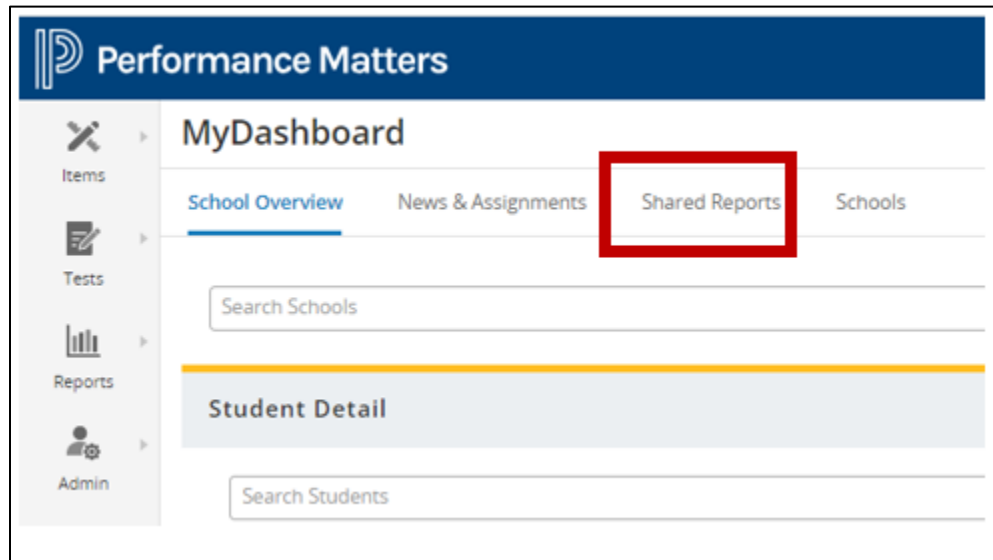
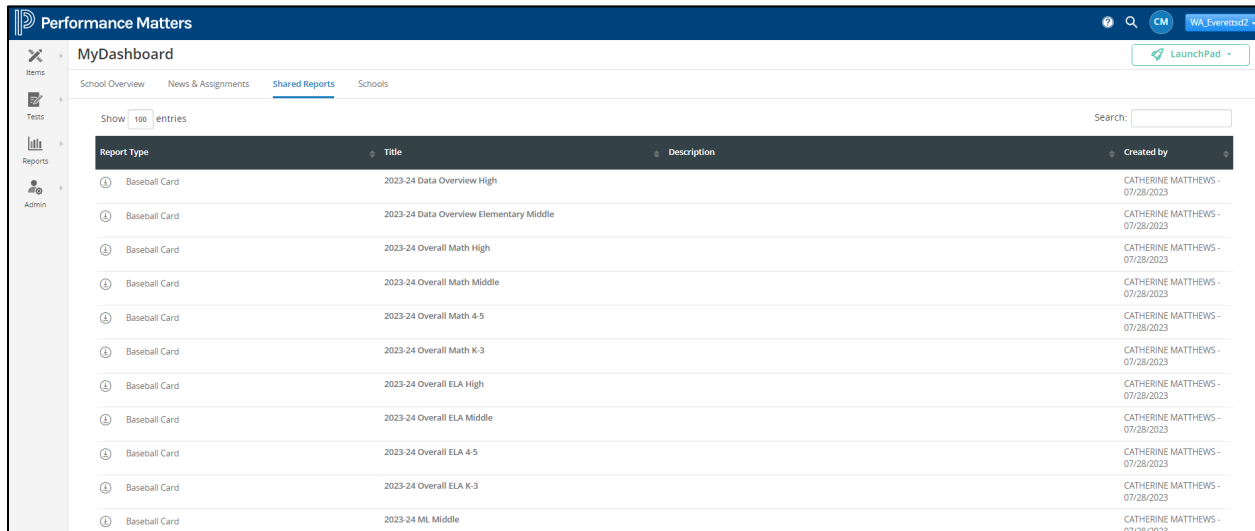


Accessing Shared Reports:

If you create a report that will be run several times in a year, you may want to save the report in Shared Reports. Shared Reports are accessed on your dashboard landing page on the horizontal menu:




Clicking Shared Reports on this menu will bring you to a list of reports you have permission to run. They may have been built by you or others. When someone builds a report and saves it to Shared Reports, they set permissions for who can run and read the report, edit the report, or delete the report.



