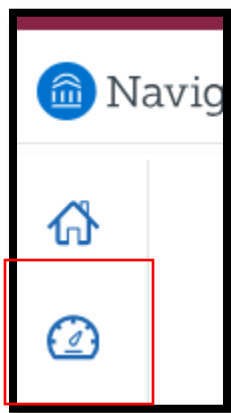# Creating and Editing Staff Dashboard Tiles

Important. The sample report and tile created in this article is meant to be an example; it may not reflect realistic data and is not the only type of tile users can create for the Staff Dashboard.

Users can create their own custom tiles for Staff Dashboard. In this article, we are going to show the steps needed to create a tile that shows the number of students in certain majors. To do this, users need access to the V3 Reports, specifically the Students Report.

Building and Saving a Report

Open the Standard Reports tab in V3 Reports. For this example, select Students Report from the list.
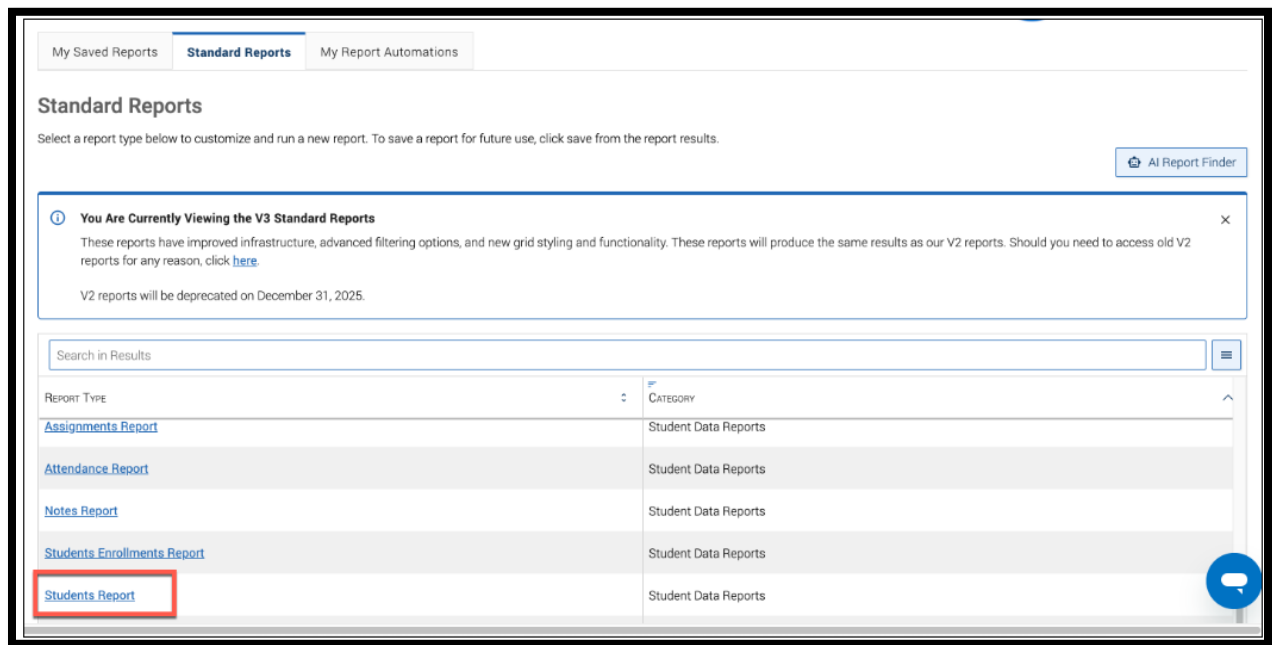
Next, set your filters. For this example, the filter was *Major contains any* along with a selection of 10 majors from a list. To further refine the report, the user could select something like *Overall GPA less than or equal to 2.9* or only students assigned to a certain staff member. Select **Run Report.**

The Report Results display.

At this point, save your report. Next, we create a basic pivot table so that a graph can display on the dashboard.

Creating a Pivot Table

Select the menu icon and choose *Load Pivot Table* from the options. The pivot table page opens as a table. Select **Fields** from the top bar.

