

DataDirector™ Getting Started

LOG-IN

1. Login to the DataDirector website:
<https://www.achievedata.com/yourdistrictname>
2. Enter your User Name and Password.
3. 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 rostered to you
4. You may be prompted to change your password for security purposes. Passwords are case sensitive, cannot contain your username and must contain at least 6 characters.

User Name: _____
New Password: _____



BASIC NAVIGATION

- **PRIMARY & SECONDARY NAVIGATION:** Use the tabs across the top of the screen to access the main tabs of DataDirector. Use the links in the left bar and on screen for additional navigation.

assessments	exams	reports	standards	communication	students	programs
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- **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.
1st click = ascending sort 2nd click = descending sort

		2006 CST Math Proficiency Text
Student Name	2006 CST Math Proficiency	
- **STUDENT PROFILE REPORT:** Click a student name at any point to access a comprehensive student profile.

Abe, Jimmy Viet

- **BACK BUTTON:** If you get the message “Warning: Page Expired” after clicking the **Back** button, click **Refresh** (the green or blue circular arrow(s)) and then **Retry**. To avoid this altogether, use the DataDirector tabs, buttons and links.
- **HOMEPAGE:** There is no homepage within DataDirector. You must navigate using the tabs, buttons and links.
- **HELP DOCUMENTATION:** Click the link **DataDirector Help Docs** in the left bar for *How to* help guides.

DataDirector Help Docs

- **MY INFORMATION:** Click the link **My Information** 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 a student list.

Show 30	students per page
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- **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.

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- **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**).

2005-2006 CST Math Assessment Given: May 2nd, 2006 Student results on the 2005-2006 California Standards Test on Mathematics. Showing results for your 2006-2007 students
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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 ...

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

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 reports for aggregating and disaggregating test data.
- Differs from **Assessments** because of the item analysis and standards reports tied to each test.

You can ...

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

Performance Level	# Students	% Students
Advanced	14	50%
Proficient	3	12%
Basic	4	16%
Below Basic	1	4%
Far Below Basic	3	12%
Total	25	100%

Student Name	# Correct	% Correct	NS2.2	NS2.3	AF2.1	MR1.0	AF1.1
Number Possible:	24	100%	0	0	7	9	0
ARISELL, Jenny Anh	18	75%	5	5	5	7	4
Asaki, DURLIAT	23	96%	0	0	7	9	5
Avilez, Inez Ange	24	100%	0	0	7	9	8
BACHO, Anh Huy	23	96%	0	0	7	9	5
Berry, Jennifer Diane	22	92%	5	0	6	9	5
Claust, Richson	10	42%	2	3	3	2	3
DANIELLA, Hongngoc Anh	12	50%	3	2	2	4	5
Domantay, Annie TI	23	96%	0	0	7	9	6
Doranco, Dimith	23	96%	0	0	7	9	5
EFFREN MARTIN, Erin	21	88%	0	0	4	6	6
Gearhart, James Bac	16	67%	0	0	5	3	5
GRUPPENHAGEN, Berg Cong	9	38%	1	4	2	2	2
Hazel, TORREZ	24	100%	0	0	7	9	6

Notes:

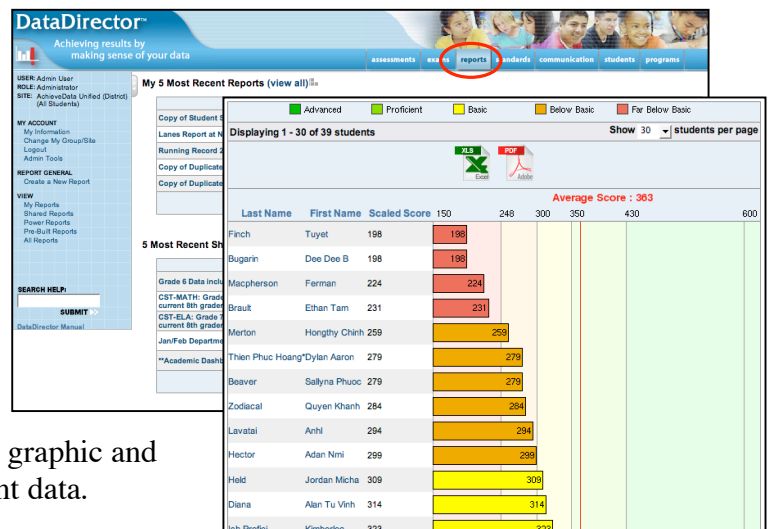
REPORTS

This section ...

