

Printing Dashboards from Tableau

Once you are viewing a dashboard, click on 'Download' in the upper right-hand corner.

The screenshot shows the Tableau interface for a dashboard titled "2019 BOY-MOY Composite Score by School and Grade". The top navigation bar includes the Tableau logo, a search bar, and several utility icons. The main toolbar contains buttons for "Undo", "Redo", "Revert", "Refresh", "Pause", "Subscribe", "Share", "Download", "Comments", and "Full Screen". The "Download" button is circled in blue. Below the toolbar, there are tabs for different views: "2019 BOY-MOY Composite Scor...", "2019 DIBELS Composite Scores", "2019 BOY-MOY Pathway Achiev...", "DIBELS Measures: DORF", "DIBELS Measures: NWF and PSF", and "DIBELS Measures: Daze". The main content area displays a table with the following data:

School.Name	Grade	Composite.Level / Benchmark.Period											
		Above Benchmark			Benchmark			Below Benchmark			Well Below Benchmark		
		BOY	MOY	Total	BOY	MOY	Total	BOY	MOY	Total	BOY	MOY	Total
Bastian Elementary	K	39.5%	25.6%	32.4%	17.6%	24.0%	20.9%	21.0%	20.0%	20.5%	21.8%	30.4%	26.2%
	1	36.9%	39.5%	38.2%	13.5%	17.0%	15.3%	13.5%	10.9%	12.2%	36.2%	32.7%	34.4%
	2	40.7%	44.7%	42.8%	30.6%	25.4%	27.9%	6.5%	6.1%	6.3%	22.2%	23.7%	23.0%
	3	44.6%	54.8%	49.8%	26.4%	18.3%	22.3%	5.0%	5.6%	5.3%	24.0%	21.4%	22.7%
School Average		40.3%	41.0%	40.7%	21.5%	20.9%	21.2%	11.7%	10.7%	11.2%	26.6%	27.3%	27.0%
Blackridge	K	57.1%	29.3%	43.2%	13.6%	25.0%	19.3%	15.7%	25.7%	20.7%	13.6%	20.0%	16.8%
	1	45.6%	45.9%	45.8%	15.4%	20.0%	17.7%	16.2%	11.1%	13.7%	22.8%	23.0%	22.9%
	2	57.9%	62.3%	60.1%	19.7%	16.6%	18.2%	6.6%	7.3%	6.9%	15.8%	13.9%	14.9%
	3	45.7%	45.0%	45.4%	27.1%	23.6%	25.4%	10.0%	15.0%	12.5%	17.1%	16.4%	16.8%
School Average		51.8%	45.9%	48.9%	19.0%	21.2%	20.1%	12.0%	14.7%	13.3%	17.3%	18.2%	17.7%
Bluffdale	K	47.6%	41.1%	44.3%	20.0%	34.2%	27.1%	15.9%	14.4%	15.1%	16.6%	10.3%	13.4%
	1	51.5%	62.1%	56.8%	15.4%	13.0%	14.2%	14.8%	3.6%	9.2%	18.3%	21.3%	19.8%
	2	52.8%	57.0%	55.0%	26.0%	17.2%	21.5%	8.1%	10.2%	9.2%	13.0%	15.6%	14.3%
	3	54.5%	57.2%	55.9%	25.0%	22.0%	23.5%	8.3%	7.5%	7.9%	12.2%	13.2%	12.7%
School Average		51.6%	54.7%	53.1%	21.2%	21.4%	21.3%	12.0%	8.6%	10.3%	15.2%	15.3%	15.2%
Butterfield Canyon	K	65.4%	76.9%	71.2%	17.9%	14.4%	16.1%	9.6%	6.9%	8.2%	7.1%	1.9%	4.4%
	1	51.5%	48.5%	50.0%	17.7%	14.2%	15.9%	10.8%	15.7%	13.3%	20.0%	21.6%	20.8%
	2	47.4%	45.3%	46.3%	29.6%	27.7%	28.7%	10.5%	8.8%	9.7%	12.5%	18.2%	15.3%
	3	51.4%	44.1%	47.7%	27.5%	29.7%	28.6%	5.6%	9.0%	7.3%	15.5%	17.2%	16.4%
School Average		54.1%	54.3%	54.2%	23.3%	21.5%	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%	13.9%
Columbia	K	14.5%	5.6%	10.0%	14.5%	19.7%	17.1%	20.3%	32.4%	26.4%	50.7%	42.3%	46.4%

Then click on pdf.

The screenshot shows the same Tableau dashboard as above, but with the "Download" menu open. The menu options are: "Image", "Data", "PowerPoint", "Tableau Workbook", and "Cancel". The "PDF" option is circled in blue. The background table data is partially obscured by the menu.

Under the Include menu, click on ‘Specific sheets from this dashboard.’ Then click on whichever charts or tables you wish to print. Leave the scaling as ‘Automatic’. Depending on the orientation of the table or chart you wish to print, you can set Orientation as ‘Portrait’ or ‘Landscape.’ Then click on ‘Create PDF.’

