Analytics – Bookmarks

Bookmarks are essentially the same thing as "favorites" are in your web-browser. DDA bookmarks save a quick link to an analysis or filter in DDA that you have created. There are two types of bookmarks currently available to DDA users: *user* bookmarks and *document* bookmarks

User bookmarks are saved on the user's computer. The bookmark is only available on the computer it was created and can only be opened by the user (person) who saved it. User bookmarks are stored on the local machine (your computer) in C:\Documents and Settings\<user>\Application Data\QlikTech\QlikView\Bookmarks

Document bookmarks are stored inside the DDA document, not on the computer which created it. They will always be available to whoever opens the DDA document.
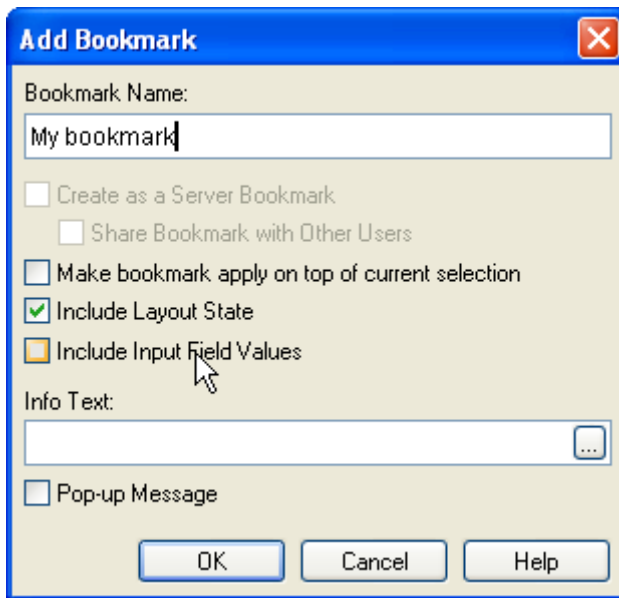
How to create a User bookmark
1. Open your districts application
2. Select a tab (MEAP, DIBELS, NWEA, etc) apply filters and open analysis/chart of interest
3. Once your chart is in a state that you would like to be able to return to create a bookmark by selecting (right-clicking) on the bookmark dropdown on the menu:

   a. Right-click on "Bookmarks" from the toolbar at the top of the DDA application

   b. Select add bookmark from the toolbar

   c. **Bookmark Name**: This is the name your bookmark will be called
   d. **Make bookmark apply on top of current selection**: If you're creating a "filter" bookmark check this box. E.g. use this selection to create a cohort that you want to apply on top of multiple charts
   e. **Include Layout State**: if you want to return to the chart you are reviewing with the current filters applied check this value. If you are creating a cohort filter you want to apply to different charts leave this box unchecked.
   f. **Include Input Fields**: If you have entered input values into an input box (e.g. MEAP Item Analysis chart Goal input box) and you want to return to that value check this input box
   g. **Info Text:** Enter text to help remind you what you have bookmarked

      h. ***Pop-up Message***: If you would like a pop-up window to be displayed with the info text you have entered each time you select your bookmark then check this box

