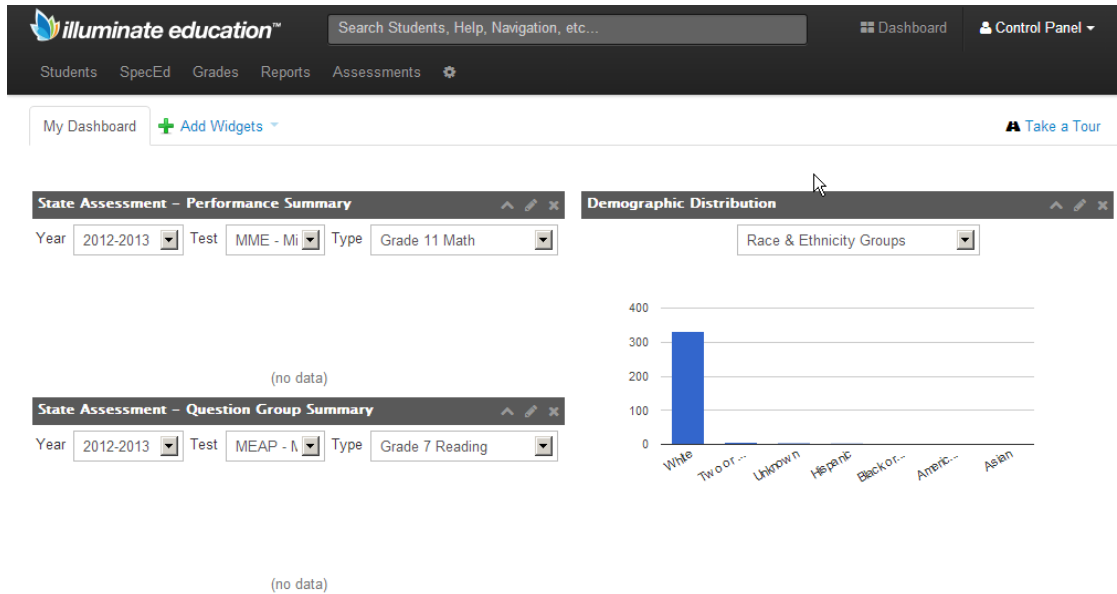


## Using the Favorites widget in Illuminate to easily access reports

The Illuminate Dashboard can be customized to your liking with many different widgets. The Favorites widget can provide quick, easy access to reports you commonly use.

### The Illuminate Dashboard



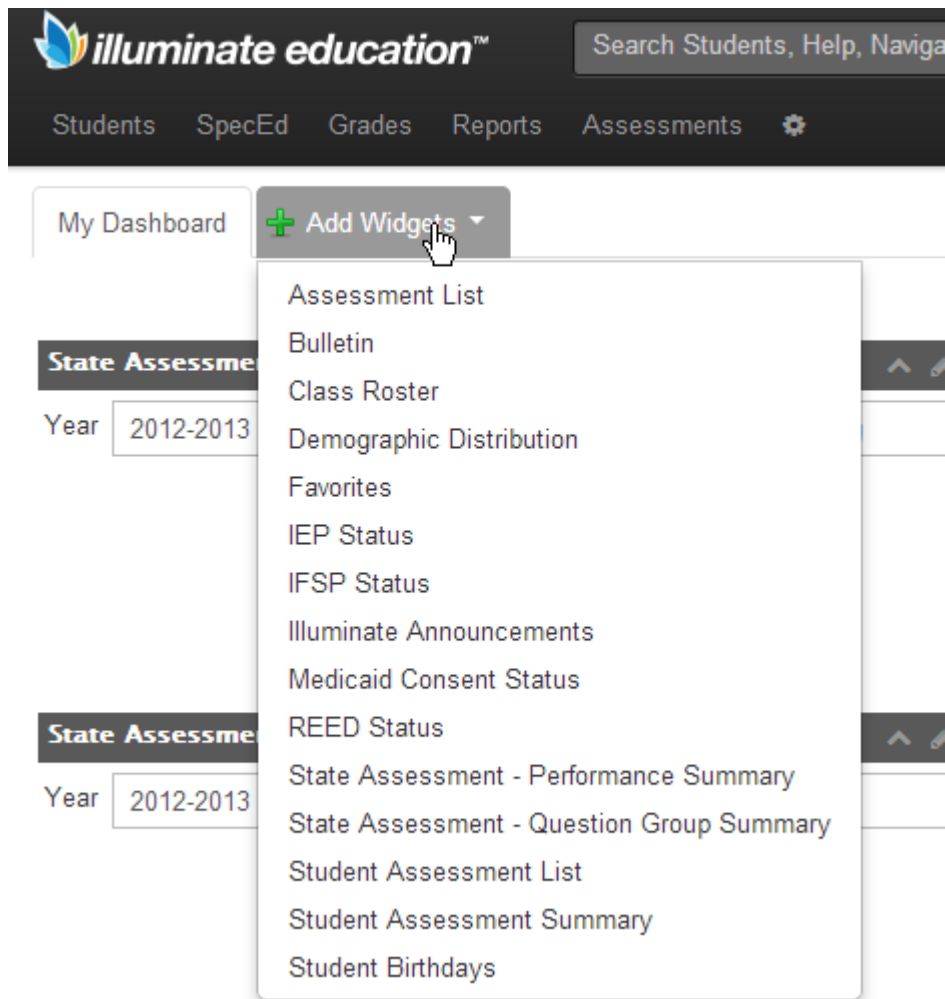
The Illuminate Dashboard can contain many useful widgets.