The screenshot shows the 'Shared Reports' page in the Performance Matters dashboard. It features a table with columns: Report Type, Title, Description, and Created by. There are 10 entries in the table, all of which are 'Baseball Card' reports. Each entry has a small circular icon with a number inside to its left. The 'Created by' column lists 'CATHERINE MATTHEWS' followed by a date (07/28/2023) for each entry.

Report Type	Title	Description	Created by
Baseball Card	2023-24 Data Overview High		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Data Overview Elementary Middle		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall Math High		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall Math Middle		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall Math 4-5		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall Math K-3		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall ELA High		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall ELA Middle		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall ELA 4-5		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 Overall ELA K-3		CATHERINE MATTHEWS - 07/28/2023
Baseball Card	2023-24 ML Middle		CATHERINE MATTHEWS - 07/28/2023

Click the icon next to the report title to access the data. You will only see students you have permission to see.





Report Type	Title
 Baseball Card	2023-24 Data Overview High

Creating Shared Reports:

If you create a report that you want others to be able to access more than one time, you can save it in the Shared Reports area for you and others to access.

Create your report and copy the URL using the Share icon on the report page.

Baseball Card Report

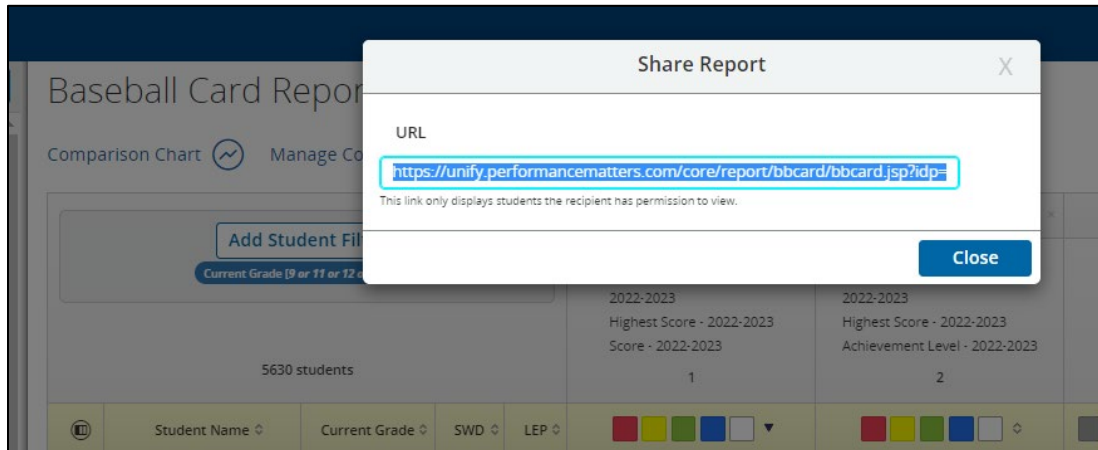
Comparison Chart  Manage Columns  **Share**  Download 