How to return to my bookmark
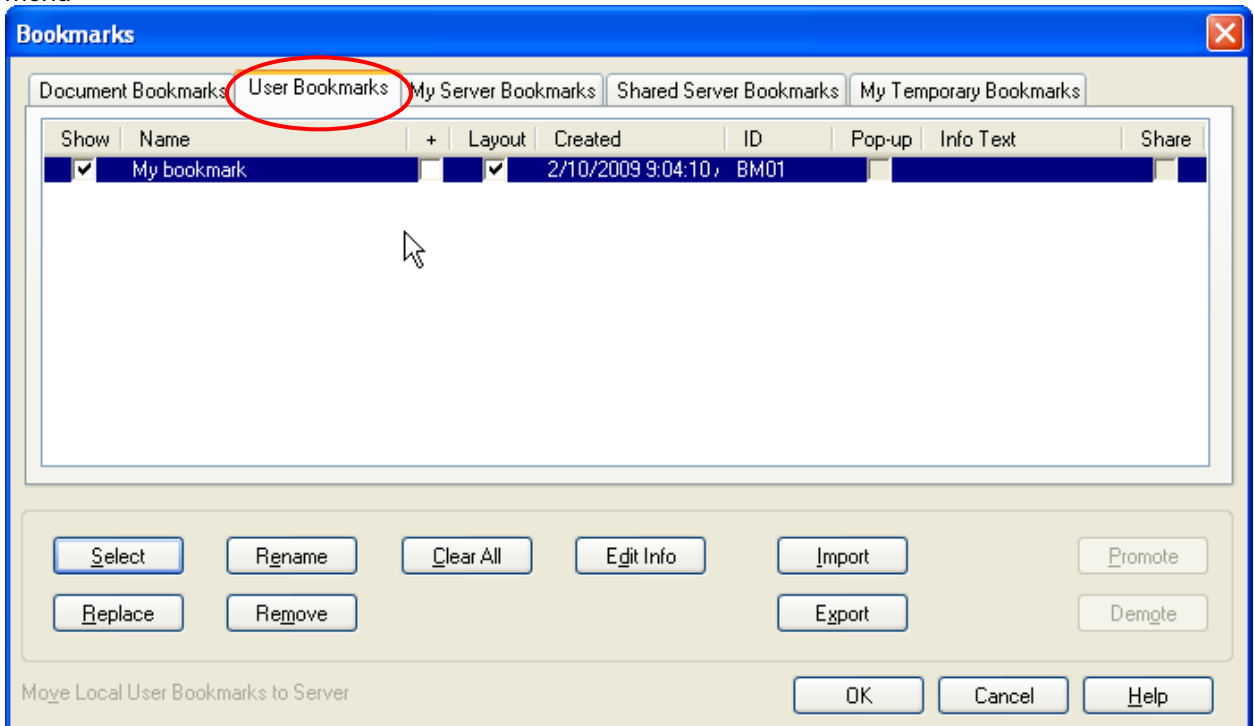
Method one: **Bookmark toolbar**

1. Right click the main toolbar and select Bookmark from the pop-up menu

2. The bookmark toolbar will now be available for use

3. Select your bookmark from the bookmark dropdown

Method two: **Bookmark dialog**

1. Left click bookmark from the main menu toolbar and select more from the pop-up dropdown menu

2. Select the User bookmark tab

3. Check the show checkbox and the select button this will return you to your book marked selection

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How to share my bookmarks or take them to another computer
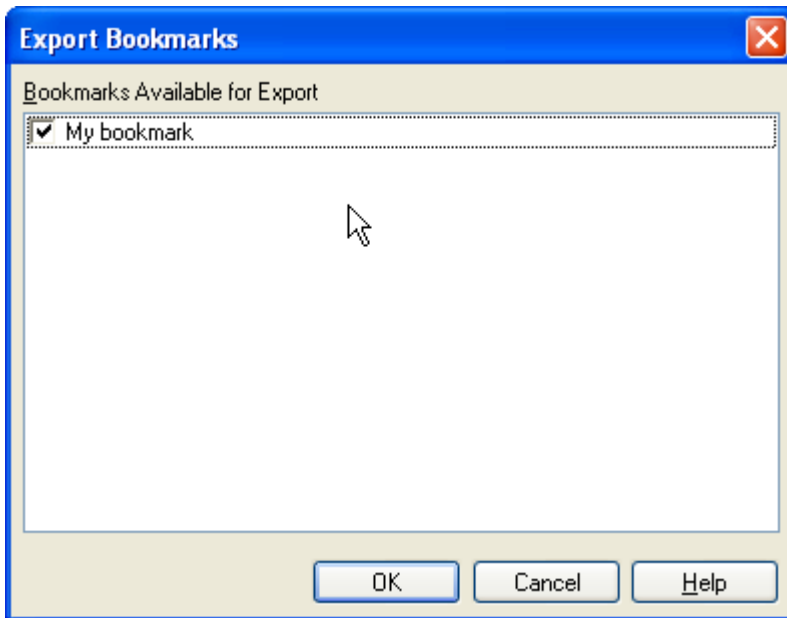
1. Left click bookmark from the main menu

