

DataDirector™ Quick Guide to Create an Assessment

WHAT IS AN ASSESSMENT?

An assessment enables you to input summary data into DataDirector for easy data tracking and reporting purposes

GETTING STARTED

1. Go to the *Assessment* tab and click *Create a New Assessment*
2. Fill out basic information, then click *Next Step*

- **Name:** Include the academic year in your title, e.g. 2005-2006
- **Date given:** Enter the date you created or administered the assessment
- **Academic Year:** Select the current year
- **Scope:** Select *District* if the assessment is for others in the district, select *School* if the assessment is for your site, or select *User-Created* if it is for you alone
- **Field:** Enter the number of data columns in the assessment

3. Type the names of the fields (column headers) of your assessment and click *Next Step*

ENTERING DATA

1. With the assessment structure built, click *Click Here to edit by page* in the middle of the screen or *Edit Student Data (Multiple)* in the blue bar to enter student results
2. Enter student data into the appropriate columns and click *Save* to save as you go or *Save and return to results* to return to the main page

User Tip: To enter results for a specific student group, e.g. a 2nd period class or 7th grade students only, click the *Students* tab, select the student group and click *Go*. In the blue navigation bar, click *View Assessments* and from the drop menu, select your assessment, then click *Go*.

Save	Save and return to results	Pre Test	2nd Administration	Mid Term Assessment	Final Exam	Post Test Reteach	
		Aaroe, Emmanuel	15	16	19	20	21
		Aaroe, Laura	25	27	28	30	18
		Abad, Jacqueline	19	17	19	20	21
		Abaya-losada, Ana					
		Abbott, Carter					
		Abbott, Krystal					
		Abbott, Omar					
		Abdill, Priscilla					

3. When you return to the main page, the results will appear

User Note: To make structural changes to your assessment, such as adding other columns, deleting columns, changing column titles or positioning, or performing calculations of your entries, click *Modify Columns* (not shown)

Student Name	Pre Test	2nd Administration	Mid Term Assessment	Final Exam	Post Test Reteach
Aaroe, Laura	17	35	28	19	20
Aaroe, Emmanuel	15	20	25	18	26
Abad, Jacqueline	20	18	27	20	21
Abaya-losada, Anabel	19	22	23	24	28
Abbott, Carter	15	16	18	28	19
Abbott, Krystal	23	22	20	26	22