Add Student Filter

19848 students

Student Name		1	2
1	Lxxxxxx, Mxxxx	2982	Level 4
2	Pxxxxxx, Bxxxx	2973	Level 4

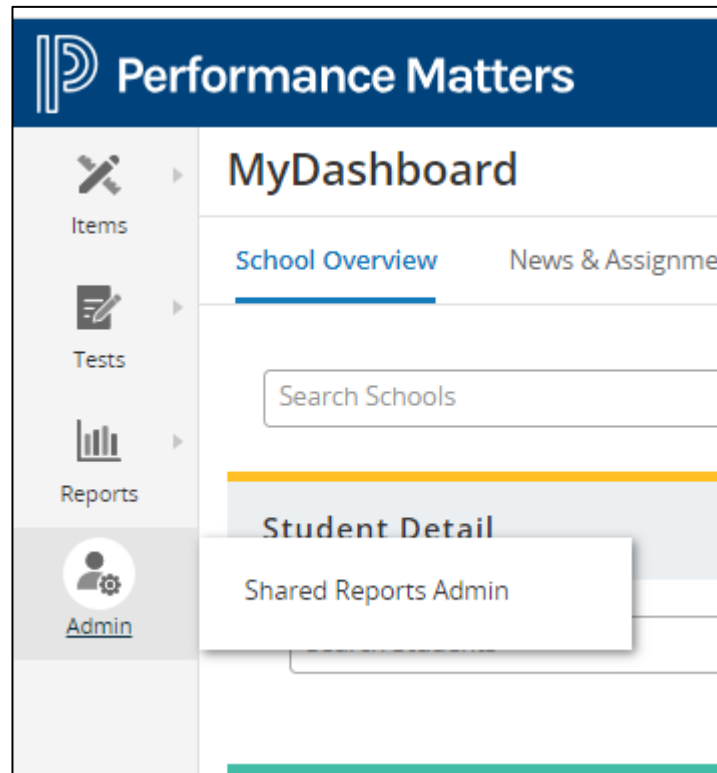
I recommend that you save the URL in a Word document so that you do not lose it in the process. Remember that, if you change the report at all, you must grab a new share URL. Also never use the URL in the address bar in your browser.



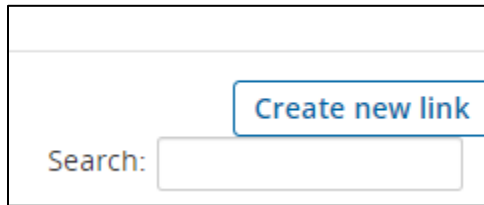
To add the report to the Shared Reports list:

From your dashboard landing page, select Admin from the vertical menu.

Select Shared Reports Admin.



On the top right, select Create a new link:



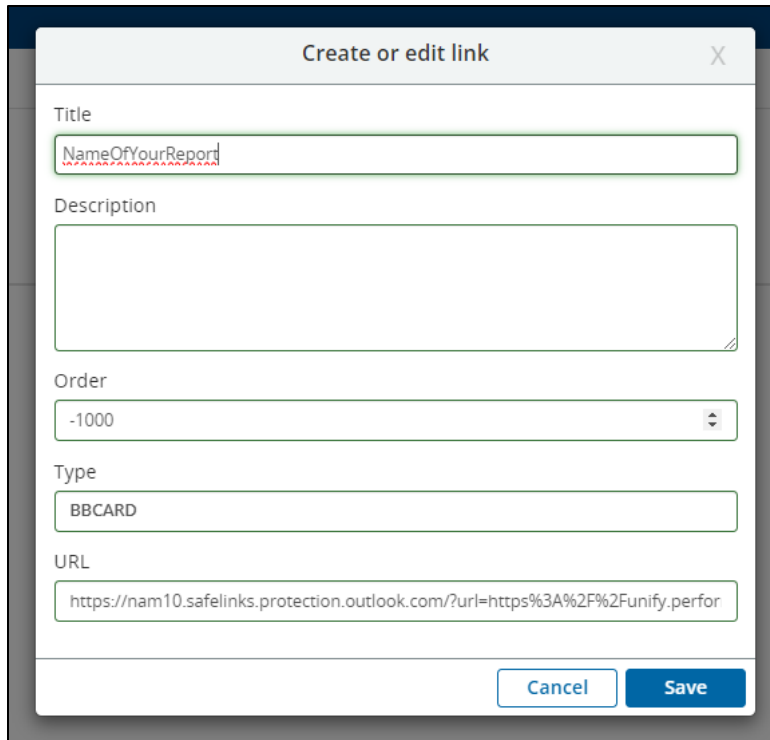
Search:

Create new link

In the pop-up window, fill in the following information:

- Title: Be sure to make it something that you will remember.
- Description: Can leave blank. No one will see this but you.
- Order: This will default to 100. Change it to a negative number to bring it to the top of your list. The larger the negative number, the higher on the list.
- Type: Use the drop-down menu to select the type of report it is.
- URL: Past the URL you saved when you made the report.

Select Save.