2. Select more from the dropdown menu

3. Select the User bookmark tab
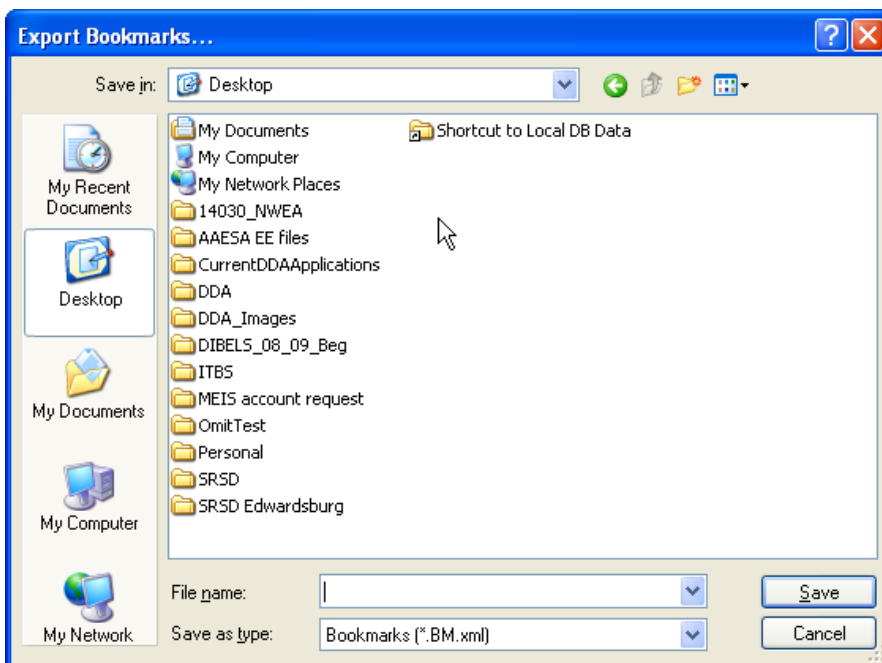
4. Select the export button
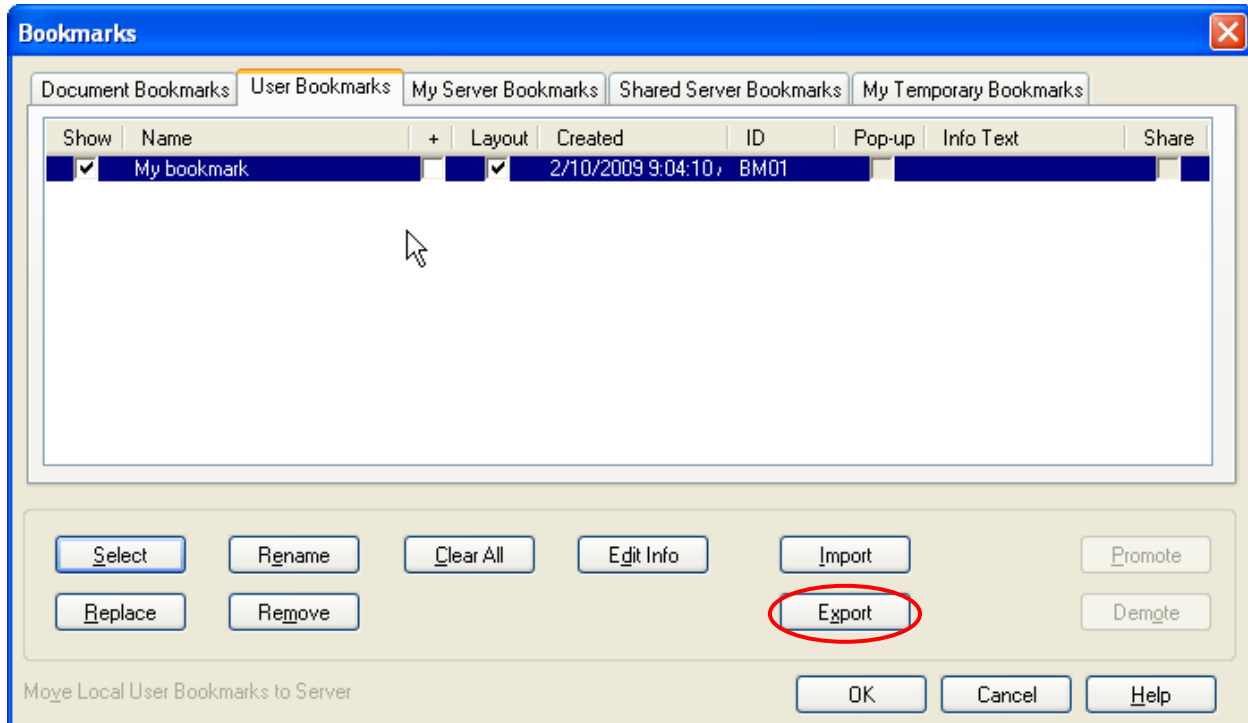
5. The export pop-up will appear allowing you to select which bookmarks you want to export

