

Getting Started

Part One: Log-in

Log-in to the DataDirector website:

<http://www.datadirector.com/sduhsd>

Enter your User Name and Password.

User: *firstname.lastname*

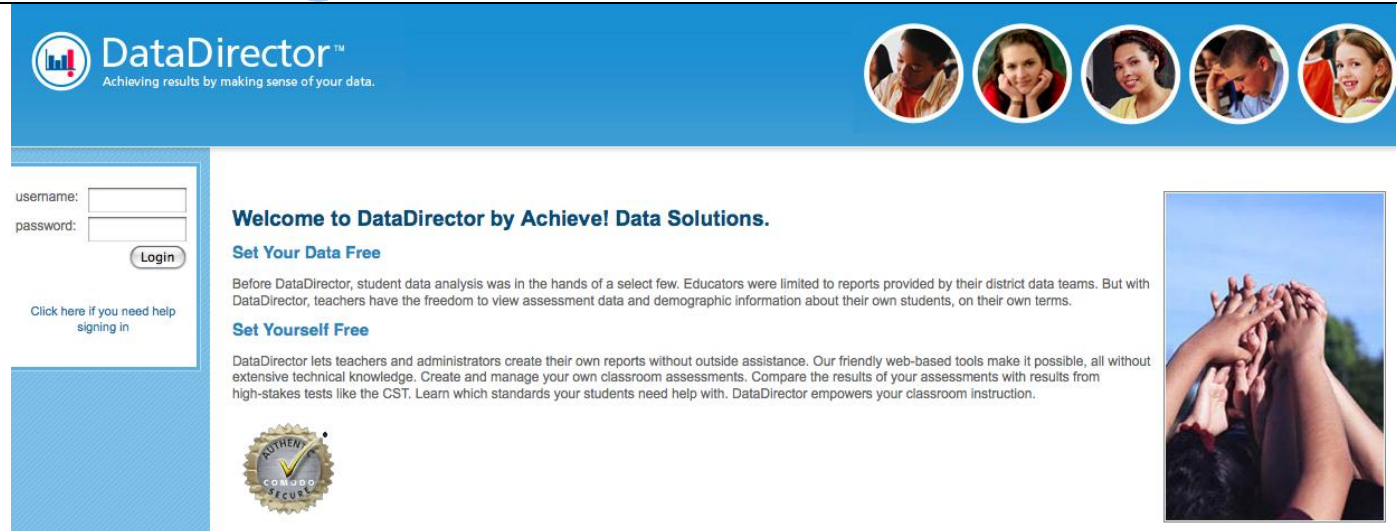
Password: *welcome* (for first time log-in)

You may need to select the site and level of access available.

All Students: Access to all students at a site.

My Students: Access to students on your roster.

You may be prompted to change your password for security purposes. Passwords are case sensitive, cannot contain your user name and must contain at least six characters.

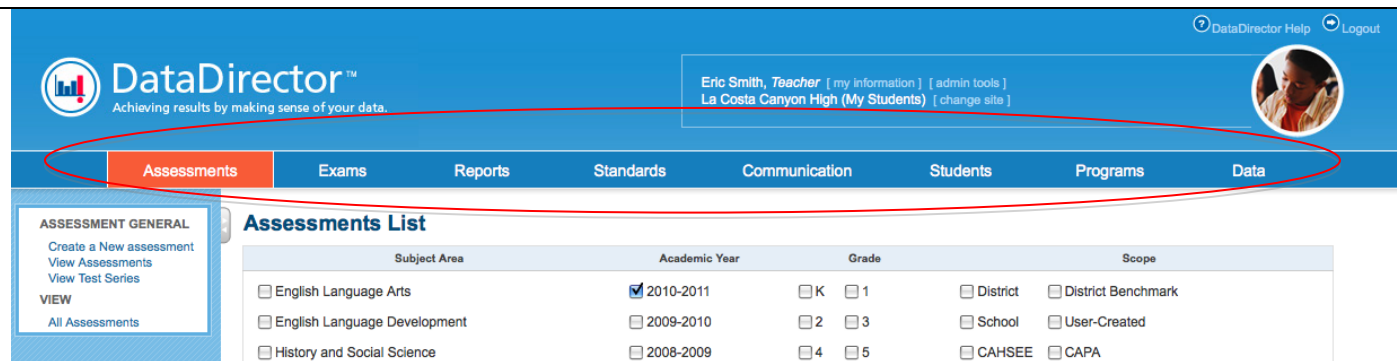


Part Two:

Basic Navigation

Primary & Secondary Navigation- Use the tabs across the top of the screen to access the main sections of DataDirector. Use the links in the left bar and on screen for addition navigation.

