

Creating Drop Down Lists



Powerfully Simple

Drop Down List Elements

Drop down lists are used when there is only one choice from a defined list of items. In reporting, the data from a drop down list is represented by a pie chart, and with the raw

data that constitutes the pie chart (Fig. 1). The first step in creating any element is to navigate to the area where elements are created. This is done by selecting 'Build', and then 'Templates' (Fig. 2). Drop Down Lists are created and edited by selecting 'Elements' and then selecting Drop Down List from the list of element types. (Fig. 3).



Figure 1 - Data display of a Drop Down List

Build		Т	empl	ate	s	My	Elements	Shared	Elements Checklists
Design Templates from Elements, Checklists and Value lists. Assign templates to a View for specific tasks such as	+	Nev	v [Dro	p Do	wn List		•	Search element by name -
Observations, Self-Assessments, etc.			De	lete	•	# TEM	ID	TYPE	
			•		8	2	1394	-	How well was the session pac
Templates Views Reference Set Comment Builder			•		8	1	3093	-	1.1 Paces instruction; maintai
			•		8	1	3090	-	1.1 Paces instruction; maintai
			•		8	1	3138	\$	1.4 Maintains discipline, inspi
Build Manage Reports			•		8	2	3031	\$	1.G.1 Distinguish between de
					8	2	3032	\$	1.G.2 Compose two-dimension

Figure 2 - The Build Menu

Figure 3 - The Element Menu

To create a new Drop Down List, select 'New' (Fig. 3). This will produce the Drop Down List's edit screen (Fig 4). Here you decide which of the 3 methods you will use to create the element. You can build the list from scratch by entering the name of the Drop Down List, and then entering items and 'Adding' them to the content of your list by clicking the Add' button for each item.

Edit Element		×
Element Description (Drop Down List)		
New element Enter the name		
For a pre-made list		1,
Drop Down List Content		
- Populate this drop down list content from an existing value list -	ssign	
- Populate this drop down list content by making a copy of an existing element -	Сору	
- Enter new item name - Order	Add	
Add new items		

Figure 4 - The Drop Down List's edit window

The second option is to copy an existing Drop Down List (Fig. 5), giving the newly created element a name (Fig 6), and then making any edits or additions as necessary.

Edit Element		ο×		
Elemen	Description (Drop Down	List)		
New ele	ment			
				/
Drop Do	wn List Content			
- Popula	te this drop down list content	from an existing value list -	×	Assign
Student	resources and materials are	easily accessible		Сору
- Enter	new item name -			Add
	Order	Item Name		

Figure 5 - Copying an existing Drop Down List

Edit E	Element				•
lem	ent Descr	iption (Drop Down List)			
Soals	s for the cla	ass are well defined			
rop	Down Lis	t Content			
Pop	oulate this o	frop down list content from an existing value list -	T	As	sign
Pop	ulate this o	frop down list content by making a copy of an existing element -	*	С	ору
- Enter new item name -		A	dd		
_	Order	Item Name			
				1	×
\$	1	Observed, well done			
\$ \$	1 2	Observed, well done Observed		1	×

Figure 6 - A copied and named Drop Down List

The third option is to import an existing Value List (Fig. 7), and assign it to be the items names (Fig. 8).

Edit Element		ο×
Element Description (Drop Down List)		
New element		1.
Drop Down List Content		
Competencies	*	
- Populate this drop down list content by making a copy of an existing element -	•	Сору
- Enter new item name -		Add
Order Item Name		

Edit Eleme	int			0
Element	Description (Drop Down List)			
New elem	ent			
rop Dov	vn List Content			
Competencies v		As	sign	
- Populate	this drop down list content by making a copy of an existing element -	•	0	ору
- Enter n	aw item name -		A	ldd
Order	Item Name			
1	Highly Effective (4)		1	×
2	Effective (3)		1	×
-			1	×
3	Improvement Necessary (2)			

Figure 8 - An assigned Value List

Figure 7 - Selecting a Value List

The list of items with this option *cannot be changed in any way*, unless the Value List itself is modified and if so this will affect all places where it is used. Therefore assign Value Lists with caution.

When you have built and named your Drop Down List, select 'Save & Close' (Fig. 9).



Figure 9 - Saving a Drop Down List and closing the window