

How to Find the Right Exam

Step One

Click on the **Exams** tab.

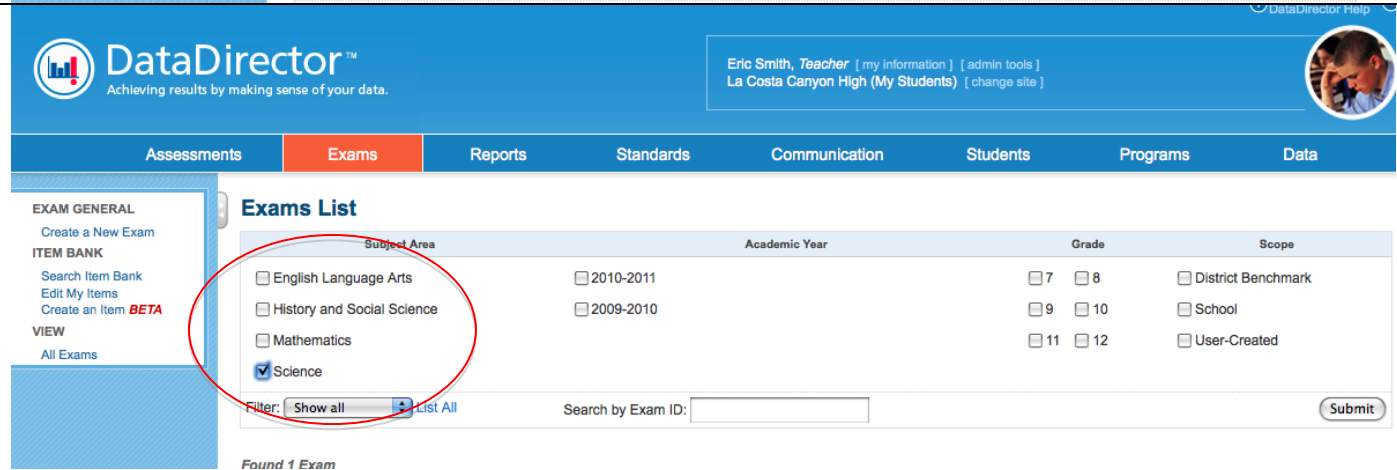


The screenshot shows the DataDirector interface. The top navigation bar includes 'Assessments', 'Exams', 'Reports', 'Standards', 'Communication', 'Students', 'Programs', and 'Data'. The 'Exams' tab is highlighted with a red circle. The main content area is titled 'Exams List' and contains a table with columns for Subject Area, Academic Year, Grade, and Scope. The 'Exams' tab is circled in red.

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2010-2011	<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> District Benchmark
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> School
<input type="checkbox"/> Mathematics		<input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> User-Created
<input type="checkbox"/> Science			

Step Two

Check the appropriate **Subject Area** box.



The screenshot shows the DataDirector interface. The 'Exams' tab is selected. In the 'Exams List' table, the 'Science' row is circled in red, and its checkbox is checked. Below the table, there is a filter section with 'Show all' and 'List All' buttons, and a search box for 'Exam ID'.