Instant Data Sorting- Click a title at the top of a column to quickly perform an



Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2010-2011	<input type="checkbox"/> K <input type="checkbox"/> 1	<input type="checkbox"/> District <input type="checkbox"/> District Benchmark
<input type="checkbox"/> English Language Development	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> School <input type="checkbox"/> User-Created
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> CAHSEE <input type="checkbox"/> CAPA

alpha or numeric sort of all data in the column. First click=ascending sort second click=descending sort.

Student Profile Report- Click a student's name at any point to access a comprehensive student profile.

Back Button- Do not use the browser back button. If you get the message, "Warning: Page Expired" after clicking the Back button on the browser, click the Refresh button (green or blue circular arrows) and then Retry. To avoid this altogether, use the DataDirector tabs, buttons and links.

Home Page- There is no home page with DataDirector. You must navigate using the tabs, buttons and links.

Help Documentation- Click the link DataDirector Help on the top right of the screen.

My Information- On the top of the page, to the right of your name, click the My Information link to edit personal information, e.g. password or email address.

See More Students- To maximize the number of students you see per page, click the Show drop down menu and select a higher number, e.g. 50 or 100. Show is located at the top and to the right of the student list.

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2010-2011	<input type="checkbox"/> K <input type="checkbox"/> 1	<input type="checkbox"/> District <input type="checkbox"/> District Benchmark
<input type="checkbox"/> English Language Development	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> School <input type="checkbox"/> User-Created
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> CAHSEE <input type="checkbox"/> CAPA

Downloading- Easily download or export your data out of DataDirector by clicking the green excel icon, red PDF icon, or blue tab delimited icon located at the top of most student lists.

Which Students and What Data?- Always note what data you are viewing (e.g. 2005-2006 state test) against which students (e.g. your current 2006-2007 students).

	Classroom Performance Summary Report
	Student Exam Report (Complete)*
	Student Exam Report (Abbreviated)*
	Student Exam Responses*
	Parent Letter*
	Spanish Parent Letter*
	Exam Student Feedback*

***These reports are not intended for exams with large result sets.**

Grading Summaries and Statistical Analysis

	Data Entry Status Report
	Test Statistics
	Respondent Statistics
	Frequency Distribution
	Item Statistics
	Item Analysis
	All Statistics Reports (Excel download)

✓		ID:	588
		Title:	Practice Exam
		Description:	A Practice Exam for DataDirector
✓		Exam Date:	Nov 2nd, 2009
		Subject Area:	Science
		Grade Levels:	12, 11, 10, 9, 8
		Scope:	User-Created
✓		Defined performance bands:	
		Far Below Basic:	0 - 20%
		Below Basic:	20.01 - 40%
		Basic:	40.01 - 60%
		Proficient:	60.01 - 80%
		Advanced:	80.01 - 100%
✓		Exam contains 9 questions.	
✓		Answer key exists.	
BETA		Exam consists of 1 version (form).	
		Exam contains cluster(s):	
		MC (0 points)	
		SA (0 points)	
		Calc (3 points)	
		ES (5 points)	
		Linked standard(s):	
		CH.1.b (9,10,11,12)	

Part Three: Assessments

This section:

- Stores summary data, e.g. test scores, proficiency levels and much more.
- Is like a file cabinet where virtually any type of alpha or numeric data is stored.
- Contains summary results from state wide and local tests.

You can:

- View data that has been shared with you by clicking a blue title.
- Upload your students' data for storing and reporting by clicking Create a New Assessment on the left.
- Store data about one test or multiple tests in a single assessment (similar to a grade book).
- Perform calculation of assessment data, e.g. averages, sums and differences.

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

ASSESSMENT GENERAL
Create a New assessment
View Assessments
View Test Series
VIEW
All Assessments

Assessments List

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2010-2011	<input type="checkbox"/> K <input type="checkbox"/> 1	<input type="checkbox"/> District <input type="checkbox"/> District Benchmark
<input type="checkbox"/> English Language Development	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> School <input type="checkbox"/> User-Created
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> CAHSEE <input type="checkbox"/> CAPA
<input type="checkbox"/> Life-Science	<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 6 <input type="checkbox"/> 7	<input type="checkbox"/> CAT6 <input type="checkbox"/> CELDT
<input type="checkbox"/> Mathematics	<input type="checkbox"/> 2006-2007	<input type="checkbox"/> 8 <input type="checkbox"/> 9	<input type="checkbox"/> CST
<input type="checkbox"/> Other	<input type="checkbox"/> 2005-2006	<input type="checkbox"/> 10 <input type="checkbox"/> 11	
<input type="checkbox"/> Science	<input type="checkbox"/> 2004-2005	<input type="checkbox"/> 12	

Show all List All Submit

Found 1 Assessment

Title	Author	Assessment Date	Share	Hide	Duplicate	Delete
Practice Exam A Practice Exam for DataDirector	Eric Smith	11/02/2009				

with selected: ↑

Part Four: Exams

This section:

- Enables you to create tests aligned to state standards and generate answer documents.
- Interacts with scanning software or electronic files so you can upload test results.
- Offers 16 in-depth, colorful, graphic and interactive or drillable reports for aggregating and disaggregating test data.
- Differs from Assessments because of the item analysis and standards reports tied to each test.

You can:

- Put your students' test data in Exams for scoring and reporting by clicking Create a New Exam.
- Build tests from a question bank aligned to state standards with the acquisition of ItemBank.
- Scan student tests with the acquisition of scanning software called DataScanner.
- Once student results are in an exam, immediately access district, school, classroom and student level reports on personal or district administered tests.

The screenshot shows the DataDirector Exams List interface. At the top, the DataDirector logo is displayed with the tagline "Achieving results by making sense of your data." The user profile for Eric Smith, Teacher at La Costa Canyon High is visible in the top right corner. The navigation menu includes Assessments, Exams (highlighted), Reports, Standards, Communication, Students, Programs, and Data. On the left, a sidebar menu lists "EXAM GENERAL" (Create a New Exam), "ITEM BANK" (Search Item Bank, Edit My Items, Create an Item BETA), and "VIEW" (All Exams). The main content area is titled "Exams List" and features a table with columns for Subject Area, Academic Year, Grade, and Scope. The table lists several subject areas with checkboxes for selection. Below the table, there is a filter section with a "Show all" dropdown, a "List All" button, a search box for Exam ID, and a "Submit" button. A section titled "Found 1 Exam" displays a table with columns for Status, Title, ID, Author, Exam Date, Share, Hide, Duplicate, Delete, and a checkbox. The table contains one entry: "Practice Exam" with ID 588, Author Eric Smith, and Exam Date 11/02/2009. At the bottom right of the table, there is a "with selected:" dropdown and a refresh icon.

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			

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete	
	Practice Exam A Practice Exam for DataDirector	588	Eric Smith	11/02/2009					<input type="checkbox"/>

Part Five: Reports

This section:

- Contains numerous graphic Pre-Built Reports based around state and local data.
- Allows you to create a variety of report types. For example, you can develop the following:

Benchmark and state test comparison reports.

Reports based on student groups, e.g. gifted, ELL, middle range performing and/or grade levels containing local and state test data.

Reports using virtually any combination of assessment and demographic information.

Reports is divided into four sections:

1. **My Most Recent Reports** are custom reports you create.
2. **Most Recent Shared Reports** are reports other people have made and shared with you.
3. **District Focus Reports** are typically grade, teacher, course and/or schedule histories.
4. **Most Recent Pre-Built Reports** are colorful, graphic and robust reports based on state and local student data.

Assessments Exams **Reports** Standards Communication Students Programs Data

REPORT GENERAL
Create a New Report
VIEW
My Reports
Shared Reports
Pre-Built Reports
All Reports

My 1 Most Recent Reports (view all)

Title	Summary	Author	Created On	Share	Hide	Delete
CST Cluster Scores Report	La Costa Canyon High, 2008-2009 Science Students, Course (Chemistry), 2008-2009 Science CHEMISTRY CST	Eric Smith	2009-11-02 10:37:38			

with selected:

1 Most Recent Shared Reports (view all)

Title	Summary	Author	Created On	Share	Hide	Delete
2009-10 AVID Students		Patti Gaul	2009-08-18 14:13:00			

with selected:

Pre-Built Reports (view all)

Why do the numbers in my DataDirector reports not match the numbers provided by the state?

Title	Summary
Multi Year Comparison Report	A longitudinal comparison of performance level data from multiple years. This report replaces the Multi Year CST Performance Summary and Band Percentages Report
CST Percent Proficient Trend Analysis BETA	Reports number and percentage of students proficient versus not proficient on a CST.
Exam Reports	District, school, classroom, and student level item analysis and standard-based reports.
Multiple Assessment Listing	Reporting tool enabling multiple assessment and demographic data to be viewed side by side.

Part Six: Standards

This section:

- Offers easy access to all state standards (content expectations) by grade level, discipline and strand.

You can search by:

- **Keyword:** Enter a word(s) into the blank box, then click Search.
- **Strand or Discipline:** Select the discipline or strand, then click Search.
- **Grade:** Check a grade box to limit any search to a particular grade level.

Assessments Exams Reports **Standards** Communication Students Programs Data

Search for Academic Standards

Keywords:

Keywords: e.g. music and composition - This will return standards containing any of the words you specify. To search for an exact phrase, surround your phrase in quotes (e.g. "music and composition").

Grade:

<input type="checkbox"/> Pre-K	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	

If left unchecked, search results will include all grade.s.