- 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 ...

1. **My Most Recent Reports** are 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.



STANDARDS

This section ...

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

You can search by ...

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

The screenshot shows the 'Search for Academic Standards' page in DataDirector. The page features a search form with the following sections:

- Keyword:** A text input field for entering search terms.
- Grades:** A grid of checkboxes for selecting grade levels (K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12).
- Focus Standards:** A checkbox for 'District Focus Standards'.
- Disciplines:** A dropdown menu for selecting a discipline (None, English Language Arts, English Language Development, Listening and Speaking, Reading).
- Strands:** A dropdown menu for selecting a strand (English Language Arts).

Notes:

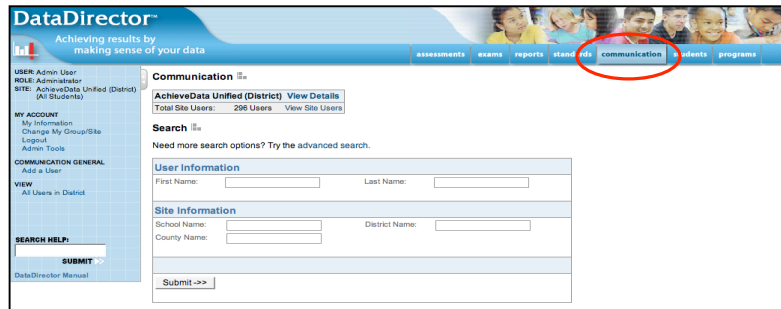
COMMUNICATION

This section ...

- Contains the **School Profiler Report** (California only), a report which details a 3-year view of data extracted from the CDE and includes API, AYP, CAHSEE and CELDT and is helpful in preparing for accreditation or school site plans.
- Hosts several tools to help with user management.

You can ...

1. Access the **School Profiler Report** by clicking **View Details** and selecting an academic year.
2. Email people in the district by clicking **View Site Users** and then clicking **Email These Users**.



STUDENTS

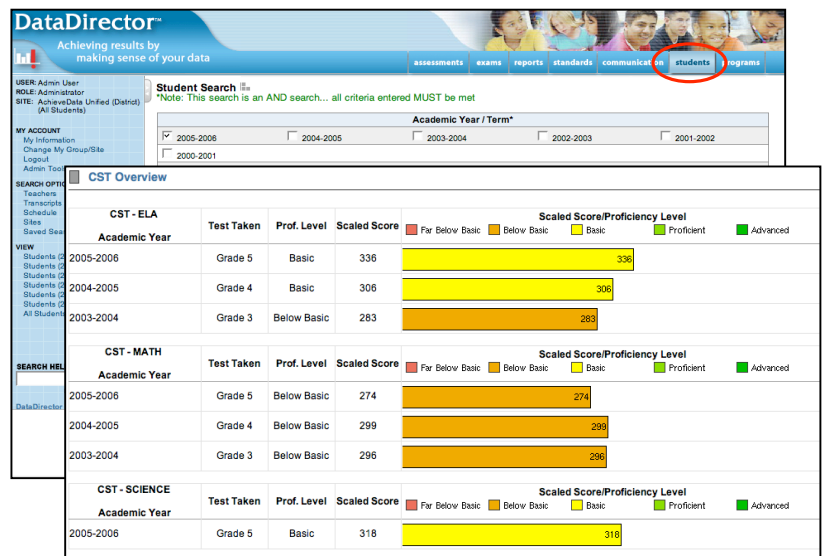
This section ...

- 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 ed., gifted, migrants, by mobility date, district entry date, gender and much more.

