How to Make a Bar Chart

Step 1: Make an *i*list

- *i*lists are lists of indicators that help you to sort and find the information you are interested in. You must be logged in to make an *i*list. To make an *i*list, go to **Manage Your Portfolio** in the upper right corner, and click **New**.
- Name your *i*list and click **Create**.

Step 2: Search for indicators

Now it's time to find the indicators you are interested in. To do this:

1. Click on the **Data Catalog** tab.
2. Search the catalog with the text search, by data level, or by data source.
3. Hover over an indicator in the list for a short definition. Click on an indicator for additional information.

Step 3: Add indicators to your *i*list

1. Check the box next to the indicator you would like to add.
2. Select your *i*list from the drop down menu.
3. Press **Add selected to *i*list**. A purple window will appear telling you that the indicator has been successfully added.

Step 4: WEAVE

Go to Weave in the main menu. After closing the welcome message, click on **Tools** and select **Add Bar Chart**. You can move this new window or resize it at any time.

Step 5: Select what to graph

Click on the title of either the vertical Y or horizontal X axis on the bar chart to select data to graph.
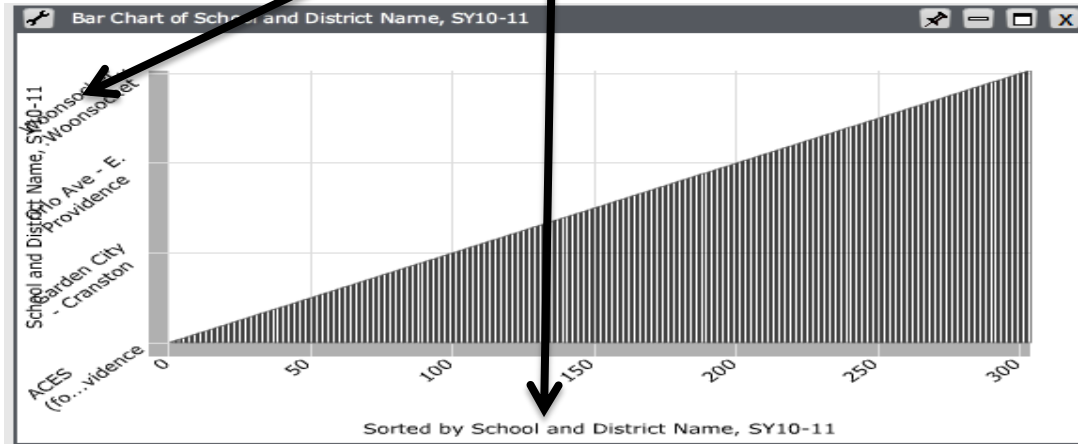
Under the Height tab:

1. Select **Remove all** to remove the indicators that are currently on the graph.
2. Select your *i*list folder.
3. Choose the level of geography that corresponds to the indicator you are interested in.
4. Find the indicator you are interested in. Select it by clicking on it and press **Add selected**.
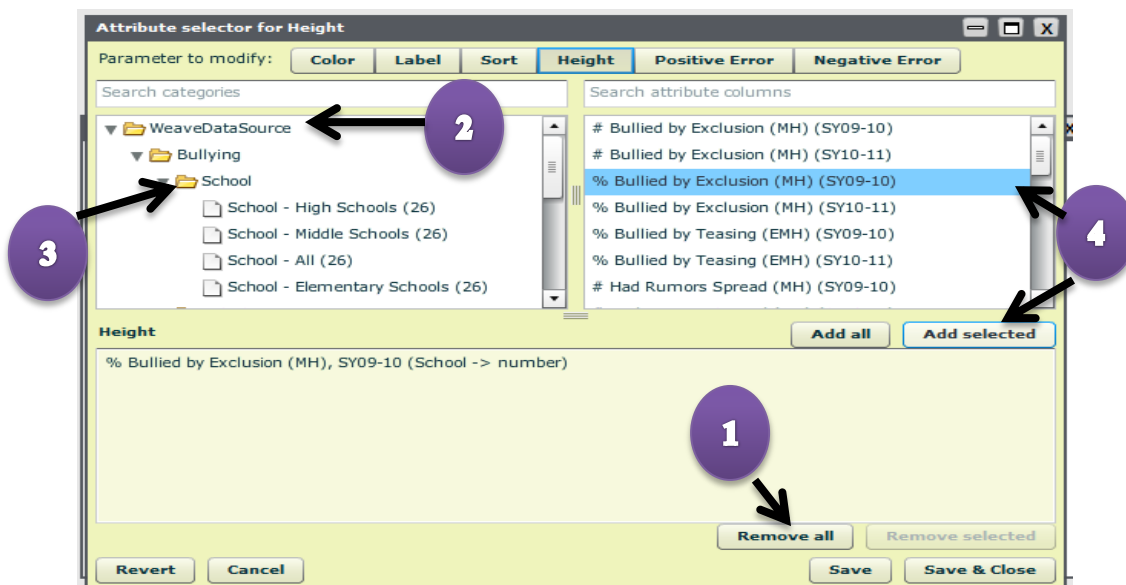
Step 6: Sort, Label, Color