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6. Check the bookmark(s) you want to export and select ok

7. The standard windows file dialog will appear, select where you would like to save the file and save
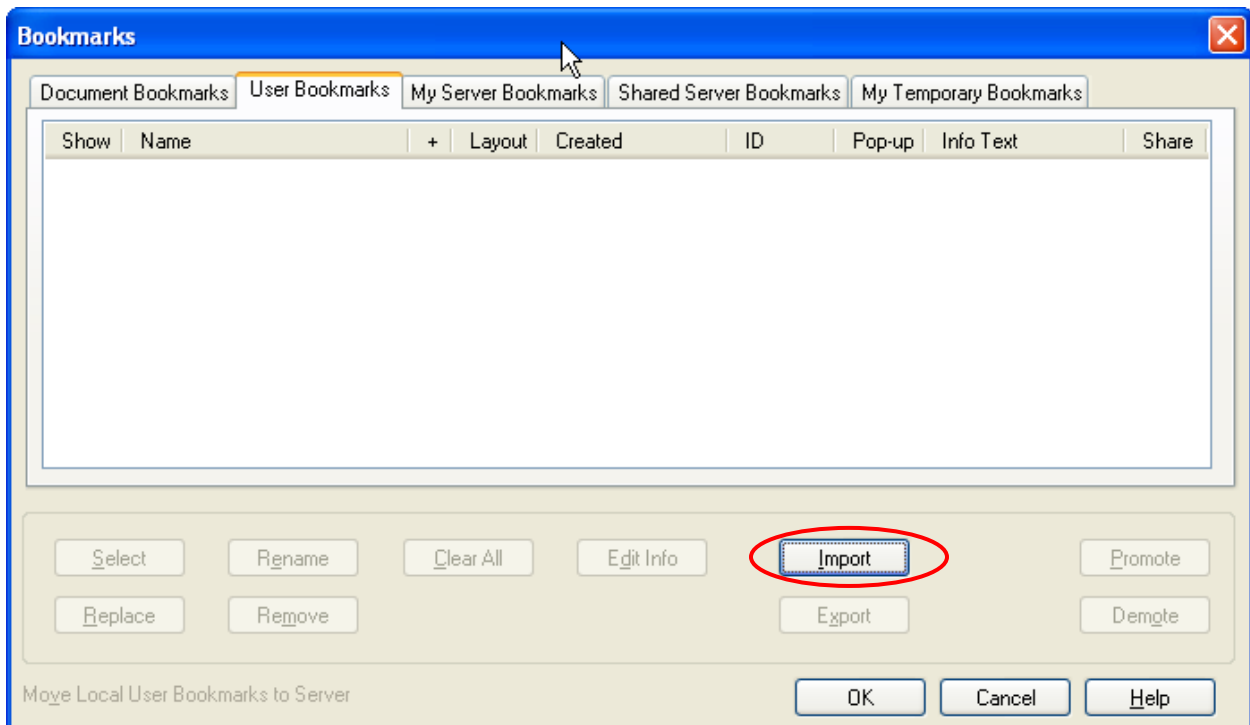
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This file can be sent to other DDA user to share or can be transported to another computer for later use. To use this file it will need to be imported by the receiving user.