## Adjust the placement of widgets on your dashboard

The screenshot shows the Illuminate Education dashboard interface. At the top, there is a navigation bar with the logo, a search bar, and menu items like 'Dashboard' and 'Control Panel'. Below this, there are tabs for 'My Dashboard' and 'Add Widgets'. The main content area contains two widgets. The left widget, 'State Assessment - Question Group Summary', has a dark gray bar at the top with a mouse cursor and a red arrow pointing to it. A red text label below the arrow reads 'Dragging the widget from its original location'. The widget displays filters for Year (2012-2013), Test (MME - Mi), and Type (Grade 11 Math), and shows '(no data)'. The right widget, 'Demographic Distribution', is a bar chart showing the distribution of students by race and ethnicity. The y-axis ranges from 0 to 400. The x-axis categories are White, Two or ... (Two or more races), Unknown, Hispanic, Black or ... (Black or African American), American Indian or Alaska Native, and Asian. The 'White' category has the highest count, around 350.

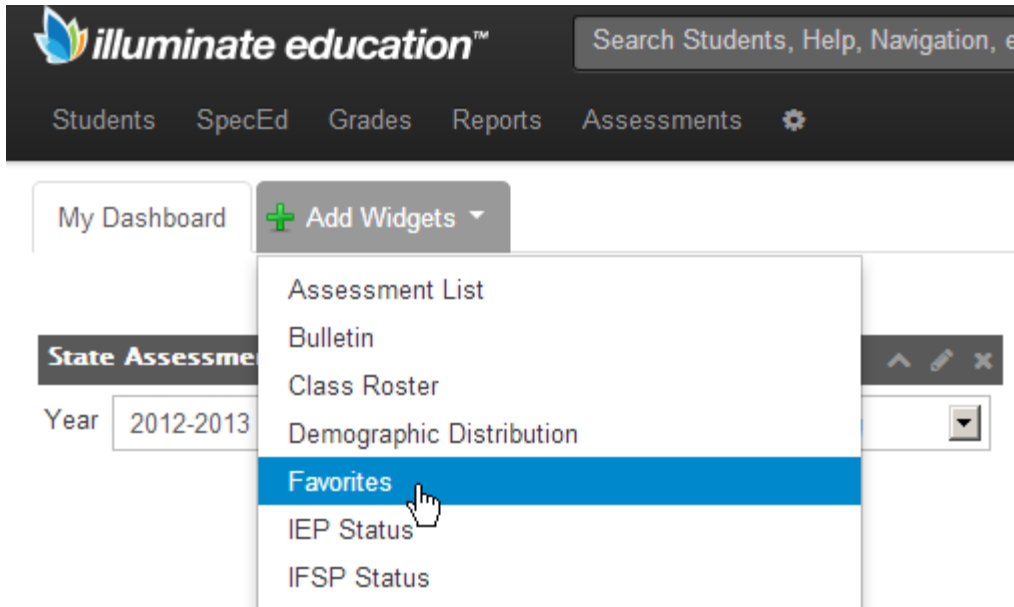
You can customize the arrangement of widgets on your dashboard by clicking in the widget's dark gray bar and dragging it to a new position. As you move the widget, yellow "drop zones" should appear. Release the mouse over one of these zones to change the widget's location.

## Add new widgets



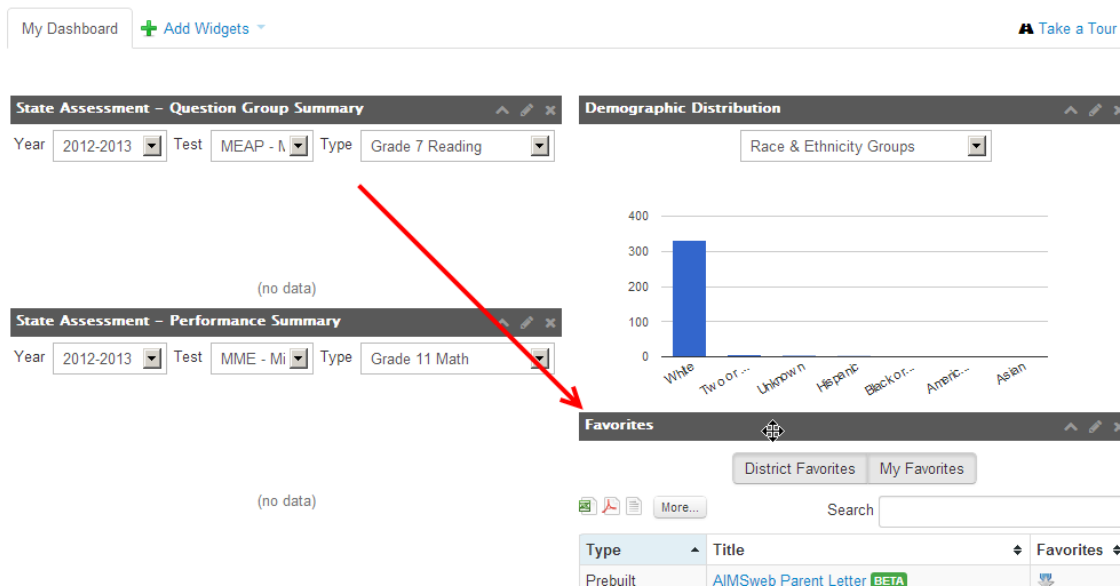
You can add new widgets to the dashboard by clicking the "Add Widgets" control. The new widget will appear at the bottom of the right column of your dashboard. You can place a maximum of eight widgets on your dashboard.

## Add the "Favorites" widget to your dashboard



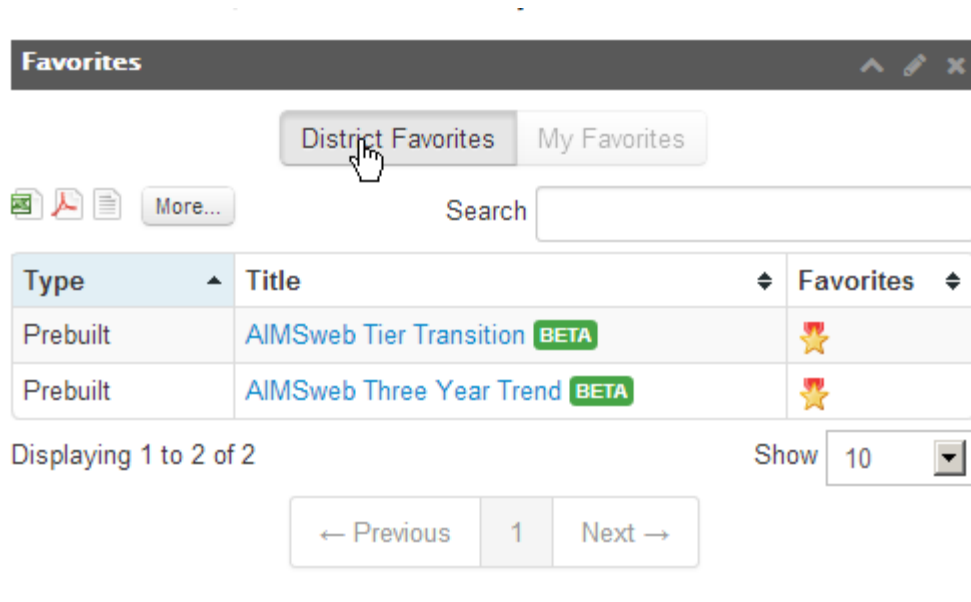
The default Illuminate dashboard does not include the Favorites widget. To add it to your dashboard, click the "Add Widgets" control, scroll down to "Favorites" and release the mouse.

## Locate the Favorites widget



The new widget appears at the bottom of the right column of your dashboard. You may need to scroll your window down to access the new widget.

