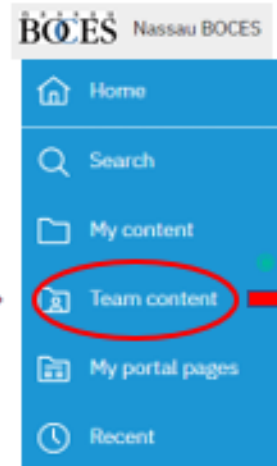


IDW – Quick User Reference Guide for Teacher Interface

Basic Report Navigation

START at
TEAM
CONTENT



Team content

Teacher Interface
9/26/2019 10:20 AM

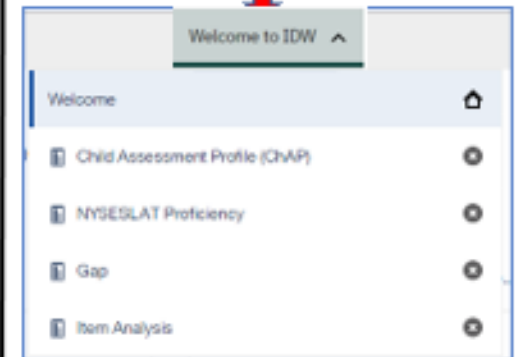


How to Access IDW Report

1. Go to Team Conte
2. Select Teacher Int
3. 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.



Finding Recent Reports

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

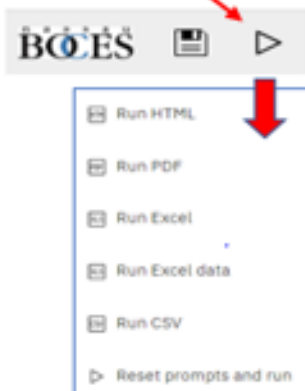
Logging Off



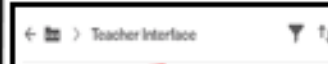
Go here to sign **out** of the IDW.

Converting Reports

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



How Do I Go Back?



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**.



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