

CAMPUS ACCESS TO OnDataSuite made EASY!

1. Set up a User Group

Bookmarks **User Groups** My Custom Reports Focus List File Center Support Training Search

OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability Ed-Fi Rules XML Review

User Groups

Groups	test	Group Members	Active Users
<ul style="list-style-type: none">Administration-ElementaryAdministration-High SchoolAdministration-IntermediateAdvanced AcademicsCTEESLOutreachPrincipalsSpecial Edtest+ Create Group		<ul style="list-style-type: none">Julie Juneau	<ul style="list-style-type: none">DistMikCheEricTaraLanJimiTonMelLanBrigSheHezAngKaiMiciJoyCry

2. Create a Bookmark Folder

Bookmarks User Groups My Custom Reports Focus List File Center Support Training Search

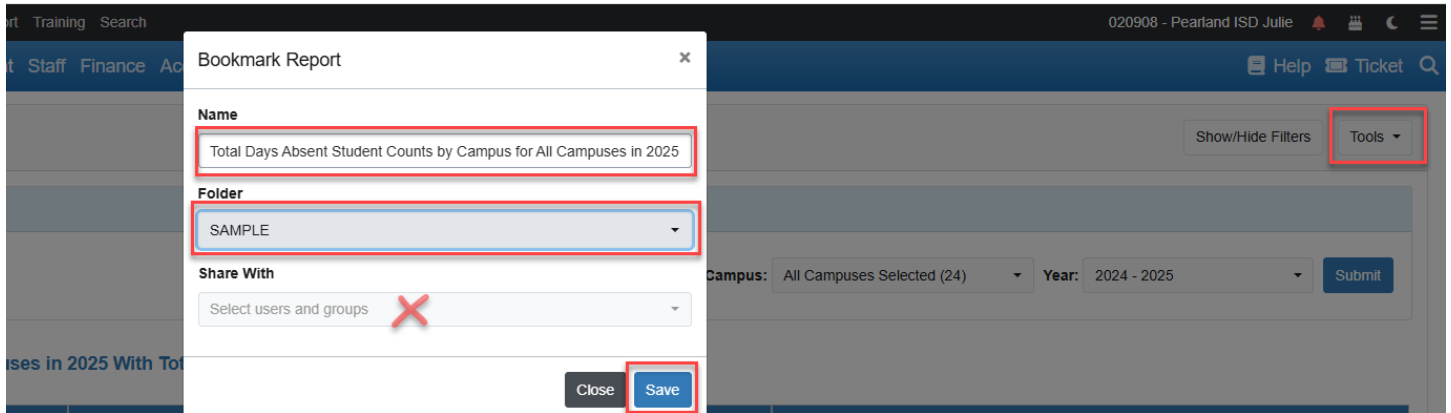
OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability

Bookmarks

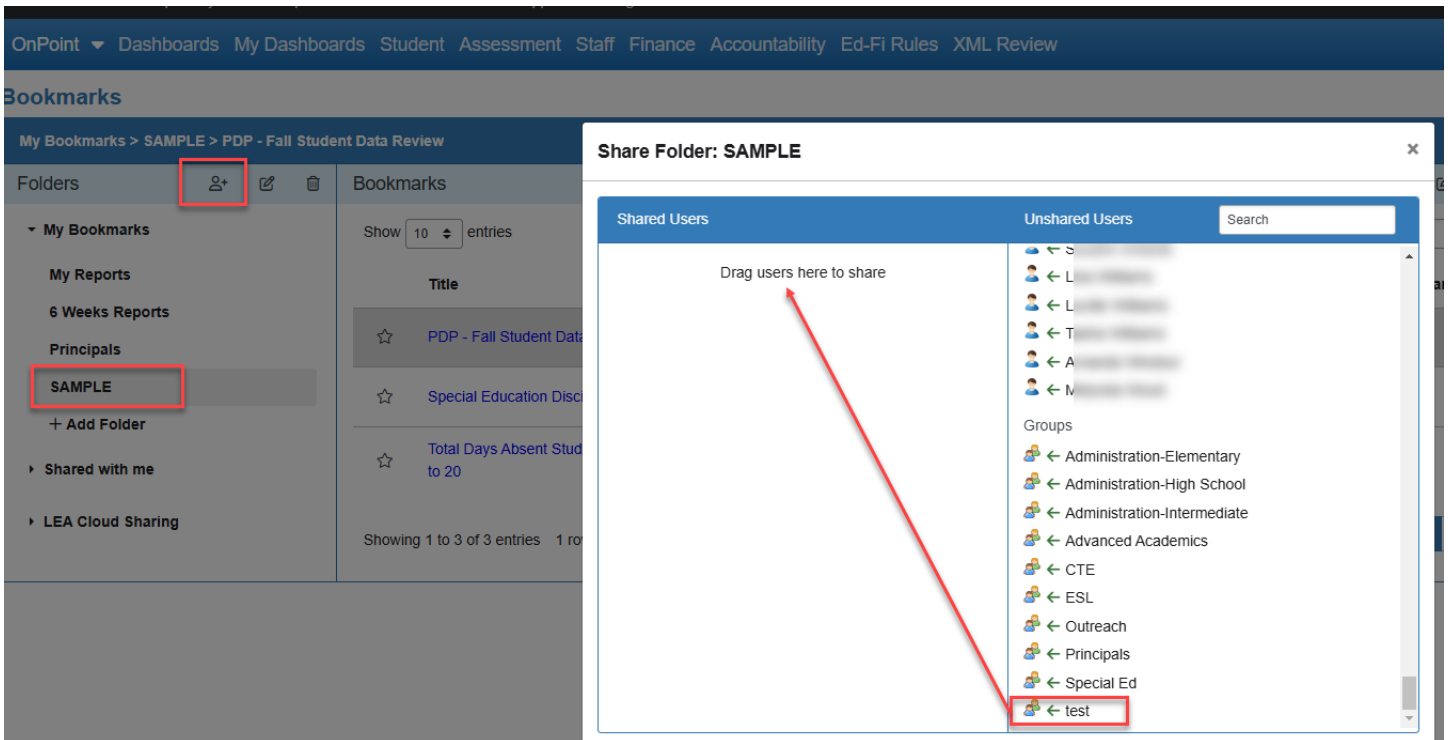
My Bookmarks > SAMPLE

Folders	Bookmarks
<ul style="list-style-type: none">My BookmarksMy Reports6 Weeks ReportsPrincipalsSAMPLE+ Add FolderShared with meLEA Cloud Sharing	

3. Determine what Reports you want in your folder



4. Once you have all your reports bookmarked to your folder you will want to share it.



5. Emails are sent once you share the folder. For your campus folks to access all that you have set up –

- Log into ODS
- Click on Bookmarks (in the black ribbon)
- Click on Shared with me
- Folder that was created will be visible
- Click on the reports

Another handy tool for campus principals is **Focus Lists**.

Determine your accountability groups.

Create the report to pull your students.

Create the focus lists.

Share them out.

Can be used for most any reports for just that group of students.