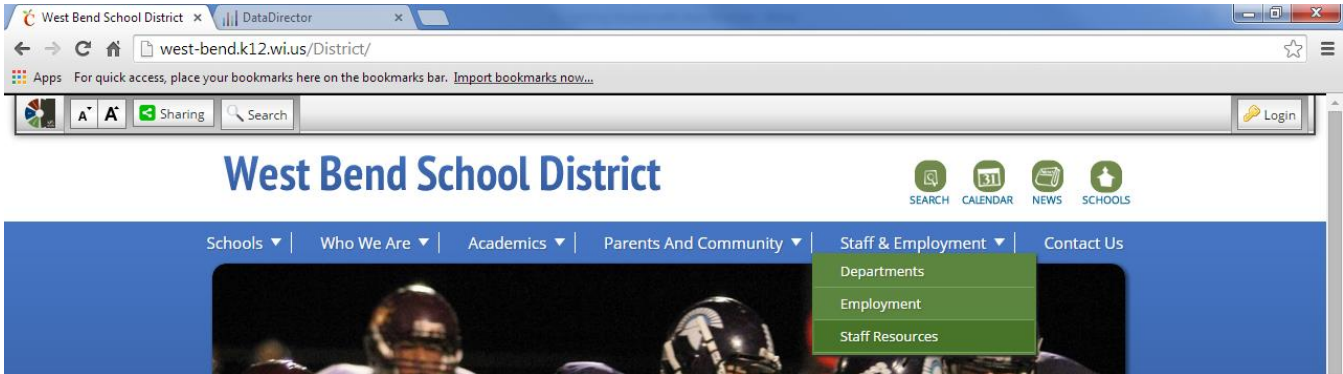# Getting Started in Data Director

Step 1: Login to the DataDirector™ website:

How to Login

1. Off of the **District Website** select **Staff Resources** followed by selecting **Data Director** under curriculuim.

2. Enter username and password on the far upper left corner of the screen.
Your username and password is unique to you, and should be kept confidential. If you are logging in for the first time your username is the initial of your first name followed by your last name, *example: John Smith would be jsmith.* First time users have a password of "westbend". You may be prompted to change your password for security purposes. Passwords are sensitive, cannot contain your usernme and must contain at least 6 characters.

3. Click Login

Step 2: Select the location you would like to see:

Depending on your user type, you may have access to multiple sites. For example; if you are an administrator, you will see all of the schools in the district. If you are a teacher, you will see only the schools that you can access.

Most teachers in the District will NOT need to perform this step since you are only at one site.

About Access Levels

Access levels or roles where set when accounts are established. Your role controls the sites you can access, the students you can view, and the actions you can perform in DataDirector.

Step 3: Choose Where You Want to Go:

Once you've chosen your site, and students, the Dashoard Page is displayed. The Dashboard Page contains the latest DataDirector™ news, Demographic Information about Your Class and Your Class Roster. You will also be able to add additional widgets to the Dashboard like reports or assessment results.
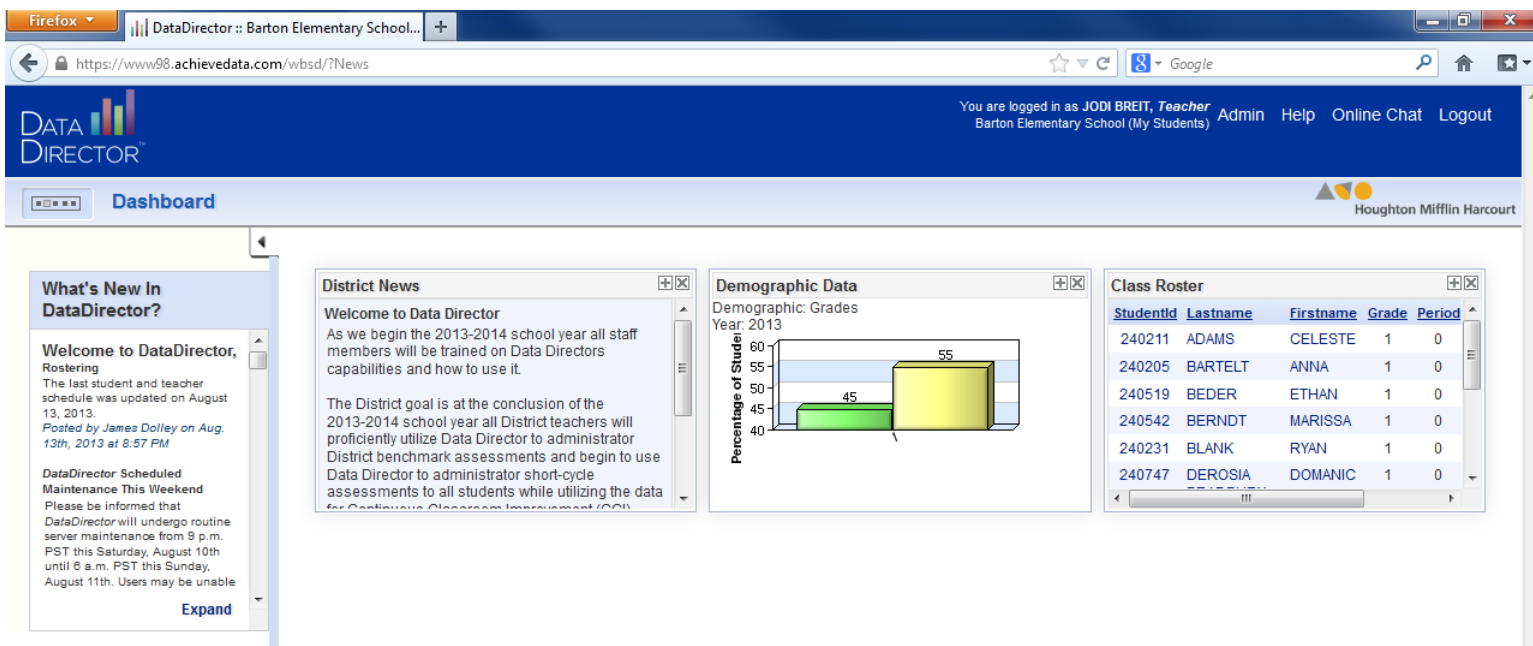
To Navigate Between Sections in DataDirector

