

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 Score...", "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 interface as above, but with the "Download" button in the top toolbar clicked. A dropdown menu is visible, showing options for "Image", "Data", "PowerPoint", "Tableau Workbook", and "PDF". 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 interface with a dashboard titled "2019 BOY-MOY Composite Score by School and Grade". A "Download PDF" dialog box is open over the dashboard. In the dialog, the "Include" section is set to "Specific sheets from this dashboard". The "Scaling" is set to "Automatic" and the "Orientation" is set to "Portrait". The "Create PDF" button is highlighted.

School.Name	Grade	Above Benchmark			Composite Benchmark		
		BOY	MOY	Total	BOY	MOY	Total
Bastian Elementary	K	39.5%	25.6%	32.4%	17.6%	24.0%	20.9%
	1	36.9%	39.5%	38.2%	13.5%	17.0%	15.3%
	2	40.7%	44.7%	42.8%	30.6%	25.4%	27.9%
	3	44.6%	54.8%	49.8%	26.4%	18.3%	22.3%
School Average		40.3%	41.0%	40.7%	21.5%	20.9%	21.2%
Blackridge	K	57.1%	29.3%	43.2%	13.6%	25.0%	19.3%
	1	45.6%	45.9%	45.8%	15.4%	20.0%	17.7%
	2	57.9%	62.3%	60.1%	19.7%	16.6%	18.2%
	3	45.7%	45.0%	45.4%	27.1%	23.6%	25.4%
School Average		51.8%	45.9%	48.9%	19.0%	21.2%	20.1%
Bluffdale	K	47.6%	41.1%	44.3%	20.0%	34.2%	27.1%
	1	51.5%	62.1%	56.8%	15.4%	13.0%	14.2%
	2	52.8%	57.0%	55.0%	26.0%	17.2%	21.5%
	3	54.5%	57.2%	55.9%	25.0%	22.0%	23.5%
School Average		51.6%	54.7%	53.1%	21.2%	21.4%	22.4%
Butterfield Canyon	K	65.4%	76.9%	71.2%	17.9%	14.4%	16.1%
	1	51.5%	48.5%	50.0%	17.7%	14.2%	15.9%
	2	47.4%	45.3%	46.3%	29.6%	27.7%	28.7%
	3	51.4%	44.1%	47.7%	27.5%	29.7%	28.6%
School Average		54.1%	54.3%	54.2%	23.3%	21.5%	22.4%
Columbia	K	14.5%	5.6%	10.0%	14.5%	19.7%	17.1%
	1	28.7%	10.5%	8.8%	9.7%	12.5%	18.2%
	2	28.6%	5.6%	9.0%	7.3%	15.5%	16.4%
	3	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%
School Average		21.1%	20.3%	32.4%	26.4%	50.7%	42.3%

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, displaying the message "The PDF file has been generated." and a "Download" button. The dialog also shows a "Cancel" button.

School.Name	Grade	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%	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%	22.4%	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%	18.2%	10.5%	8.8%	9.7%	12.5%	18.2%	15.3%	
	2	28.6%	5.6%	9.0%	7.3%	15.5%	16.4%	9.1%	9.9%	9.5%	13.4%	14.3%	13.9%	
	3	22.4%	9.1%	9.9%	9.5%	13.4%	14.3%	9.1%	9.9%	9.5%	13.4%	14.3%	13.9%	
School Average		21.1%	20.3%	32.4%	26.4%	50.7%	42.3%	20.3%	32.4%	26.4%	50.7%	42.3%	46.4%	