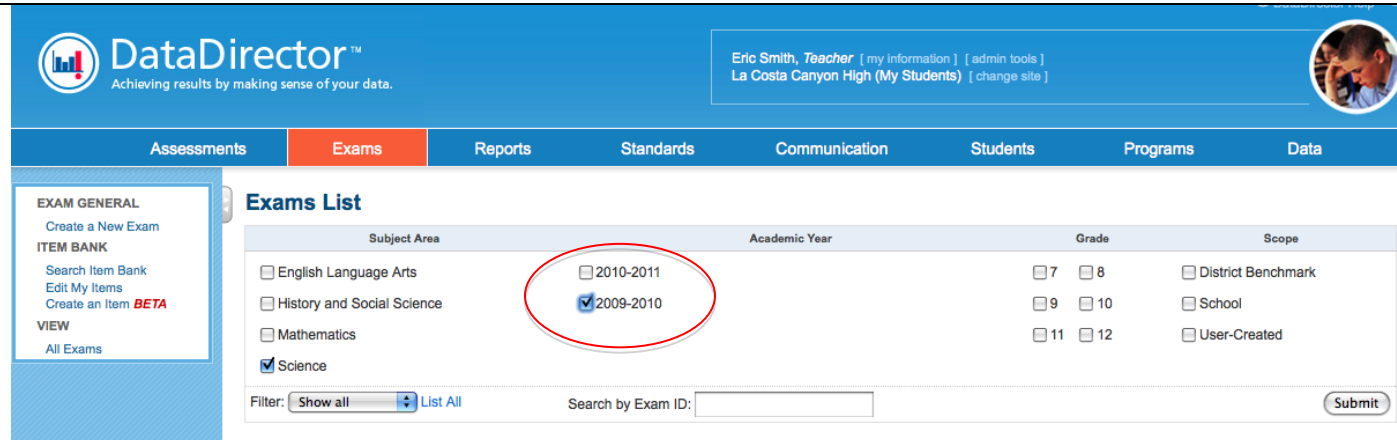
Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> 2010-2011	<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> District Benchmark
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<input type="checkbox"/> Mathematics		<input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> User-Created
<input checked="" type="checkbox"/> Science			

Filter: Show all List All Search by Exam ID: Submit

Found 1 Exam

Step Three

Choose which **Academic Year** you want to search.



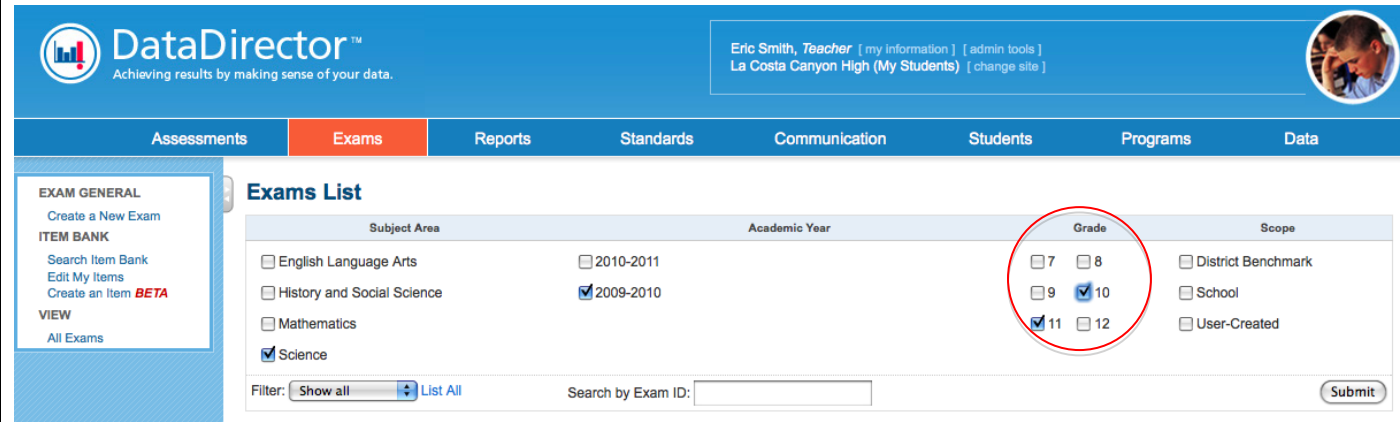
The screenshot shows the DataDirector interface. The 'Exams' tab is selected. In the 'Exams List' table, the '2009-2010' checkbox under the 'Academic Year' column is circled in red. The 'Science' row is also selected.

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> 2010-2011	<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> District Benchmark
<input type="checkbox"/> History and Social Science	<input checked="" type="checkbox"/> 2009-2010	<input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> School
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<input checked="" type="checkbox"/> Science			

Filter: Show all List All Search by Exam ID: Submit

Step Four

Check the appropriate **Grade** box that correlates with the subject you chose.