Disciplines:

- California Agriculture and Natural Resources Industry Sector Content Standards
- California Career Technical Education Model Curriculum Standards (2005)
- California English-Language Arts Content Standards
- California English-Language Development Standards
- California History-Social Science Content Standards
- California Mathematics Content Standards
- California Physical Education Model Content Standards K12 (2005)
- California Science Content Standards
- California Visual and Performing Arts Content Standards

If left unchecked, search results will include all disciplines and strands.

Search ->

Part Seven: Communication

This section:

- Hosts several tools to help with user management.

You can:

- Email people in the district by clicking View Site Users and then clicking Email These Users.

Part Eight: Students

This section:

- Enables you to instantly access all of your students by academic year, term, grade and/or period.
- Features the ability to access other student groups such as, special education, gifted, migrants, by mobility date, district entry date, gender and much more.

You can:

- Access a group of students to begin a custom report.
- Access an individual student to view their Student Profile

Report or individual test results.

- Search for students by selecting a combination of the following:
 - Academic year or term
 - Grade or term
 - Course type or teacher
 - Various demographic criteria

Part Nine: Programs

This section:

- Enables you to place students into specialized groups to track progress and determine the effectiveness of a particular program, intervention, etc.
- Allows administrators to grant other users access to students not on their roster.

You can:

- Open an existing program by clicking on the program title.
- Start a new program by clicking Create a New Program in the left navigation bar.
- Set up a variety of programs including:
 - Interventions
 - After School Tutoring
 - Math and Reading Centers
 - Labs
 - Enrichment Groups
 - AVID
 - Underperforming Students
 - Criteria Based Intervention (far below basic students on a state test)

The screenshot displays the DataDirector web application interface. At the top, there is a blue header with the DataDirector logo and tagline "Achieving results by making sense of your data." On the right side of the header, user information for Eric Smith, Teacher at La Costa Canyon High is shown, along with a profile picture and a Logout button. Below the header is a navigation bar with tabs for Assessments, Exams, Reports, Standards, Communication, Students, Programs (highlighted in red), and Data. The main content area is titled "Programs" and features a left-hand navigation menu with options like "PROGRAM GENERAL", "Create a New Program", and "VIEW" (My Programs, Hidden Programs, Visible Programs, All Programs). The main area contains a table with columns for Title, Summary, Author, and Created On. A single row is visible with the title "All Students", summary "Counselor Access to All Students", author "Patti Gaul", and created on date "11/05/2009". Action buttons for Share, Hide, and Delete are present for this row. A "with selected:" dropdown menu is located at the bottom right of the table. At the bottom of the page, a footer contains contact information for Achieve! Data Solutions, LLC.

Title	Summary	Author	Created On	Share	Hide	Delete
All Students	Counselor Access to All Students	Patti Gaul	11/05/2009			

- Give teachers access to students whom are not on their roster. This could include:
 - RSP
 - Gifted
 - Speech
 - The 5th Grade Team
 - The Math Department
 - PE

Part Ten: Data

This Section:

- Contains all demographic files including general demographics, language, ethnicity and contact information.

You can:

- Access pertinent student demographic information quickly and easily by clicking a particular file.
- Sort demographic information by clicking the column headers.

The screenshot shows the DataDirector web application interface. At the top, there is a navigation bar with the DataDirector logo and the tagline "Achieving results by making sense of your data." The user is identified as Eric Smith, Teacher at La Costa Canyon High. The main navigation menu includes: Assessments, Exams, Reports, Standards, Communication, Students, Programs, and Data (highlighted in red).

The left sidebar shows a menu for "DEMOGRAPHIC GENERAL" with options to "Create a New demographic VIEW" and "All Demographics".

The main content area is titled "Demographics List" and shows a filter for "Academic Year" with options for 2009-2010 (checked), 2008-2009, 2007-2008, and 2006-2007. There are also filters for "Scope" with options for District and State. A "Submit" button is located at the bottom right of the filter section.

Below the filters, it states "Found 3 Demographics" and displays a table with the following data:

Title	Author	Demographic Date	Share	Hide	Duplicate	Delete
2009-2010 General Demographics The following fields are displayed: SSID, Birth Date, Gender, School Enter Date, District Enter Date, US School Enter Date, GATE, Special Education, SDC, Primary Disability, and Parent Education Level.	DataDirector Admin	09/01/2009				
2009-2010 Contact Information The following fields are displayed: Parent/Guardian, Address, City, State, Zip, and Phone.	DataDirector Admin	09/01/2009				
2009-2010 Language and Ethnicity The following fields are displayed: Primary Language, Ethnicity, and Language Fluency.	DataDirector Admin	09/01/2009				

At the bottom right of the table, there is a "with selected:" dropdown menu and an "up" arrow icon.