

# IDW – Navigation Guide for Public/Charter Schools

idw.nasboces.org

## Basic Report Navigation

START at  
TEAM CONTENT

The screenshot shows the IDW interface. On the left is a blue sidebar with icons and labels: Home, Search, My content, Team content, My portal pages, and Recent. A red arrow points from the 'START at TEAM CONTENT' text to the 'Team content' option in the sidebar. Another red arrow points from 'Team content' to the 'Reports' folder in the main content area. A third red arrow points from the 'Reports' folder to a list of reports. The 'Reports' folder is circled in red. The list of reports includes: College Tracking, Common Data Views, District Comparison Reports, Misc, NWEA Reports, Performance Level Comparison Reports, Preliminary 3-8 Reports, State Reporting, 2021 NYS and Rege ... Question Performance, and Advanced Placement Dow ... - Level 0 Extract.

### How to Access IDW Reports:

3. Go to "Team Content"
4. Select "Reports" or "Dashboards" 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 to IDW ^

The screenshot shows the Switcher menu. It has a header 'Welcome to IDW' with a home icon. Below it is a list of reports with close icons: Assessment Item Map, Child Assessment Profile (ChAP), NYSESLAT Proficiency, and Gap.

## Finding Recent Reports

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

## Logging Off



Go here to sign out of the IDW.

## Converting Reports

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

The screenshot shows the 'Run As' button with a dropdown menu. The menu options are: Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, and Reset prompts and run.

## How Do I Go Back?

← > Reports > College Tracking

Use the **breadcrumb 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**.

The screenshot shows the 'Save to My Content' button, which is a blue button with a disk icon and the text 'My content'.

## IDW Support

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