

# Insights Dashboard

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Tool Search: Insights Dashboard

The Insights Dashboard allows you to quickly and easily view up to 4 Insights visualizations at the same time and customize data reported in each visualization using user-created templates.

This tool is only available for users in districts who have purchased the Campus Analytics Suite.



You must have at least **R(ead)** tool rights for the **Insights Dashboard** and any Insights visualizations selected in order to view them in the tool. You must also have calendar rights assigned for any calendar(s) reporting data.

NOTE: Insights visualizations may contain PII and include data for tools a user may not have rights to access.

## Configure the Dashboard

The Insights Dashboard allows you to select any four Insights visualizations to automatically

display each time you visit the dashboard. You can customize which visualization displays in which area of the dashboard and have each visualization's data automatically filter based on selected templates. You can also have the same report display multiple times utilizing different templates.

To configure the dashboard, select the **Configure** button in the bottom left-hand corner. A Configure Insights panel will appear on the right side of the screen (see image below).

The screenshot shows the 'Insights Dashboard' interface. On the left, there are four visualization areas:

- Enrolled by Status:** A horizontal bar chart showing enrollment counts for 'E01: First enrollment of the year' and 'R02: Transfer from a school within the district'.
- Reason by Period:** A vertical bar chart showing attendance counts for 'FULL DAY' across various reasons like 'Excused', 'Unexcused', etc.
- Status by Period:** A vertical bar chart showing attendance counts for 'Monday' and 'Tuesday' categorized by status like 'Absent', 'Tardy', etc.
- Status by Weekday:** A vertical bar chart showing attendance counts for 'Monday' and 'Tuesday' categorized by status like 'Absent', 'Tardy', etc.

On the right side, the 'Configure Insights' panel is open, showing four sections for configuring each visualization:

- Upper-Left Insight Visualization:** Set to 'Enrolled by Status' with 'Default Layout' template.
- Upper-Right Insight Visualization:** Set to 'Status by Period' with 'Default Layout' template.
- Lower-Left Insight Visualization:** Set to 'Reason by Period' with 'Default Layout' template.
- Lower-Right Insight Visualization:** Set to 'Status by Weekday' with 'Default Layout' template.

A red arrow points from the 'Configure' button in the bottom left of the dashboard to the 'Configure Insights' panel. At the bottom of the dashboard, there are 'Save' and 'Cancel' buttons.

### Configure Chart and Location

Each section of the dashboard can be configured to display a specific Insights visualization.

You can also select the same visualization multiple times in instances where different templates would be applied to view different outcomes.

The 'Configure Insights' dialog box is shown with the following configuration:

- Upper-Left Insight Visualization:**
  - Visualization: Enrolled by Status
  - Template: Default Layout
- Lower-Left Insight Visualization:**
  - Visualization: Reason by Period
  - Template: Default Layout
- Lower-Right Insight Visualization:**
  - Visualization: Status by Weekday
  - Template: Default Layout

Buttons: Save, Cancel

### Select a Template

Each visualization has a default layout however templates can be applied to any visualization selected. Templates automatically modify the reported data to match the filter and visualization options selected and saved for each template.

Note: Templates are created separately for each visualization in their respective tools. See this section for details on how a template is created and saved for a visualization.

The 'Configure Insights' dialog box is shown with the 'Template' dropdown menu open for the Upper-Left visualization:

- Upper-Left Insight Visualization:**
  - Visualization: Enrolled by Status
  - Template: Nate's Template (selected)
- Lower-Left Insight Visualization:**
  - Visualization: Reason by Period
  - Template: Default Layout
- Lower-Right Insight Visualization:**
  - Visualization: Status by Weekday
  - Template: Default Layout

Buttons: Save, Cancel