Create or edit link X

Title

Description

Order

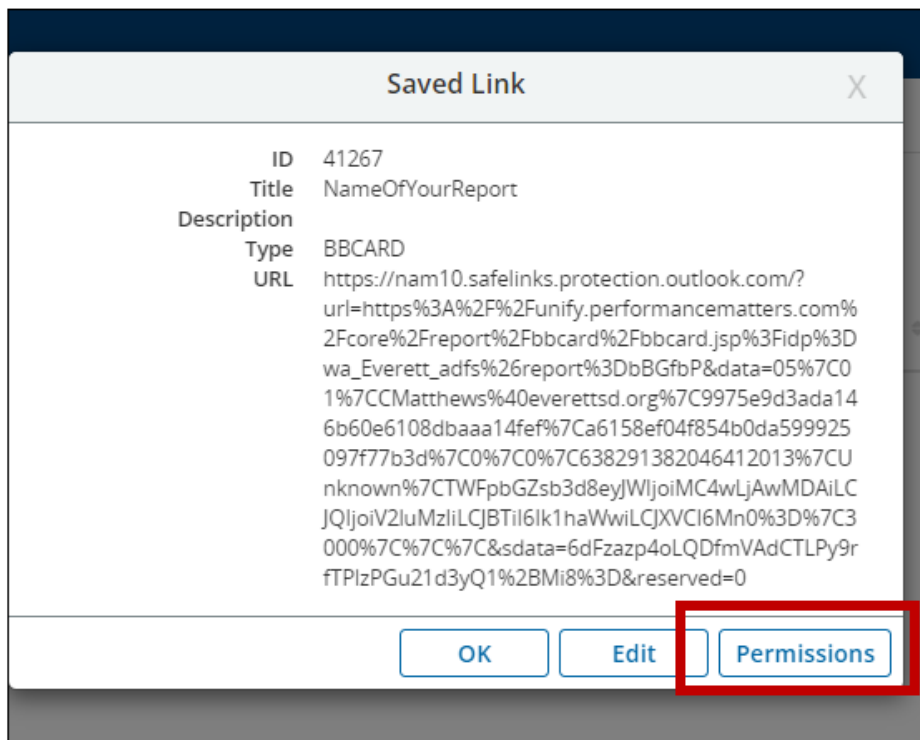
Type

URL

Cancel Save

In the next pop-up window, you will set the permissions for who can run and read the report, edit the report, or delete the report.

Select the Permission button.



