

I want to...

- **Reset a filter/slicer.** Hover your cursor over the filter/slicer you want to reset and click the eraser icon that appears.
- **Reset all the data in the dashboard.** Click the arrow button at the top right of the dashboard.
- **Keep some of the data static as I manipulate other data.** Select the data in the slicers at the top first and then in individual widgets in sequence to make sure the data is correctly displayed.
- **Bookmark a page with filters I reference often.** Click the **bookmark icon** at the top right of the dashboard and select the **Add a personal bookmark** option from the dropdown menu.
- **Compare more than one semester, student, assignment, quiz and/or class.** Click the applicable dropdown menu (slicer) at the top of the dashboard and hold the **ctrl key** (PCs) or the **command key** (Macs) and make multiple selections.
- **DrillThru/DrillDown in a visualization to see additional information.** Right-click inside the widget and select the option from the dropdown menu. **Note:** This function is currently only available on the *Assignment Score*, *Assignment Alerts*, or *Quiz Alerts*.
- **Highlight a visualization (widget) to see it better.** From the tabs at the top of the visualization (widget), click the ellipses and choose **focus** or **spotlight** option from the dropdown menu.
- **Export data out of uHoo and into my own documents.** There are several options for export:
 - From the tabs at the top of the visualization (widget), choose **copy**.
 - Choose **copy** from the ellipses (...) tab at the top of the widget.
 - **Right-click** on the widget and choose **copy** from the menu that appears.
 - **Right-click** on the ellipses (...) and select **export**.
- **Contact a student.** Click the email icon that appears in the alert tables. Clicking this button will open your KSU email and send to student's KSU email, NOT the email function within D2L.
- **See the breakdown of how an individual student performed on a quiz.** Click the **student's name** in the *Incorrect Answers by Student* widget to see what that student missed in the *%Correct by Forced Response Question* widget and in the *Answers to Partial Credit Questions* widget in the Quiz Analysis dashboard.