DataDirector™
Achieving results by making sense of your data.

Eric Smith, *Teacher* [my information] [admin tools]
La Costa Canyon High (My Students) [change site]

Assessments Exams Reports Standards Communication Students Programs Data

EXAM GENERAL
Create a New Exam

ITEM BANK
Search Item Bank
Edit My Items
Create an Item **BETA**

VIEW
All Exams

Exams List

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> 2010-2011	<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> District Benchmark
<input type="checkbox"/> History and Social Science	<input checked="" type="checkbox"/> 2009-2010	<input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10	<input type="checkbox"/> School
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<input checked="" type="checkbox"/> Science			

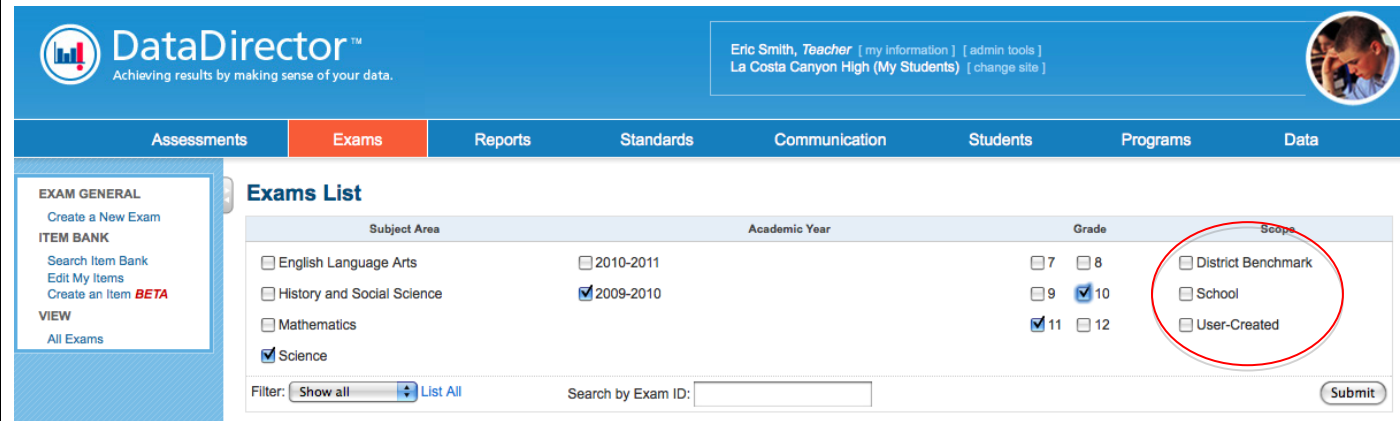
Filter: Search by Exam ID:

Step Five

Check the box for the appropriate **Scope** if you want to narrow by exam type.

*Note: If leave these sections **UNCHECKED** it will simply widen your search to capture more possibilities.

Click **Submit**.



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<input checked="" type="checkbox"/> Science			

Filter: Search by Exam ID:

Step Six

Scroll down and click on the *name of the exam* that you want to use and print.

Assessments Exams Reports Standards Communication Students Programs Data

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<input checked="" type="checkbox"/> Science			

Filter: Search by Exam ID:

Found 8 Exams | Quick Search:

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete	
	This is the Title	594	Eric Smith	11/19/2009					
	Title of Exam	593	Eric Smith	11/19/2009					
	Test Exam Here is a sample exam	591	Eric Smith	11/19/2009					
	Title	595	Eric Smith	11/19/2009					
	Test 1	505	Eric Smith	11/11/2009					
	Central Dogma Test F09	387	Andrea Lawless	10/21/2009					
	question type samples for reference and training	374	Kevin Fairchild	10/19/2009					
	Sample Exam Sample to help in creating website for DD resources.	218	Eric Smith	10/11/2009 - 10/17/2009					

with selected: