

# MI School Data Quick Start Guide

## Build your own report. Explore your data. It's simple!

1. Choose your topic – Each category (left navigation) offers a different set of data reports (top tab). More reports are coming, so visit often.
2. Choose your settings:
  - a. Location settings can be a single schools or college up to the entire state.
  - b. Use the Add Comparison button to compare two locations.
  - c. Report settings vary with your selections.
  - d. Click “View Results” for the data you have selected.
  - e. If you would like to change the report or location settings, click the “Edit Report” button.
3. Explore your report – Each report provides a graph and a data table. Graphs can be displayed as snapshots, percentages, trends, and more. Tables provide data with sortable columns and entity breakdowns (college, school, district, ISD, statewide).
4. Explore some more – Use About this Report that accompanies most reports to learn where the data comes from and what it means. The data are often available for download in spreadsheet or PDF format. The Link to Report button will enable users to easily share the report location via email.