The screenshot shows the Tableau Desktop interface with a dashboard titled "2019 BOY-MOY Composite Score by School and Grade". A "Download PDF" dialog box is open in the center, with the following settings:

- Include:** Specific sheets from this dashboard (selected)
- Scaling:** Automatic
- Paper Size:** Letter
- Orientation:** Portrait

The background dashboard table shows data for various schools and grades. The table structure is as follows:

School.Name	Grade	Above Benchmark			Composite Benchmark	
		BOY	MOY	Total	BOY	MOY
Bastian Elementary	K	39.5%	25.6%	32.4%	17.6%	24.0%
	1	36.9%	39.5%	38.2%	13.5%	17.0%
	2	40.7%	44.7%	42.8%	30.6%	25.4%
	3	44.6%	54.8%	49.8%	26.4%	18.3%
School Average		40.3%	41.0%	40.7%	21.5%	20.9%
Blackridge	K	57.1%	29.3%	43.2%	13.6%	25.0%
	1	45.6%	45.9%	45.8%	15.4%	20.0%
	2	57.9%	62.3%	60.1%	19.7%	16.6%
	3	45.7%	45.0%	45.4%	27.1%	23.6%
School Average		51.8%	45.9%	48.9%	19.0%	21.2%
Bluffdale	K	47.6%	41.1%	44.3%	20.0%	34.2%
	1	51.5%	62.1%	56.8%	15.4%	13.0%
	2	52.8%	57.0%	55.0%	26.0%	17.2%
	3	54.5%	57.2%	55.9%	25.0%	22.0%
School Average		51.6%	54.7%	53.1%	21.2%	21.4%
Butterfield Canyon	K	65.4%	76.9%	71.2%	17.9%	14.4%
	1	51.5%	48.5%	50.0%	17.7%	14.2%
	2	47.4%	45.3%	46.3%	29.6%	27.7%
	3	51.4%	44.1%	47.7%	27.5%	29.7%
School Average		54.1%	54.3%	54.2%	23.3%	21.5%
Columbia	K	14.5%	5.6%	10.0%	14.5%	19.7%
	1	28.7%	10.5%	8.8%	9.7%	12.5%
	2	28.6%	5.6%	9.0%	7.3%	15.5%
	3	22.4%	9.1%	9.9%	9.5%	13.4%
School Average		17.1%	20.3%	32.4%	26.4%	50.7%

Once the system generates a pdf, it will prompt you to download the file. Click ‘Download.’ You now have a PDF document ready to print or view.

The screenshot shows the same Tableau dashboard in a web browser. A "Download PDF" dialog box is open, and a message states "The PDF file has been generated." with a "Download" button highlighted. The background dashboard table is more detailed, including categories for Below Benchmark and Well Below Benchmark.

School.Name	Grade	Above Benchmark			Benchmark		Below Benchmark			Well Below Benchmark				
		BOY	MOY	Total	BOY	MOY	BOY	MOY	Total	BOY	MOY	Total		
Bastian Elementary	K	39.5%	25.6%	32.4%	17.6%	24.0%	20.9%	21.0%	20.0%	20.5%	21.8%	30.4%	26.2%	
	1	36.9%	39.5%	38.2%	13.5%	17.0%	15.3%	13.5%	10.9%	12.2%	36.2%	32.7%	34.4%	
	2	40.7%	44.7%	42.8%	30.6%	25.4%	27.9%	6.5%	6.1%	6.3%	22.2%	23.7%	23.0%	
	3	44.6%	54.8%	49.8%	26.4%	18.3%	22.3%	5.0%	5.6%	5.3%	24.0%	21.4%	22.7%	
School Average		40.3%	41.0%	40.7%	21.5%	20.9%	21.2%	12.0%	14.7%	13.3%	17.3%	18.2%	17.7%	
Blackridge	K	57.1%	29.3%	43.2%	13.6%	25.0%	19.3%	27.1%	15.9%	14.4%	15.1%	16.6%	10.3%	13.4%
	1	45.6%	45.9%	45.8%	15.4%	20.0%	17.7%	14.2%	14.8%	3.6%	9.2%	18.3%	21.3%	19.8%
	2	57.9%	62.3%	60.1%	19.7%	16.6%	18.2%	21.5%	8.1%	10.2%	9.2%	13.0%	15.6%	14.3%
	3	45.7%	45.0%	45.4%	27.1%	23.6%	25.4%	23.5%	8.3%	7.5%	7.9%	12.2%	13.2%	12.7%
School Average		51.6%	54.7%	53.1%	21.2%	21.4%	21.3%	12.0%	8.6%	10.3%	15.2%	15.3%	15.2%	
Butterfield Canyon	K	65.4%	76.9%	71.2%	17.9%	14.4%	16.1%	9.6%	6.9%	8.2%	7.1%	1.9%	4.4%	
	1	51.5%	48.5%	50.0%	17.7%	14.2%	15.9%	10.8%	15.7%	13.3%	20.0%	21.6%	20.8%	
	2	47.4%	45.3%	46.3%	29.6%	27.7%	28.7%	10.5%	8.8%	9.7%	12.5%	18.2%	15.3%	
	3	51.4%	44.1%	47.7%	27.5%	29.7%	28.6%	5.6%	9.0%	7.3%	15.5%	17.2%	16.4%	
School Average		54.1%	54.3%	54.2%	23.3%	21.5%	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%	13.9%	
Columbia	K	14.5%	5.6%	10.0%	14.5%	19.7%	17.1%	20.3%	32.4%	26.4%	50.7%	42.3%	46.4%	
	1	28.7%	10.5%	8.8%	9.7%	12.5%	15.3%	13.5%	10.9%	12.2%	36.2%	32.7%	34.4%	
	2	28.6%	5.6%	9.0%	7.3%	15.5%	16.4%	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%	
	3	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%	13.9%	13.9%	13.9%	13.9%	13.9%	13.9%	
School Average		17.1%	20.3%	32.4%	26.4%	50.7%	42.3%	19.7%	17.1%	20.3%	32.4%	26.4%	50.7%	