Creating and sharing reports is an easy task within Performance Matters.

1. Decide what you want to look up in either Baseball Card Reports or Scoreboard Reports.

2. Choose what measures you'll be using to build your report. In my example, I compared last year's i-Ready scores across all three diagnostics.
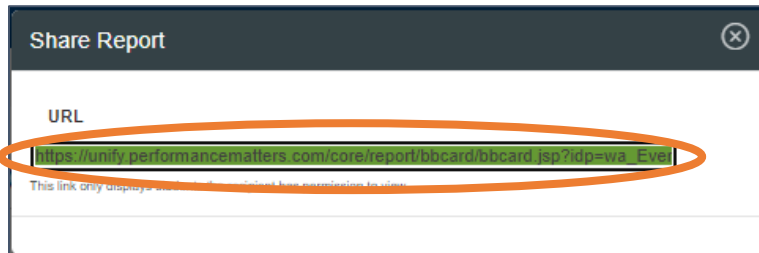

3. Once you've built your report, click the share icon at the top.

4. When the Share Report box pops up, copy the URL.
You can share this link with anyone in the district. However, their results will vary depending on their permissions. For example, a teacher at Lowell ES will see only Lowell students, a teacher at Evergreen MS will only see Evergreen students. If your report only includes 9th graders, staff at middle and elementary schools will not see any data.
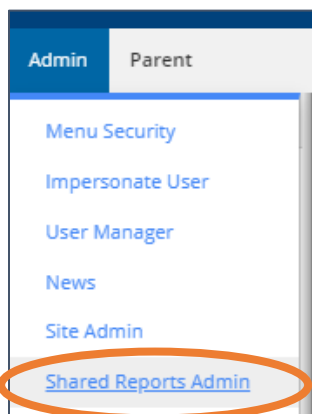

5. Once you've copied the link, navigate to Admin -> Shared Reports Admin. (If you are interrupted before saving the link, I recommend pasting it somewhere for yourself if you need to continue this portion at a later date and don't want to rebuild your report.)
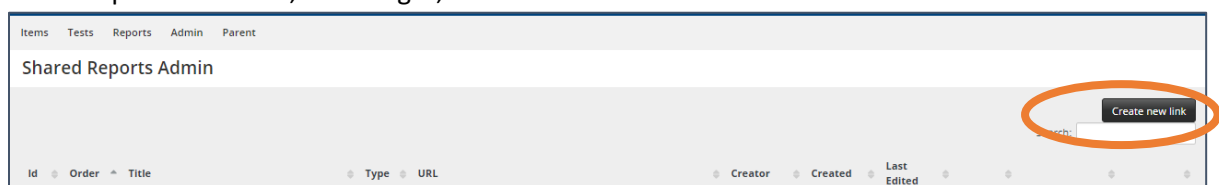

6. At the top of the screen, at the right, click on Create new link
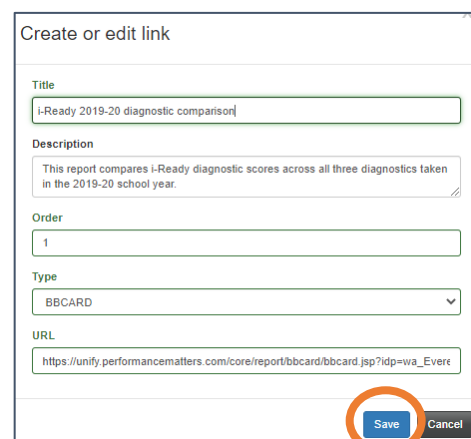
7. In the create or edit link box, give your report a title,
a description that makes sense, an order #
(this is optional, but you can use the order number
to rank your saved reports), indicate the
Type of Report, and then paste in the URL you
copied earlier.
Click Save when done.

8. Once you've saved your report, you can edit it and make changes, or you can click the Permissions box. Permissions is where you give people access to your report. Use the blue Add user or group... box to add anyone in the district. You can give them three levels of permissions. Read, update, and admin.

- read - users can preview the report in the MyDashboard Shared Reports tab.
- update - If a user has access to the Shared Reports Admin page, they can edit the link.
- admin - Update permissions plus users can delete the report and assign permissions.

This will place the link to your report in their shared reports folder and they can access it at any time.

9. You will be able to access your saved reports at any time from the Shared Reports menu.