## Show District Favorites



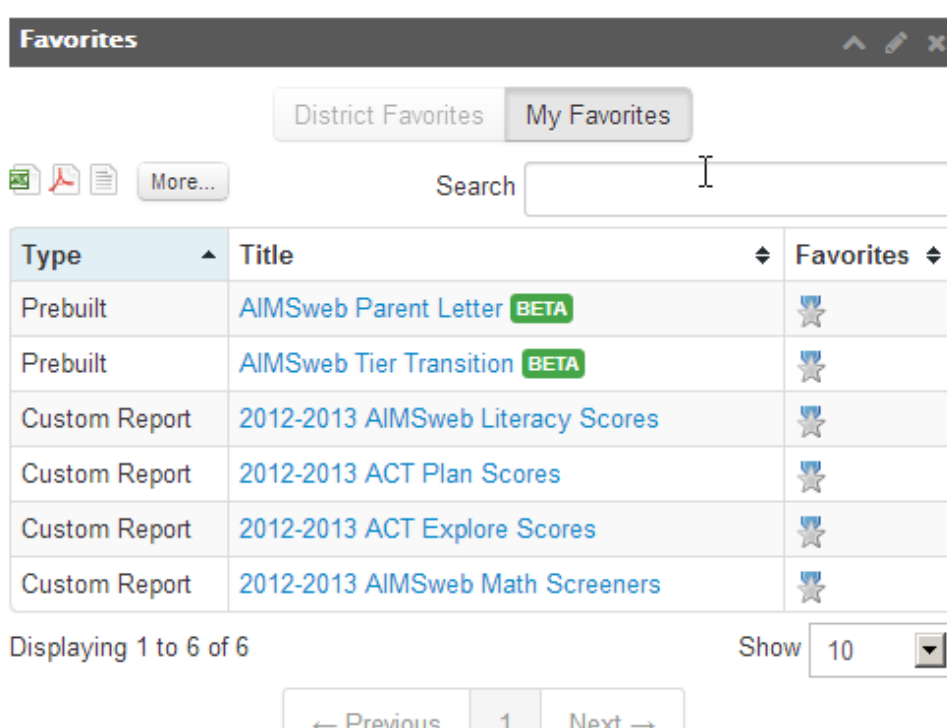
The screenshot shows a window titled "Favorites" with two tabs: "District Favorites" (selected) and "My Favorites". Below the tabs are icons for document, PDF, and list, followed by a "More..." button and a search box. The main content is a table with columns "Type", "Title", and "Favorites".

| Type     | Title                                      | Favorites |
|----------|--------------------------------------------|-----------|
| Prebuilt | AIMSweb Tier Transition <span>BETA</span>  | ★         |
| Prebuilt | AIMSweb Three Year Trend <span>BETA</span> | ★         |

At the bottom, it says "Displaying 1 to 2 of 2" and "Show 10". Navigation buttons for "Previous", "1", and "Next" are visible.

There are two buttons on the widget that control what is displayed. If the "District Favorites" button is selected, the widget will display any reports that Ingham has identified as particularly useful.

## My Favorites



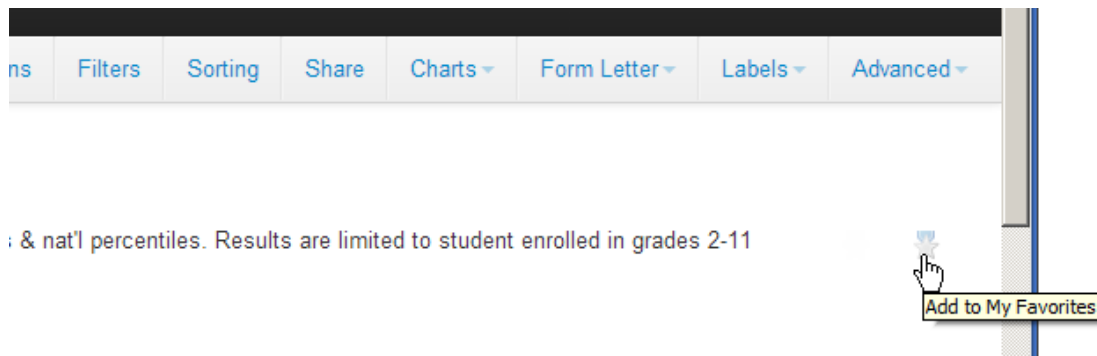
The screenshot shows the same "Favorites" window, but with the "My Favorites" tab selected. The table now contains six rows.

| Type          | Title                                     | Favorites |
|---------------|-------------------------------------------|-----------|
| Prebuilt      | AIMSweb Parent Letter <span>BETA</span>   | ★         |
| Prebuilt      | AIMSweb Tier Transition <span>BETA</span> | ★         |
| Custom Report | 2012-2013 AIMSweb Literacy Scores         | ★         |
| Custom Report | 2012-2013 ACT Plan Scores                 | ★         |
| Custom Report | 2012-2013 ACT Explore Scores              | ★         |
| Custom Report | 2012-2013 AIMSweb Math Screeners          | ★         |

At the bottom, it says "Displaying 1 to 6 of 6" and "Show 10". Navigation buttons for "Previous", "1", and "Next" are visible.

When the "My Favorites" button is selected, the widget will display the names of any reports you have identified as personal favorites. Note that you can include custom reports as well as prebuilt reports as favorites.

## Identifying Favorites



Any time you are viewing a custom report or prebuilt, you can identify the report as a favorite by clicking the small medal icon in the top right corner of the screen. If you add the report as a favorite, it will appear on the My Favorites tab of the widget. To remove a report from the widget, access the report and click the medal icon again. This will remove it as a favorite.

Using the Favorites widget allows you to have your most informative and commonly-used reports available from the Dashboard with a single click of the mouse.