

# IDW – Quick User Reference Guide for Consortium Schools

## Basic Report Navigation

**START at TEAM CONTENT**

**How to Access IDW Reports:**

3. Go to “Team Content”
4. Select “Building Reports (NP)” folder
5. Click on the desired report to run

## Switcher Menu

The **Switcher** menu located in the top center of the screen is used to navigate between reports the user has already opened.

Welcome ^

- Welcome
- Gap(NP)
- Constructed Response Analysis(NP)
- Assessment Item Map(NP)
- Child Assessment Profile (ChAP)(NP)

## Finding Recent Reports

Click on the **Recent** icon to go directly to reports you have recently accessed. The **Home** screen also displays recent reports.

## Converting Reports

Convert reports to pdf or Excel from the **Run As** button.

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Reset prompts and run

## How Do I Go Back?

Team content > Building Reports (NP)

Use the **bread crumb trail** at the top of **Team Content** to go back to a previous menu.

## Saving Reports

Within a report, click on the disk icon to save to **My Content**.

Save report as report view...

## Logging Off

Go here to sign out of the IDW.

## IDW Support

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