



ED Data Express: Data about elementary & secondary schools in the U.S.

Tutorial: How to Generate "My Reports" State Tables Report

The ED Data Express State Tables tool enables you to compare state and national data elements side-by-side. The tool is comprised of three tabs: Custom Reports, Prepared Reports, and My Reports.

Follow the steps below to generate a "My Reports" State Tables Report. "My reports" tab is available to users after they *sign in*.

1. First, you need to sign in and select *State Tables* link.
2. After you generate a *Custom* or a *Prepared Report*, the system will display the "Save Report" button (see Figure 1).

Figure 1: Save Report button

The screenshot shows the ED Data Express interface. At the top, there is a navigation bar with the ED.gov logo, the title "ED Data Express: Data about elementary & secondary schools in the U.S.", a search bar, and the Department of Education logo. Below the navigation bar, there are several menu items: HOME, STATE SNAPSHOTS, DATA ELEMENTS, STATE TABLES, DEFINITIONS, FAQs, RESOURCES, CONTACT US, and ABOUT. Underneath the menu items, there are three buttons: "Revise Selections", "Download State Table Report as Excel File", and "Get the Excel Viewer". The "Save Report" button is circled in red. Below the buttons, the main content area is titled "State Tables Report" and contains a section for "ANNUAL MEASURABLE OBJECTIVES". This section includes a paragraph explaining the objectives and a table with two columns: "Group/Sub-group/Data Element" and "Colorado". The table lists various Annual Measurable Objectives for Math 1, including those for Grade 9, 10, 11, and 12 Math for the years 2008-09, 2009-10, 2010-11, and 2011-12. The "Colorado" column shows percentages for some of these objectives: 74% for 2008-09 and 2009-10, 87% for 2010-11, and 87% for 2011-12.

Group/Sub-group/Data Element	Colorado
Math 1	
Annual Measurable Objective for Grade 9 Math: 2008-09	-
Annual Measurable Objective for Grade 10 Math: 2008-09	74%
Annual Measurable Objective for Grade 11 Math: 2008-09	-
Annual Measurable Objective for Grade 12 Math: 2008-09	-
Annual Measurable Objective for Grade 9 Math: 2009-10	-
Annual Measurable Objective for Grade 10 Math: 2009-10	74%
Annual Measurable Objective for Grade 11 Math: 2009-10	-
Annual Measurable Objective for Grade 12 Math: 2009-10	-
Annual Measurable Objective for Grade 9 Math: 2010-11	-
Annual Measurable Objective for Grade 10 Math: 2010-11	87%
Annual Measurable Objective for Grade 11 Math: 2010-11	-
Annual Measurable Objective for Grade 12 Math: 2010-11	-
Annual Measurable Objective for Grade 9 Math: 2011-12	-
Annual Measurable Objective for Grade 10 Math: 2011-12	87%
Annual Measurable Objective for Grade 11 Math: 2011-12	-
Annual Measurable Objective for Grade 12 Math: 2011-12	-

3. Selecting *Save Report* button will allow you to save the report to *My ED Data Express* page and to view it when opening *My Reports* tab. If the user has not signed in, the system will not display *Save Report* button.
4. Select *Save Report* button. The system will display *Save Report* page as shown in Figure 2.

Figure 2: Save Report page

5. Please fill out all required fields and click *Save* button. The system will redirect the user to *My ED Data Express* page and will display the report name under *My Reports* section of the page as shown in Figure 3.

Figure 3: My ED Data Express

6. You will have the option to edit reports, save them with a different name, and remove them from *My Data Express* page.
7. You can also view the saved report by clicking on *My Reports* tab as shown in Figure 4. The page will display the report name (link to report) and the report description.

Figure 4: My Reports tab

ED.gov ED Data Express: Data about elementary & secondary schools in the U.S. Search

HOME | STATE SNAPSHOTS | DATA ELEMENTS | STATE TABLES | DEFINITIONS | FAQs | RESOURCES | CONTACT US | ABOUT

Custom Reports Prepared Reports **My Reports** My Report Tutorial

Reports	Description
Annual Measurable Objectives	Colorado Annual Measurable Objectives
State Facts and Figures	State Facts and Figures 2010-2011 for Colorado

8. Please click on the report name. The system will display your saved report.