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

Tutorial: How to Generate a Prepared State Tables Report

The ED Data Express State Tables tool enables you to compare state and national data elements side-by-side. Follow the steps below to generate a State Tables Report.

1. To begin, you must select one, many, or all states, as shown in Figure 1.

- To easily select all states, select the *All States* checkbox. To deselect all states, simply deselect the *All States* checkbox.
- If you want to compare the selected states to the nation, be sure to select the *National* checkbox.

Figure 1: Select one, many or all states

2. Next, specify whether you want to display the State names on the top or left side of the data tables by selecting either "Horizontally" or "Vertically" radio button under *Select to display state names horizontally or vertically*, as shown in Figure 2.

- If you select "Horizontally", the States will be displayed on the x-axis (on the top of the data table), and groups/sub-groups/data elements on the y-axis (on the left of the data table).
- If you select "Vertically", the States will be displayed on the y-axis (on the left of the data table) and groups/sub-groups/data elements on the x-axis (on the top of the data table).

Figure 2: Select to display state names horizontally or vertically

2. Select to display state names horizontally or vertically

   Displaying states vertically is recommended if you are selecting ten or more states, to prevent horizontal scrolling.

   ⦿ Horizontally ◯ Vertically

- _____

   NOTE: If you have selected ten or more states, it is recommended that you select the "Vertically" radio button. This will help to prevent horizontal scrolling. However, if you have selected a large number of data elements, horizontal scrolling may still occur.

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3. Next, you must select a Prepared report from the Report select box.

Figure 3: Select a Prepared Report

4. Please select a display method to view Data Elements by Category or in alphabetical order.

Figure 4: Select display method

5. Finally, select the *Display Report* button to generate the report.

Figure 5: State Tables Report

6. To download the report to Excel format, select the *Download State Table Report as Excel file* button at the top of the report.
7. Next to the download button, there is a *Get the Excel Viewer* link. Select it to get the latest Excel document viewer if you do not have Excel.

8. To the left of the download button, there is a *Revise Selections* button. Select it to return to the State Tables page where you can change or clear your selections.
9. When the user has signed in, the system will display *Save Report* button (see Figure 5). Selecting *Save Report* button will allow user to save the report to *My ED Data Express* page. If the user has not signed in, the system will not display *Save Report* button.
10. Select *Save Report* button. The system will display *Save Report* page as shown in Figure 6.
11. 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 7.
12. The user will have the options to view these reports at any time, rename reports, save them with a different name, and delete reports.
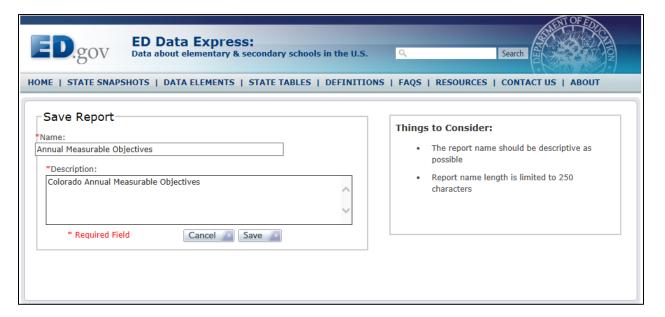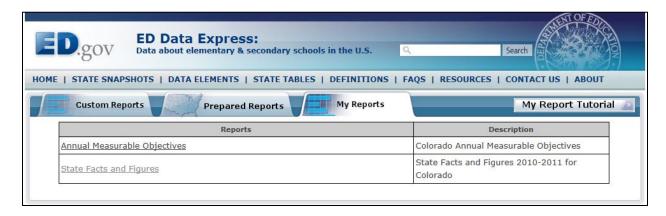
Figure 6: Save Report

Figure 7: My ED Data Express

13. You will have the option to view these reports at any time, rename reports, save them with a different name, and delete reports.
14. You can also view the saved report by clicking on My Reports tab as shown in Figure 8.

Figure 8: My Reports

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