button if you’d only like to share your report with choice people.

4b. Click the “Add Permissions for a Site” if you’d like to share your report with an entire school. Remember to scroll down to the middle of the list and choose only GD schools!

4c. Once you have selected the appropriate permissions for each person/school, click the “Save Changes” button. (Ignore Group Level Permissions since we do not have groups set up.)

[Save Changes >](#)

You will be taken back to the screen above, where you can continue to add more permissions.

5. Once you’re done adding them, click on the phrase, “Return to Report” under the “View” heading in the navigation bar on the left to return to your report.



6. Now that you know how to share reports, you probably would like to know how to access other people's shared reports. To do this, click on the "Reports" tab.



7. Under "My 5 Most Recent Reports", you should see a section titled, "(Number) Most Recent Shared Reports". Here you will find a list of all the reports others have created and given you permission to access.

My 5 Most Recent Reports (view all)

Title	Summary	Author	Created On	Share	Hide	Delete
Copy of MY STUDENTS	A listing of all your students for the given academic year	Kevin Keelen	June 24th, 2010 9:29am PST			
Copy of MY STUDENTS	A listing of all your students for the given academic year	Kevin Keelen	June 22nd, 2010 3:33pm PST			
ELA BM3 Writing 09-10 2010		Kevin Keelen	June 22nd, 2010 11:30am PST			
Copy of MY STUDENTS	A listing of all your students for the given academic year	Kevin Keelen	June 21st, 2010 6:24pm PST			
Copy of Student Search 9594		Kevin Keelen	June 8th, 2010 5:42pm PST			

with selected:

1 Most Recent Shared Reports (view all)

Title	Summary	Author	Created On	Share	Hide	Delete
Copy of MY STUDENTS	A listing of all your students for the given academic year	Samantha Mita	June 23rd, 2010 9:07am PST			

with selected:

Pre-Built Reports (view all)

Why do the numbers in my DataDirector reports not match the numbers provided by the state?

Title	Summary
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Simply click on the report's name to run it. It will run exactly like any other report you've done thus far.