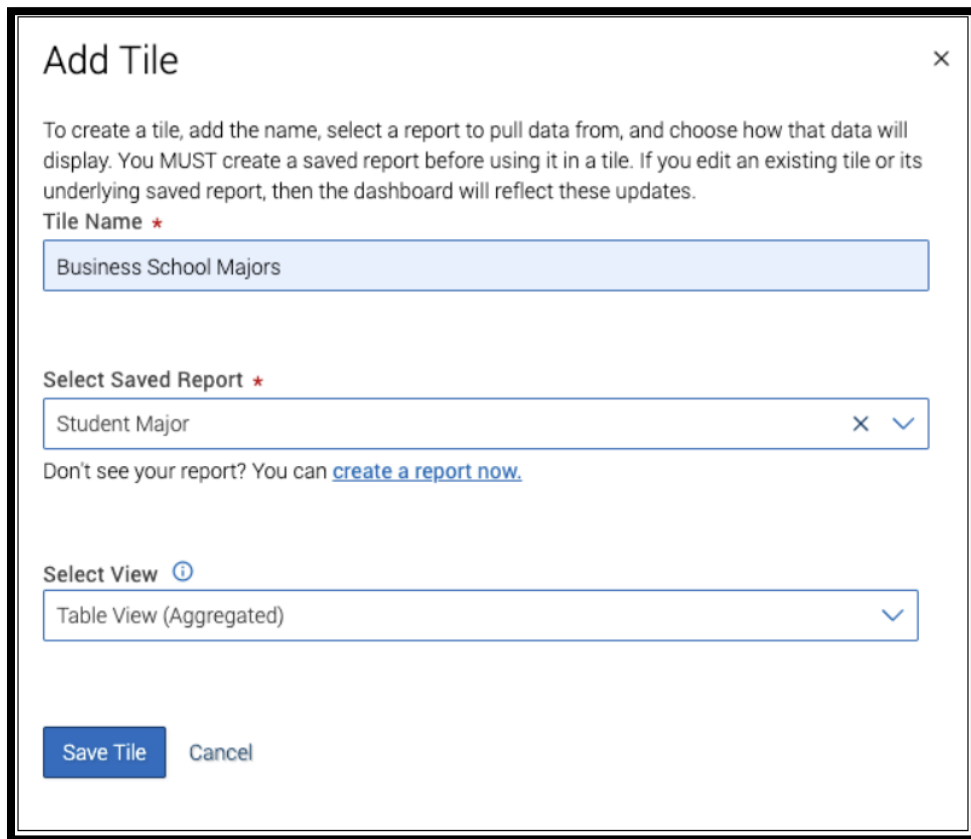Set your rows, columns, and values. In this example, the column is Majors, the value is count of Student Names, and there is no row.

Once you have set your fields, click **Apply**. Next, re-save your report by selecting **Save As...** and then saving the report.

Adding the Tile to the Dashboard

Now that you have a saved report and a saved pivot table, return to the Staff Dashboard.

Select **Add Tile**. The **Add Tile** panel opens.

Name your tile. Select a saved report from the dropdown field. In this example, it's the *Who Opened the Cases?*

Next, select your view from one of the three options:

1. **Detail View (Disaggregated):** Shows a list of results from your report in a disaggregate view, essentially the report results. This view allows you to take actions on students directly from the dashboard tile.
2. **Chart Summary (Aggregated):** Shows the pivot table chart you created, if you have done so. If you have not yet created a pivot table chart, the application will not create the tile from your saved report.
3. **Table View (Aggregated):** Shows an aggregated grid you created with the pivot table tool, if you have done son. If you have not created a table view, the application will not create the tile using this view with your saved report.

After selecting these options, click **Save Tile**. The tile will now appear on Staff Dashboard.
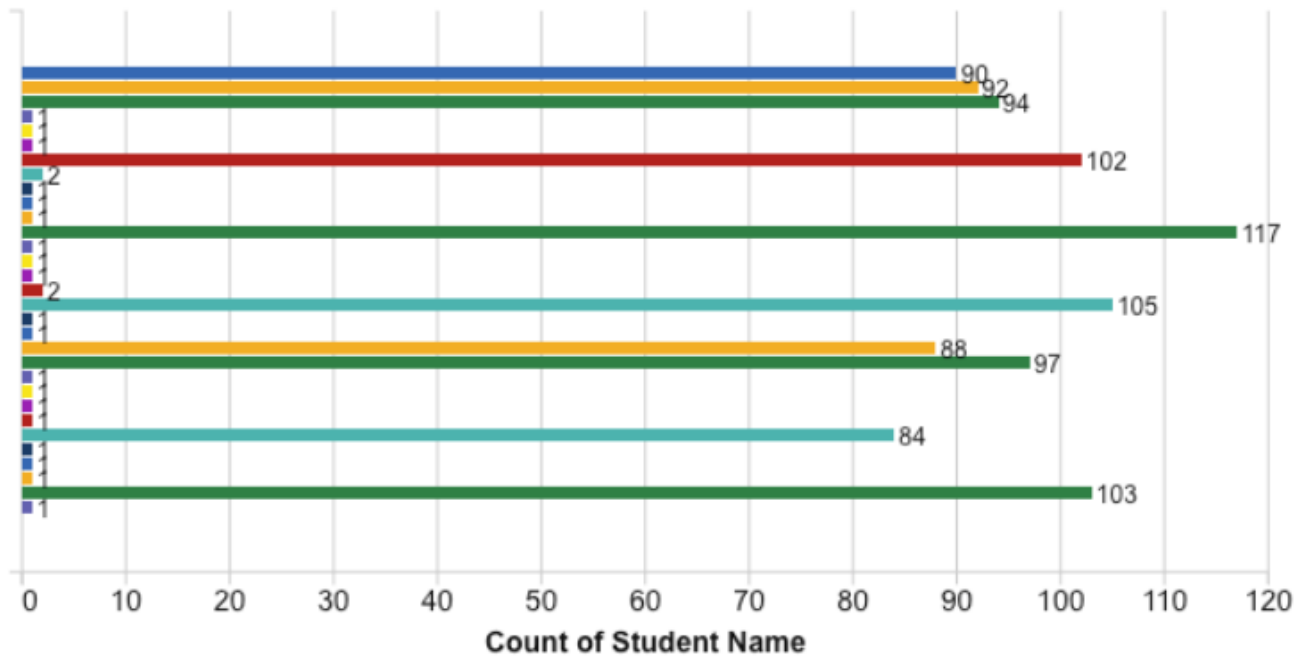
Business School Majors

Count of Student Name ⌄   ▼⌄

Count of Student Name

- 🔵 Accounting
- 🟠 Accounting and Business
- 🟢 Accounting and Finance
- 🟣 Accounting and Finance