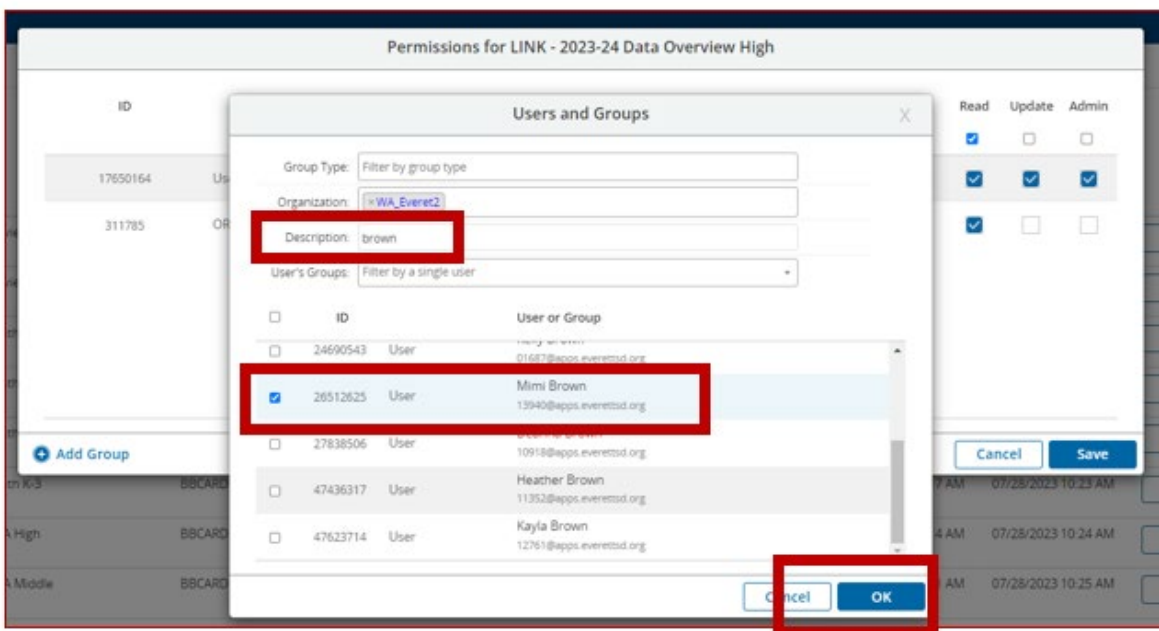
Saved Link

ID 41267
Title NameOfYourReport
Description BB CARD
Type BB CARD
URL https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffunify.performancematters.com%2Fcore%2Freport%2Fbbcard%2Fbbcard.jsp%3Fidp%3Dwa_Everett_adfs%26report%3DbBGfbP&data=05%7C01%7CCMatthews%40everettsd.org%7C9975e9d3ada146b60e6108dbaaa14fef%7Ca6158ef04f854b0da599925097f77b3d%7C0%7C0%7C638291382046412013%7CUknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwlcjXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6dFzazp4oLQDfmVAdCTLPy9rftPlzPGu21d3yQ1%2Bmi8%3D&reserved=0

OK Edit **Permissions**

In the popup window, enter a group or individual name.

When the name appears, click the box next to the name and click the OK button.



Permissions for LINK - 2023-24 Data Overview High

ID 17650164 Us
311785 OR

Users and Groups

Group Type: Filter by group type
Organization: WIA, Everet2
Description: brown
User's Groups: Filter by a single user

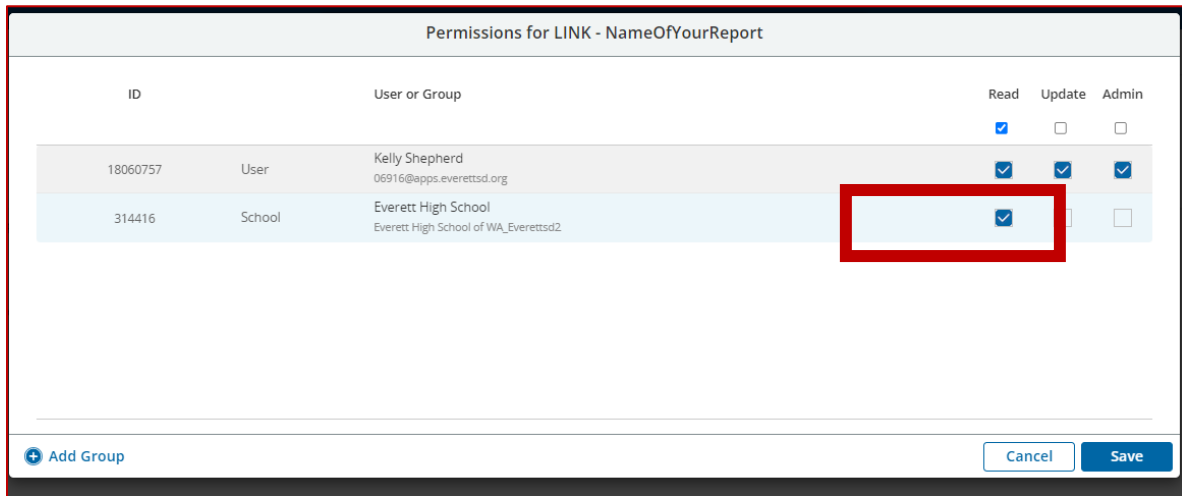
ID	User or Group
<input type="checkbox"/>	24690543 User
<input checked="" type="checkbox"/>	26512625 User Mimi Brown
<input type="checkbox"/>	27838506 User
<input type="checkbox"/>	47436317 User Heather Brown
<input type="checkbox"/>	47623714 User Kayla Brown

Cancel OK

Select the level of permissions:

- Admin level permissions- Allow the person to read, edit, and **delete** your report. This is not recommended.
- Update level of permissions- Allow the person to edit your report.
- Read level permissions- Allow people to run and analyze your report for the students permissioned to them.

Select Save.



ID	User or Group	Read	Update	Admin
18060757	User Kelly Shepherd 06916@apps.everettsd.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
314416	School Everett High School Everett High School of WA_Everettsd2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+ Add Group](#) [Cancel](#) [Save](#)

Your report should appear on the Shared Reports list. You can test this by clicking on the Shared Reports tab on the horizontal menu of your dashboard.