Sort: You can sort the order of the bars on your graph along the horizontal axis based on any indicator. To do this, click on **Sort** and select the indicator you would like to sort by. To sort from lowest to highest, select the same indicator you have selected for the height.

**Label:** To assign what to label each of the bars, click on **Label** and choose an indicator to label by. Users often label by the name of the geography they are using. For example, School and District name or State Name.

Color: You can color the bars based on any indicator. To do this, click on **Color** and select the indicator you would like to color the bars by. By selecting the same indicator you are graphing (selected under Height), the bars will be colored from light to dark based on their height.

Press **Save and Close** to view your graph.

Step 7: Color Legend

To add a legend to your graph, go to **Tools** and select **Add Color Legend**.
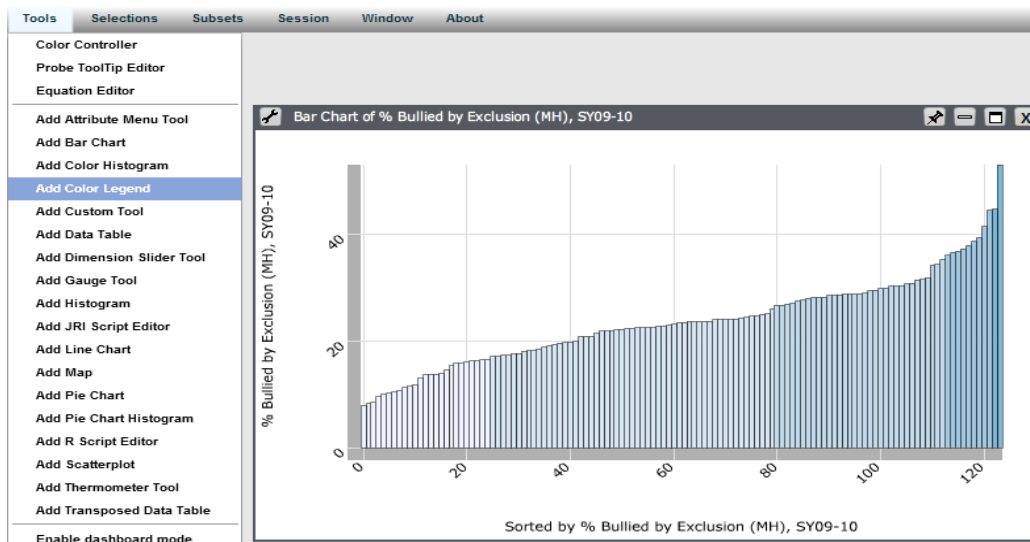
Step 8: Save your bar chart

1. To save this graph for later use, press **Save WeaveFile**, name your file, and press **Save**. A purple box will appear confirming that your file has been saved.
2. To access this graph, go to **Your WeaveFiles**. Select the file in the dropdown list and press **Load**.