You can ...

1. Access a group of students to begin a custom report.
2. Access an individual student to view their **Student Profile Report** or individual test results.
3. Search for students by selecting a combination of the following ...

- *academic year or term*
- *grade or term*
- *course type or teacher*
- *various demographic criteria*



Notes:

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 that they are not rostered to.

You can ...

1. Open an existing program by clicking the program title.
2. Start a new program by clicking **Create a New Program** in the left navigation bar.
3. Set up a variety of programs including ...
 - *Interventions*
 - *After school tutoring*
 - *Math and reading centers*
 - *Labs*
 - *Enrichment groups*
 - *AVID*
 - *Under performing students*
 - *Criteria based intervention (far below basic students on a state test)*
4. Give teachers access to students whom are not on their schedules. This could include ...
 - *RSP* - *Gifted* - *Speech* - *The 5th grade team* - *The math department* - *PE*

Title	Summary	Author	Created On	Hide	Delete
Algebra Intervention	Algebra Intervention	Admin User	06/05/2006		
Rhodes Program	Rhodes Program	Admin User	06/02/2006		
HM Language Arts PD - grades 3 and 4	HM Language Arts PD - grades 3 and 4	Admin User	05/17/2006		
HM Language Arts PD - Grades 5 & 6	Professional Development for HM ELA curriculum	Admin User	05/16/2006		
Avid Students	Avid students	Admin User	11/28/2005		
21st Century 05-06	After School Enrichment Program	SILVIA Gonzales	11/28/2005		
After School EL Intervention	After school EL intervention	Admin User	11/04/2005		
SWIM A 3rd Grade	SWIM A 3rd Grade	Admin User	10/21/2005		
Grade 3 High Readers	Grade 3 high readers	Admin User	10/07/2005		
OUR ELA Intervention	OUR ELA Intervention	Admin User	09/30/2005		
Flexible Reading Group G5 High	Flexible Reading Group G5 High	Admin User	09/30/2005		
ELA Intervention	ELA intervention	Admin User	09/21/2005		
Red Reading Group	Red Reading Group	Admin User	06/31/2005		
CELDT 2-1	CELDT 2-1	Admin User	06/29/2005		
Homework Club	Homework	Admin User	03/11/2005		
After School Intervention	ELA and MATH	Admin User	03/11/2005		
Permission Test	perm test	Admin User	02/24/2005		
2004 - 2005 Resource Specialist Program	Students in the RSP Program for 2004-2005	SILVIA Gonzales	02/09/2005		
Reading Intervention Program	Reading Intervention Program	Admin User	01/21/2005		

DATA

This section ...

- Contains all demographic files including general demo.'s, language, ethnicity and contact info.

You can ...

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

Title	Author	Demographic Data	Share	Hide	Duplicate	Delete
2006-2007 Sensitive Sensitive information such as: NSLP.	DataDirector Admin	08/25/2006				
2006-2007 Entry / Mobility The following demographic fields are displayed: student name, active, district enter date, district mobility, school enter date, leave date, US entry date, previous school, last school, quarter section.	DataDirector Admin	08/16/2006				
2006-2007 Ethnicity / Language The following demographic fields are displayed: student name, ELD, ELL class, ELL date, FEP date, RFP date, home language, primary language, ethnicity, Asian ethnicity.	DataDirector Admin	08/16/2006				
2006-2007 Instructional Programs / Special Ed The following demographic fields are displayed: student name, at assessment, dis code (1), dis code (2), dis code (3), dis code (4), dis code (5), dis code (6), class, RSP, SPDivar set (1), SPDivar set (2), SPDivar set (3), SPDivar set (4).	DataDirector Admin	08/16/2006				
2006-2007 State / Federal Programs The following demographic fields are displayed: student name, class reduction, gifted, lunch, Title 1.	DataDirector Admin	08/16/2006				
2006-2007 Student Contact / General Information The following demographic fields are displayed: student name, grade, parent/guardian, address, city, state, zip, phone, birthdate, gender, related, school number.	DataDirector Admin	08/16/2006				

Notes: