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Introduction

The San Dieguito Union High School District (SDUHSD) has recently purchased a data management system called DataDirector. DataDirector stores information for each student allowing individual teacher to run analysis reports, store assessment information, share exams, and other data processing features. The school district wants teachers to use this program to collect data and increase collaboration within departments at the site and district level. SDUHSD would like to see an increase in collaboration to assist with the increase in student achievement.

Formative assessments, and the data collected, should be used to assist teachers in making decisions about instruction and help increase student performance in the core subject areas of Mathematics, Science, Social Science and English. The Western Accreditation School Committee (WASC) has recommended to all schools in the district to collect formative assessment data for analysis.

This instructional package includes the discussion of the following features of DataDirector:

- Logging in for the first time
- Navigate DataDirector
- Creating exams using DataDirector’s existing test bank
- Uploading data to DataDirector

These features will allow the learner (teachers) access and use the most relevant features of DataDirector to start the collaboration process.
**Rationale**

DataDirector is a new program to the 600 teachers in the district. All teachers have a computer in their classroom (or access to a computer in their office) because each teacher is required to take attendance using the online AERIES Student Information System. There are many similarities between the AERIES system and DataDirector. The similarities are:

- Contain student information
- Run on any computer with Internet access and Web Software (Internet Explorer, Mozilla, etc.)
- Tabbed browsing with submenu features

These similarities will allow for the instructor to use analogies to existing software (AERIES) and the new software (DataDirector).

It is often difficult to teach a new program interface without showing the audience what it can do and how to navigate through the material. The program is separated into three different modules:

1. Introduction to DataDirector and Navigation
2. How to Create Exams from Test Bank Items
3. Recording Data into DataDirector from Created Exams

**Module 1: Introduction and Navigation of DataDirector**

Because this is an introduction to the DataDirector program such as logging in and navigating, a PowerPoint presentation will be the main form of instruction. The students will login to the DataDirector program and navigate as the instructor explains the different features of DataDirector. Prior knowledge will be tapped by having the learners think back to the use of AERIES. This part of the module is focused on basic knowledge level information.

**Module 2: Creating Exams in DataDirector from Test Bank**

The instructor will use an Interactive Whiteboard to assist the learners in creating an exam using DataDirector. The use of the Interactive Whiteboard will allow the instructor to show the use of the DataDirector program and point out navigation and selections needed to create the exam. Along with the instructor showing the process, the learners will be logged into DataDirector and perform the same tasks as the instructor on the Interactive Whiteboard. This is focusing on procedural items and will be supplemented with a job-aid for the learner.

**Module 3: Uploading Data from Exam to DataDirector**

In module 3 the instructor will demonstrate, using the Interactive Whiteboard and other peripheral items, and show the how to perform the task of uploading data from an exam to DataDirector. As the instructor is going through the process, the students are performing the same task. They will then perform the task on their own with the use of a job-aid.

In conclusion, the idea of the instruction is to:

1. Build the knowledge level information (Module 1)
2. Show how to perform the desired tasks using an Interactive Whiteboard (Module 2 and 3)
3. Learners follow the tasks (procedure) being performed by the instructor (Module 2 and 3)
4. Learners perform the task on their own with the use of a job-aid
Objectives for this Instructional Package:

- Given the login, password and computer with access to DataDirector, the learner will be able to change the "given" password to a new password with at least eight characters (numbers, letters or combination) of their own creation.

- Given a computer with access to DataDirector and a check list of destinations, the learner will be able to navigate (using the mouse) to each item listed as a destination.

- Given a job aid, computer access to DataDirector, printer, and test bank items in DataDirector, the learner will be able to create a California Standards Based formative assessment for a middle or high school class taught by the learner.

- Given a printer, computer with access to DataDirector, and a completed formative assessment, the learner will be able to print the following assessment items: Answer Sheet with and without names, Answer Key, Exam for Students, and Exam for Teacher.

- Given a job aid, a computer with access to DataDirector and DataScanner, scanner, formative assessments completed by students, the learner will be able to calibrate the scanner to collect and record assessment data for upload to DataDirector.

- Given a job aid, a computer with access to DataDirector and DataScanner, scanner, and formative assessments the learner will be able to scan and upload assessment information to DataDirector.

Materials:

- Interactive Whiteboard (SMARTBoard, Promethean Board, etc.)
- PowerPoint (DataDirector)
- Computers with Internet Access (Each learner needs an operational computer)
- Handouts of PowerPoint (With space for notes)
- Login for site computers
- LCD Projector
- Printer (Networked)
Module #1
Method of Instruction (Module 1):

The key to this instructional section is to make sure to answer **ALL** questions posed by the audience/learners. Make them feel comfortable to ask questions at any point.

1. Make sure each and every computer is on and every person can log on to the network at their computer. (*Have temporary logins available for those who do not remember or do not have access to the Intranet Novell login*)
2. Have every person verify the Internet is working on their computer by opening up Internet Explorer. (*Troubleshoot any computers that may not have Internet access by examining the Ethernet cable is securely connected to the computer as well as at the junction box.*)
3. Begin the PowerPoint using an Interactive White Board and projector.

**Slide #1  Introduction**
- Introduce yourself and your background with the District and the DataDirector program. Emphasize the importance of asking questions for clarification. If there is any need to ask a question do not hesitate to answer the question immediately.

**Slide #2  What is DataDirector?**
- The key is DataDirector is web-based. It means that it can be accessed from any Internet connection to a tremendous amount of resources. Point out the similarity with the current Student Information System (AERIES).

**Slide #3  The Goal of the District**
- Collaboration and the increase use of not just a single teacher will change the school, but all of the teachers on campus will change the school working together. Start within departments and trickle outward to interdisciplinary activities. (*Get the teachers working together rather than individually*)

**Slide #4  How To Access DataDirector?**
- Have all the learners enter in the address as shown on the Interactive whiteboard. Click on the link or show the DataDirector snapshot on the slide.

**Slide #5  How To Login To DataDirector**
- Emphasize the login on the left hand side of the page and explain where in they can find their username and password. Each individual will be asked to change their password. Make sure they all change their password and emphasize that it should be different from their e-mail, network, or Aeries password for security reasons. The password should contain at least 6 characters (a sequence of letters and numbers).
- Point out this type of login is similar to that of Aeries the Student Information System used by the district.

**Slide #6  Now What?**
- Point out how similar the beginning screen is to Aeries. The top is the main navigation as with the Aeries Student Information System (As highlighted in red on the slide).
You will then go through each slide to give a simple explanation for each part of the navigation. Remember each person will need to be able to navigate by themselves to each of these pages located in the main navigation heading. Answer any and all questions about each function of the tabs for the DataDirector system.

### Slide #7  Assessment
- Point out that each navigation tab will change to a red color when selected. This allows the user the ability to know where they are on the site at all times.
  - Other Important features for Assessment:
    - 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 calculations of assessment data, e.g. averages, sums, multipliers, percentages, and differences.

### Slide #8  Exams
- Point out that each navigation item selected will also have a submenu of options which will appear on the left hand side of the window.
- **THIS SECTION IS THE MOST IMPORTANT BECAUSE IT IS THE BASIS FOR CREATING ASSESSMENTS (EXAMS)**
  - Other Important features for Exams:
    - Put your students’ test data in Exams for scoring and reporting by clicking Create a New Exam.
    - Build tests from a question bank prealigned 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.

### Slide #9  Assessment vs. Exams
- Again point out this will be the main focus of the presentation. *(Creation of Exams and Recording of the Data)*

### Slide #10  Reports
- Other Important feature for Reports
  - Allows you to create a variety of report types. For example, you can develop...
    - Benchmark and state test comparison reports.
    - Reports based on student groups, e.g. gifted, Spanish, middle range performing and/or grade levels containing local and state test data.
    - Reports using virtually any combination of assessment and demographic information.
  - Contains numerous graphic Pre-Built Reports based around state and local data.
    - Reports is divided into 4 sections ...
      - My Most Recent Reports are custom reports you create. Most Recent Shared Reports are reports other
people have made and shared with you.

- **District Focus Reports** are typically grade, teacher, course and/or schedule histories.
- **PreBuilt Reports** are colorful, graphic and robust reports based on state and local data.

**Slide #11 Standards**
- State Standards for each subject area and grade level for California

**Slide #12 Students**
- Other Important features for Students:
  - Access a group of students to begin a custom report.
  - Access an individual student to view their **Student Profile Report** or search for 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**

**Slide #13 Programs**
- Other Important features for Programs:
  - Open an existing program by clicking 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)**
  - Give teachers access to students who are not on their schedules. This could include... **RSP, Speech, PE, The math department, etc.**

**Slide #14 Data**
- Other Important features for Data:
  - Access pertinent student demographic information quickly and easily by clicking a particular file.
  - Sort demographic information by clicking the column header.

**Assessment**

Handout the worksheet titled, “Can You Get There?” to the learner. If the learners are having difficulty find the locations and navigating to the particular items, assist them as necessary.
Module #2
Method of Instruction (Module 2):

Ask the following questions to the audience:
- "How many people have ever written a quiz or exam before?"
- "How many people enjoy making and grading those quizzes?"
- “How many people would like an easier way to determine what each student “really” knows?”

This introduction will allow you to tap their prior knowledge and think back to all the work that could be made easier with DataDirector’s “Creating Exam” feature.

Using an Interactive Whiteboard and each student logged into a computer, walk the learners through the process of “Creating an Exam Using Item Test Bank”.

1. Make sure all learners are logged into their DataDirector account. If necessary review the login procedure from Module 1.
2. Using the Interactive Whiteboard and the Job Aid as a guide, demonstrate to the learners how to create an exam using the item bank in DataDirector.
   a. Do not give the learners the Job-Aid (Create and Exam Using Item Test Bank). Reduction of the cognitive load is important. Too much information will allow the learner to go off task and cause confusion. Presenting the material using the Interactive Whiteboard will make it simple.
   b. Show each selection as a step, making sure to answer questions from individuals. Create an open atmosphere of freely asking questions for clarification.
      i. **Step 1**, explain each box and let the learners put in their own information based upon their subject matter specialty
         | Title:       | This is the Title of the test |
         | Examid:      | This is an optional section, and will only accept numbers. It allows the user to look up an exam faster if you know the number. |
         | Description: | A more thorough explanation of the exam and topics to be covered. |
         | Date Type:   | User can setup a range to collect data for the exam or make a finite date for data collection |
         | Test Date:   | When the exam is administered |
         | Academic Year: | School year exam was administered |
         | Grades:      | The grade level for the exam |
         | Subject Area: | Subject area for the exam |
         | Type:        | Test type (Most of the tests the learners will create are “User-Created” |
      ii. **Step 2**, Choose “Yes” for “Will you be using the ItemBank to create this exam?” At this time to do not change the performance bands or share to other users or schools.
      iii. **Step 5**, explain each box/section (see the chart below).
         | Publisher:  | Choose the publishing company to use for the questions selection process |
iv. **Step 6**, Select the items for the Exam the learner wants to create. If there are no questions that come up, then the learner will need to click on the back button and change the Item or Standard Keywords, or broaden the Disciplines. The learners need to read over the questions and choose the most appropriate questions for the particular exam being created.

v. **Step 7**, The point value and order can be changed for each question. Exam questions can also be added or deleted from this exam.

vi. **Step 8**, Once the exam has been created the learner can print the exam which is located on the bottom of the page “Exam Booklet (Student Version)”. Up to nine different versions of the exam can be created as well as the printing of the Answer Documents (pre-labeled or non student specific).

**Assessment**

Upon completion of the exam, hand out the Job-Aid entitled “Create an Exam Using Item Bank”. Have the learners go through the job-aid and create another exam on their own with no help. Verify they have completed a new exam using the Item Bank.
Module #3
Method of Instruction (Module 3)

Hand out the quiz titled, “Are You a Fascinating Person?” for all learners to take. This quiz will be used as the example for the collection of assessment data. In preparation for collection of the data:

1. Set up a test titled, “Interesting Person” with the exam date for the date you are performing instruction
   a. Make sure to choose “Share” when setting up the test
   b. Making the date set to the day of instruction will make it easier for those to find the exam.
   c. Setup the exam with an ID number to locate the exam faster for data collection.
   d. When printing the answer document make sure they have the six T’s present.

Using the Interactive Whiteboard, demonstrate to the learners the procedure of scanning and uploading the data to DataDirector using DataScanner.

2. Make sure all learners know their DataDirector login information.
   a. Do not give the learners the Job-Aid (How to Scan Answer Documents Using DataScanner). Reduction of the cognitive load is important. Too much information will allow the learner to go off task and cause confusion. Presenting the material using the Interactive Whiteboard will make it simple.

Items to point out for the scanning and printing of answer documents:
- Make sure all the T’s are present (6 total (3 top; 3 bottom))
- All answers clearly marked
- Does not need to be a #2 pencil
- Make sure to properly select the exam being recorded

Important Items for Particular Steps:

Step 1
- Login to DataScanner with the same password and username for DataDirector. Select the icon for DataScanner. Make sure to show the differences between the DataDirector icon and the DataScanner icon.

Step 2
- Select the appropriate exam “Are You a Fascinating Person?”

Step 3
- Do not click on finish until all the tests have been scanned (Click on “Continue”). When all exams have been scanned then select “Finish”.

Step 4
- Most individuals know how to correctly fill in the bubble for an exam, however things do happen. Specifically target those exams that did not scan and describe the techniques for manually correcting the problem or how to adjust the scanner sensitivity to remedy problems with all of the exams.
  o Before moving on, make sure the data has been recorded by selecting “Commit Results”
- Using DataScanner is only for collecting the information from the completed test. No analysis of the data can be completed until the information is looked at through DataDiretor.

Discuss the most common errors which can occur during scanning and their causes. (This is focused in the Troubleshooting Tips)
- Bubbles filled too lightly
- Incomplete bubbles
- Multiple responses in a question
- Questions not bubbled at all (blank)
- Missing information (Student ID, Teacher ID)
- Scanner has skewed or twisted the sheet during scanning
- DataScanner did not recognize the scan sheet (could not locate the 6 registration marks)

Assessment
Handout the Job-Aid titled “How to Scan Answer Documents using DataScanner” and Task #3. The data upload will be verified by the instructor.
Appendix
Task #1: Can You Get There?

Navigate to the following destinations listed below. Make sure to check off each destination you have visited. If you need help navigating to a particular destination please raise your hand for assistance from the instructor.

☐ Assessment
☐ Exam
☐ Reports
☐ Standards
☐ Students
☐ Data
☐ Create a New Exam
Task #2: Makin’ the Test...

Develop a formative assessment using DataDirector’s existing test bank. Use your expertise, in your subject matter area, to choose the appropriate questions for the formative assessment. Print the completed assessment and ancillary items (answer sheet, exam for teacher, exam for student, and answer key) give it to the instructor.
Task #3: Scan and Upload

With the following items listed below, scan assessment data and upload to DataDirector

- Job aid (DataDirector)
- Scanner
- Formative Assessments (Answer Sheets)
- Computer with DataDirector and DataScanner

Raise your hand to show the instructor your assessment data has been uploaded.
Are You a Fascinating Person?

**Instructions** - Using the Answer Document provided by your instructor, answer the following questions. (There is technically no right or wrong answer...it is just for fun!)

1. Are you updated on current affairs? Do you follow the latest news?
   a. Yes
   b. No

2. In a one on one conversation, do you talk more or do you listen more?
   a. Listen more
   b. Talk more

3. Do you like trying out new things like visiting a new restaurant, trying out a new sport, etc?
   a. Yes, totally
   b. Not so much

4. Do you devote time to your dress and appearance before you go out?
   a. Most of the time
   b. Only when the occasion demands

5. Are there any secrets about you that you have not shared with, even close friends?
   a. Yes
   b. No

6. Are you game for adventurous stuff?
   a. Most of the time
   b. Rarely

7. Do you manage to get introduced to new people at parties and indulge in ling conversations?
   a. Many times
   b. Rarely

8. Are you a well read person?
   a. Maybe
   b. Maybe not

9. Are you a well travelled person?
   a. Ummm, yes
   b. Nope
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
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.
**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).
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.
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.
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.
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.
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)
- 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.
## Step One

On the DataDirector homepage:

Click on the **Exams** tab.

Click *Create a New Exam* in the left navigation bar.

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### DataDirector Home Page

- **Exams List**
  - Select Exam: [Create a New Exam](#)
  - Search Item Bank
  - Edit My Items
  - Create an Exam [BETA]
  - View All Exams

---

## Step Two

Fill out the Exam Summary:

Give the exam a title and description that will help to remember what it contains.

**Filters:**

Click the grades you are addressing, the subject area and what the test is created for.

Click *Next Step*.
Step Three

Using the ItemBank:
Check Yes.

Performance Bands:
Choose “No” to keep the bands consistent with CST. Choose “Yes” if you want to modify performance bands (if No, skip Step 4).

Sharing: Choose “Yes” if you want to share this exam with other users (if No, skip Step 5).

Click Next Step.

Step Four

As you can see, the performance bands are set to correlate with CST scores and titles but they are modifiable.

You may reset your performance band ranges and titles if needed.

Click Next Step.
Step Five

To share the exam, select any of the following:

Choose a permission set and click Apply to share exam with a pre-defined set of users.

Manually create permissions for all users (Global), a single user or to a site.

Set permissions by grade and academic year.

Click Next Step.
Step Six

Select the item search criteria that is wanted.

*Publisher* and *Category* can be chosen with what items to be pulled from.

**Show Results By:**
Choose **Standard** to choose items based on the standards (recommended)

**Item Selection:**
**Preview and Select Items** allows you to select the individual standards first, then preview and manually choose items from those standards. **Standards-based Randomization** allows system to choose items based on the specific standards you select.

**Grade/Disciplines:**
Choose grade(s) and discipline(s).

Click **Search**.
Step Seven

Select the standards you want to address by checking the box. If you want to select all, scroll to the bottom of the page and click the box next to “Select All”.

Click Next Step.
Step Eight

Select items for your exam by using the check boxes. If you want to select all of them, scroll to the bottom of the page and check the box next to, “Select All”.

Click Next Step. (This option appears only if you chose to show results by Item or Preview and Select Items).
Step Nine

In the Edit the Exam Structure, you can:

*Delete Items*: Use the checkbox on the right and choose Delete at the bottom of the page.

*Change Item Order*: Use the Sort Order fields to type in the ordering number.

*Change Point Value*: Use the Points field to change the point value of each individual test item if wanted.

*Add Items*: Click the [Click Here](#) to add a new item link at the bottom of the page. Click Save and Return to Results.
Step Ten

Scroll to the bottom of the screen and click either the teacher or student booklets. This is where you also print the bubble sheets if you are a Data Scanner user.
<table>
<thead>
<tr>
<th><strong>Step One</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Access the computer at your site with the DataScanner Software. You can locate this computer by asking an Administrator at your site.</td>
<td></td>
</tr>
<tr>
<td>The computer will have a scanner attached as well as the DataScanner Icon on the computers desktop.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step Two</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to DataScanner.</td>
<td></td>
</tr>
<tr>
<td>1 - Double Click on the DataScanner Icon and Login using your DataDirector Username and Password.</td>
<td></td>
</tr>
</tbody>
</table>
Step Three
Select the school you are currently working at to record your exams.
**Step Four**
Select the exam you want to scan into DataScanner.

1- Use the Exam ID number located in the lower left hand corner of the **Student Answer Document** to determine the Exam ID.

2- Select the exam by using the mouse and click on the exam.

**Step 5**
The exam will pop up in the background, and you can verify the correct exam has been selected exam for scanning.

If it is the correct exam, select Yes.

If it is not the correct exam, select No.
**Step 6**
Once you have verified the correct exam, you are ready to scan your exam.

1. Locate the scanner connected to the computer *(Figure 1)*

2. Load the exams facedown with question #1 to be scanned first. The scanner can hold up to 50 exams in the tray *(Figure 2)*

3. Select **Scan Now** when the exams are ready to be scanned *(Figure 3)*

**Step 7**
Once the scanner has completed you can select **Finish** if you have scanned all the exams, or **Continue Scanning** if you have more exams to scan.
Step 8
A scanning summary window will appear when the scanning is complete.

1- Verify the number of exams scanned.

2- Errors in scanning can be fixed after acceptance of the scanning.

3- Select OK
Step 9
Any exams not approved will be shown in the window. You can verify they results were recorded correctly or make changes directly on the exam grid by selecting the question and replacing the answer with what the student intended.

1 - Make corrections to the exams.

2 - Approve the document.

3 - Commit the Results

4 - The exams have been sent to DataDirector and the results can be reviewed.
DataDirector

An Introduction to Data and Assessment Power!
What is DataDirector?

- DataDirector is a web-based data and assessment management system which allows the viewing of student data and creation of exam for sharing.
The Goal of the District

- The goal of the school district is to give teachers the opportunity to collect data from assessments created by teachers and share the data.
  - In other words, see what type of instruction works best according to the assessment data and to collaborate.
How To Access DataDirector?

- http://www.achievedata.com/sduhsd
How To Login To DataDirector?

Type in your Username and Password given in your information packet. (You will be prompted to create a new password)
Now What?

- The top navigation has specific properties for each tab, similar to AERIES.
Assessment

- Access to all state wide and local exams (An assessment cum folder)

When you left mouse click on a tab, it will change color.
Exams

- Create exams aligned to standards, upload graded exam data, item analysis of exam data.

Each navigation item has a submenu on the left.
Assessment vs. Exams

- **Assessment**
  - Data
  - All exams available including State tests (STARR, CAHSEE, etc.)

- **Exams**
  - Data
  - Exam Creation
  - Printable Exams
  - Answer Sheets
  - Upload Exam Data
  - Analyze Exam Data

This will be the focus of the training for today.
Reports

- Create reports based on groups of students, different assessment, etc.
Standards

- Access to all California State Standards
Students

- Access your students information and specific sub-groups.
Programs (Administrators)

- Track students in specialized programs
Data

- Contains demographic information