

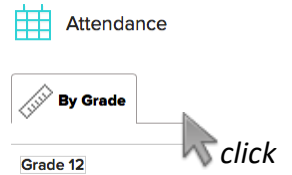
# How to build a good looking and accurate subject performance graph (in less than 5min without using Microsoft Excel!)

1

Log on to the DDD Dashboard and navigate to your preferred view i.e. Region, District, Circuit, Cluster or School

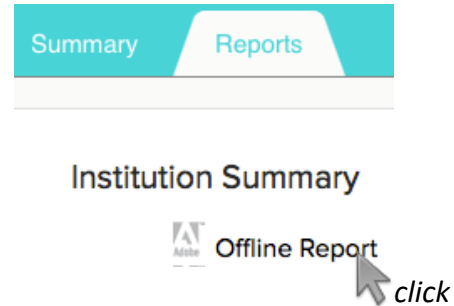
2

Select the desired grade by scrolling down and clicking on a grade in the attendance section



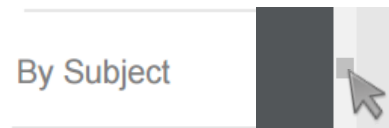
3

Click on the Reports tab and select the first option "Offline Report". Make sure the Achievement Section box has a tick  Achievement Section



4

Open the downloaded PDF, scroll down to "Achievement: By Subject" and find the desired subject (e.g. Business Studies)

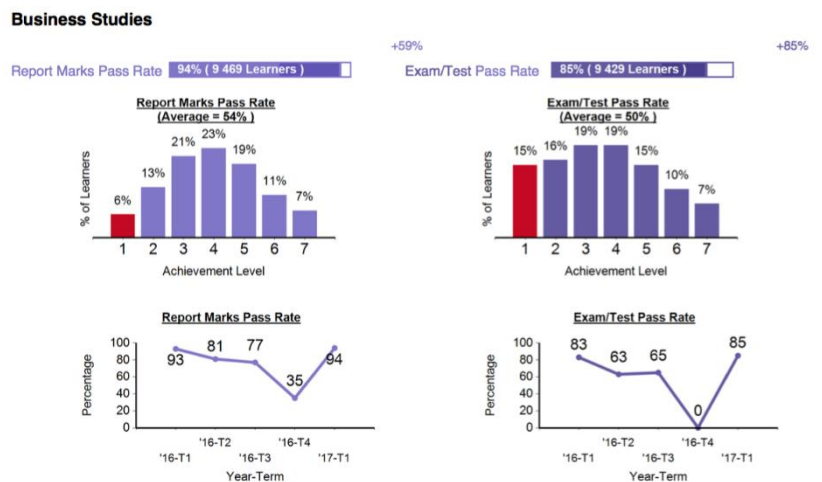


5


Zoom in on your preferred graph(s) to enlarge the image



*Tip: Hold down the "Ctrl" key and press the "+" key to zoom in or the "-" key to zoom out*



6

Now use a screen capture tool to make a copy of your preferred graph. Don't forget to include the heading! Tip: Use the Windows Snipping Tool  or [click here](#) to watch a free YouTube tutorial

7

Copy and paste your screen capture into PowerPoint (or other application) for a quality analysis for your desired subject.