**How to import a bookmark file**
1. Open your district's DDA application

2. Login

3. Left click bookmarks from the menu

4. Select more from the dropdown

5. Select the user tab

6. Select the import button

7. Use the file dialog to locate the bookmark file and select open

8. Select the import button

9. Use the bookmark import dialog to determine which bookmarks you would like to import
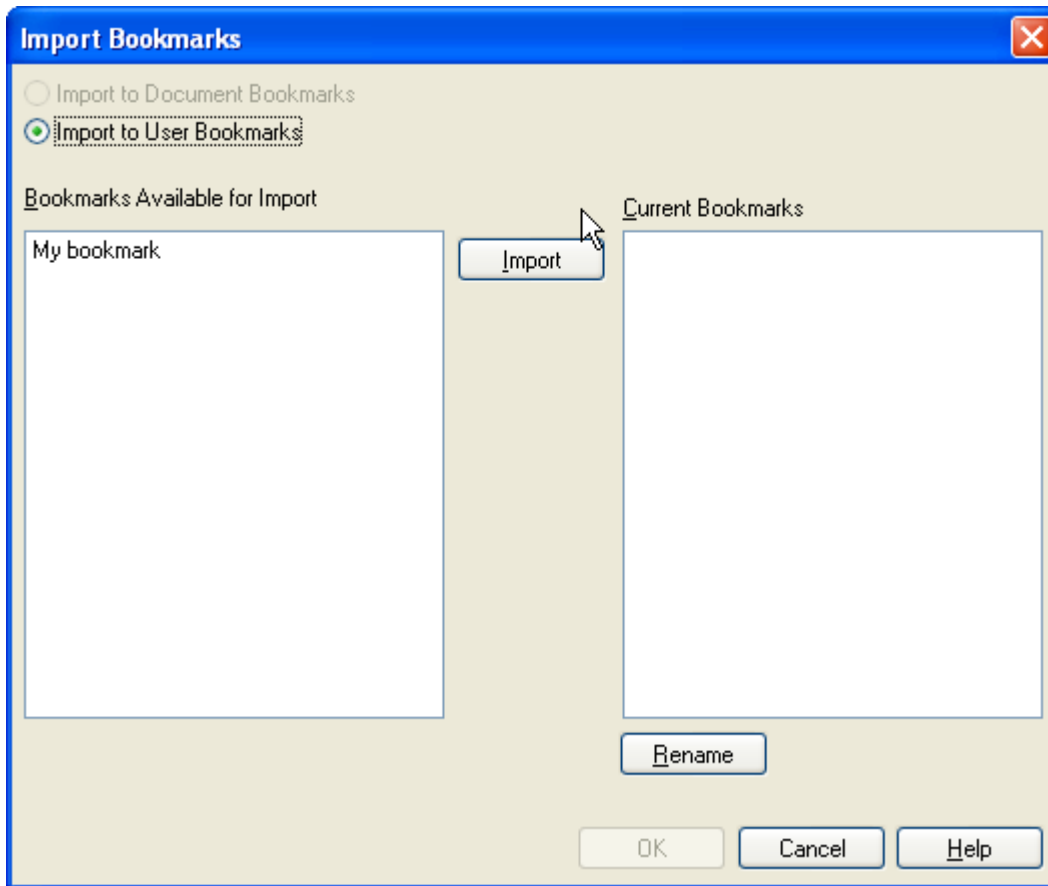
10. Highlight the bookmarks you would like to import

11. Select the import button and then the ok button

12. The bookmarks will now be available in the DDA document for use

13. Alternatively all bookmark functionality is available from the bookmark toolbar. If you are using bookmarks on a regular basis activate the bookmark toolbar by right clicking the main toolbar and selecting Bookmarks
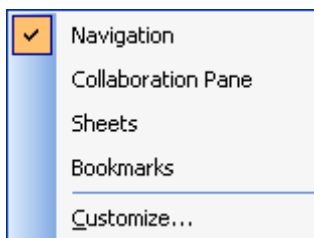
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Document bookmarks

Document bookmarks are available to all users and have to be stored inside the DDA document. If you and your user group need a bookmark inserted into your district's document for all users, please contact your local DDA administrator or contact Dirk Bradley at dbradley@kresa.org.