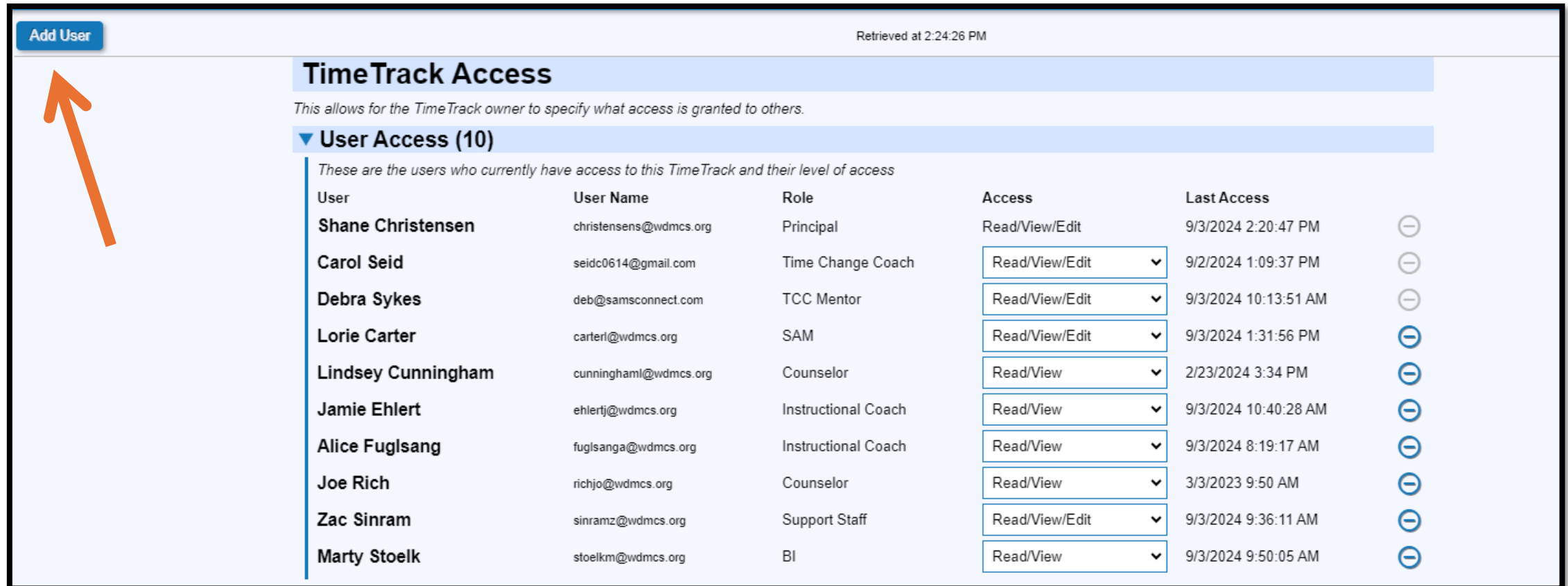


Merging TimeTrack Dashboard Data

- Configuring a TimeTrack to merge its data to another user at the same location is a simple process. It can be done via two different methods.
- The first method is by simply granting the other users at your location “View” level access or higher to your TimeTrack. Any TimeTrack user granted access in this way will automatically be able to merge your dashboard data with their own.



Add User Retrieved at 2:24:26 PM

TimeTrack Access

This allows for the TimeTrack owner to specify what access is granted to others.

▼ User Access (10)

These are the users who currently have access to this TimeTrack and their level of access

User	User Name	Role	Access	Last Access	
Shane Christensen	christensens@wdmcs.org	Principal	Read/View/Edit	9/3/2024 2:20:47 PM	⊖
Carol Seid	seidc0614@gmail.com	Time Change Coach	Read/View/Edit	9/2/2024 1:09:37 PM	⊖
Debra Sykes	deb@samsconnect.com	TCC Mentor	Read/View/Edit	9/3/2024 10:13:51 AM	⊖
Lorie Carter	carterl@wdmcs.org	SAM	Read/View/Edit	9/3/2024 1:31:56 PM	⊖
Lindsey Cunningham	cunninghaml@wdmcs.org	Counselor	Read/View	2/23/2024 3:34 PM	⊖
Jamie Ehlert	ehlertj@wdmcs.org	Instructional Coach	Read/View	9/3/2024 10:40:28 AM	⊖
Alice Fuglsang	fuglsanga@wdmcs.org	Instructional Coach	Read/View	9/3/2024 8:19:17 AM	⊖
Joe Rich	richjo@wdmcs.org	Counselor	Read/View	3/3/2023 9:50 AM	⊖
Zac Sinram	sinramz@wdmcs.org	Support Staff	Read/View/Edit	9/3/2024 9:36:11 AM	⊖
Marty Stoelk	stoelkm@wdmcs.org	BI	Read/View	9/3/2024 9:50:05 AM	⊖

Merging TimeTrack Dashboard Data

- The second method allows you to share only your dashboard data without giving another TimeTrack user access to your TimeTrack itself.
- First, you must go to the “TimeTrack Access” menu. This is the same menu that you use to grant access to their TimeTrack.

Today < > Shane Christensen / Indian Hills Junior High School Retrieved at 12:33:17 PM

TimeTrack Access

These are the users who currently have access to this TimeTrack and their level of access

User	User Name	Role	Access	Last Access
Shane Christensen	christensens@wdmcs.org	Principal	Read/View/Edit	8/22/2024 12:26:59 PM
Carol Seid	seidc0614@gmail.com		Read/View/Edit	8/21/2024 5:48:31 PM
Debra Sykes	deb@samsconnect.com	TCC Mentor	Read/View/Edit	8/21/2024 11:35:01 PM
Lorie Carter	carterl@wdmcs.org	SAM	Read/View/Edit	8/22/2024 12:30:05 PM
Lindsey Cunningham	cunninghaml@wdmcs.org	Counselor	Read/View	2/23/2024 3:34 PM
Jamie Ehler	ehlerj@wdmcs.org	Instructional Coach	Read/View	11/13/2023 10:58 AM
Alice Fuglsang	fuglsanga@wdmcs.org	Instructional Coach	Read/View	4/17/2024 4:05 PM
Joe Rich	richjo@wdmcs.org	Counselor	Read/View	3/3/2023 9:50 AM
Zac Sinram	sinramz@wdmcs.org	Support Staff	Read/View/Edit	8/21/2024 7:20:41 PM
Marty Stoelk	stoelkm@wdmcs.org	BI	Read/View	

User Access Information

Graph Merge

Allow Merging this Calendar with

Select the calendars below that can see merged graph data from this calendar.
NOTE: Merged graph data will be available to any user that has the ability to see graphs for the selected calendars.

- IA - Indian Hills Junior High School - Fuglsang
- IA - Indian Hills Junior High School - Sinram
- IA - Indian Hills Junior High School - Stoelk
- IA - Indian Hills Junior High School - Cunningham

Merging TimeTrack Dashboard Data

- At the bottom of the menu, TimeTrack lists all other users at your location that are eligible to have data shared with them.
- Next, select the TimeTracks of the users you would like to share your dashboard data with. Once this has been done, TimeTrack will display who you are now sharing dashboard data with in blue.

The screenshot shows the TimeTrack interface for Shane Christensen at Indian Hills Junior High School. The left sidebar contains navigation options: General Options, Contact Days, Monthly Goals, Individuals / Groups, Optional Descriptors, TimeTrack Access, and Integrations. The main content area is titled "User Access (10)" and lists users with their roles and access levels. Below this is a "User Access Information" section and a "Graph Merge" section. The "Graph Merge" section includes a note and a list of calendars with toggle switches. An orange arrow points to the "IA - Indian Hills Junior High School - Fuglsang" toggle, which is currently turned on.

User	User Name	Role	Access	Last Access
Shane Christensen	christensens@wdmcs.org	Principal	Read/View/Edit	8/22/2024 12:26:59 PM
Carol Seid	seidc0614@gmail.com		Read/View/Edit	8/21/2024 5:48:31 PM
Debra Sykes	deb@samsconnect.com	TCC Mentor	Read/View/Edit	8/21/2024 11:35:01 PM
Lorie Carter	carterl@wdmcs.org	SAM	Read/View/Edit	8/22/2024 12:30:05 PM
Lindsey Cunningham	cunninghaml@wdmcs.org	Counselor	Read/View	2/23/2024 3:34 PM
Jamie Ehlert	ehlertj@wdmcs.org	Instructional Coach	Read/View	11/13/2023 10:58 AM
Alice Fuglsang	fuglsanga@wdmcs.org	Instructional Coach	Read/View	4/17/2024 4:05 PM
Joe Rich	richjo@wdmcs.org	Counselor	Read/View	3/3/2023 9:50 AM
Zac Sinram	sinramz@wdmcs.org	Support Staff	Read/View/Edit	8/21/2024 7:20:41 PM
Marty Stoelk	stoelkm@wdmcs.org	BI	Read/View	

Graph Merge

Allow Merging this Calendar with

Select the calendars below that can see merged graph data from this calendar.
NOTE: Merged graph data will be available to any user that has the ability to see graphs for the selected calendars.

- IA - Indian Hills Junior High School - Fuglsang
- IA - Indian Hills Junior High School - Sinram
- IA - Indian Hills Junior High School - Stoelk
- IA - Indian Hills Junior High School - Cunningham

Merging TimeTrack Dashboard Data

- To view merged dashboard data, click on the “Dashboard” icon on the left side of your TimeTrack screen, and then navigate to the area you would like to view.
- In this example, I will be using “Instruction Time Spent: Top Individuals”.

The screenshot displays the TimeTrack application interface for user Shane Christensen at Indian Hills Junior High School. The interface includes a top navigation bar with the TimeTrack logo, a 'Today' button, and navigation arrows. The main area shows a calendar for September 2-6, 2024, with a detailed view of the days. The left sidebar contains a 'Calendar' icon, a 'Dashboard' icon (highlighted with an orange arrow), and a 'Settings' icon. Below the sidebar is a 'Focus Individuals' list with names: Brad Bixby, Garrett Hawkins, Dau Jok, Erin Miller, Angie Randolph, Matt Ross, MaryBeth Scott, and Brett Wheelan. The main calendar view shows a grid of activities for each day, with various tasks and meetings scheduled throughout the day.

Merging TimeTrack Dashboard Data

- Next, in the “Options” section, select the other TimeTrack owner(s) whose data you would like to see merged with yours.
- Click the “Apply” button.

The screenshot shows the 'TimeTrack: Dashboard' interface. The 'Options' section is expanded, showing the following settings:

- Go To:** Dashboard, Chart, **Optional Descriptor**, Reports
- Date Range:** Current School Year (July - June), Include Future Events (off)
- Category / Descriptor / Optional Descriptor:** Instruction, All Descriptors, Ignore Optional Descriptor
- Merge with Calendars:** Active Calendars
 - This Calendar*
 - IA - Indian Hills Junior High School - Cunningham
 - IA - Indian Hills Junior High School - Ehlert
 - IA - Indian Hills Junior High School - Sinram
 - IA - Indian Hills Junior High School - Fuglsang
 - IA - Indian Hills Junior High School - Rich
 - IA - Indian Hills Junior High School - Stoelk
- Separate Merged Data
- Individuals Selection:** All Individuals, All Individuals with Time Spent, **Focus Individuals**, Select Groups, Select Individuals

An orange arrow points to the 'Apply' button in the top right corner of the 'Options' section. Another orange arrow points to the 'TimeTrack Owners' section, which includes the 'Active Calendars' list.

Merging TimeTrack Dashboard Data

- The Merged data will appear, separated by color.
- The color legend is displayed in the upper right corner.