Use the application switcher to go to the area of the site you want to view. The application switcher allows you to move between different modules in DataDirector™. The switcher appears minimized in the page header in the upper left corner of every page in DataDirector™. Click the minimized icon bar to activate the application switcher. You can switch between pages at any time by clicking the icon for that area of DataDirector™.

A. Click to expand the minimized application switcher in the upper left corner of the page.

B. Click an icon to be re-directed to that page.
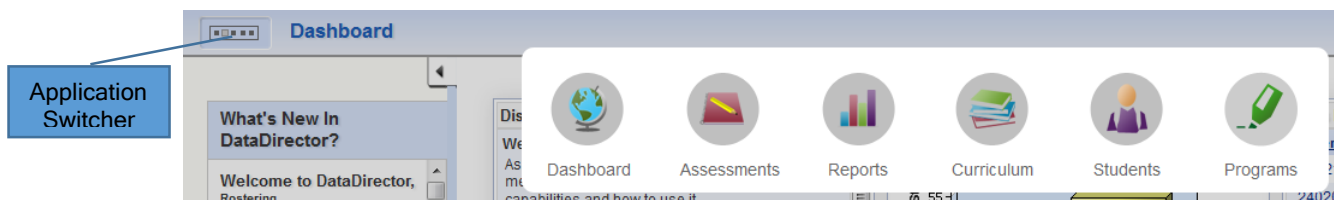
You can return to the Dashboard page from any point in DataDirector™ by clicking the Dashboard icon in the application switcher.

Getting Help

The help topics are organized into books within the Contents tab. Click a book to expand the chapters within that topic. The help topic is displayed to the right of the Contents pane. The Contents pane also contains a Search tab and a Favorites tab.

Tour of the Workspace

This section introduces you to the various elements of the DataDirector™ workspace and how you can use it to access information and perform the actions you need.

Page Layout

This is what a DataDirector™ page looks like once you sign in and choose your site. Every page contains a header for performing admin functions, getting help, or logging out of DataDirector, the application switcher, and icon bar for moving to different sections, such as Assessments, Reports, etc., a menu bar for viewing and accessing lists, performing functions, and a middle section which displays the lists, reports, etc.
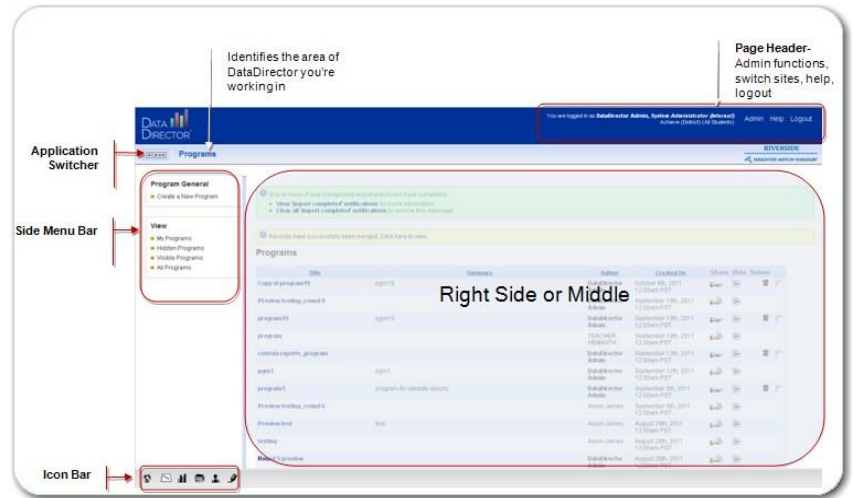
Page Header

The upper right side of every page. The page header identifies the name of the person logged in, their role[1], the name of the site, and the group of students they can access. The header area also contains links to Admin Tools. The header also contains links to Admin Tools, Help, and Logout.

Click on the Admin link to view a secondary menu containing Change sites, My profile, and Admin tools options.
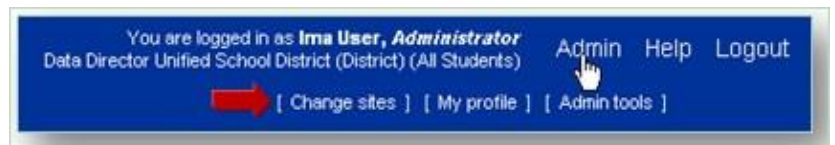
- o Change sites - return you to the Welcome page and select a different site or group of students (My Students/All Students). The options available will depend on your user type, role, and site affiliations. If you have multiple roles at a site (i.e. teacher and administrator) you can use this line to change to your other role.
- o My profile - link to view and edit your profile information such as your name, email address, password.
- o Admin Tools - links to administrative functions, such as user management and permissions. Also contains the Communication link to view site users. The majority of these functions require Administrator access, however, all users can access their profile from the Admin section.

1 A user can have multiple roles. For instance, a teacher may also have administrative rights. When a user logs in, they select their role (my students, all students).

Back Button

Do not use your browser's Back button. Instead, use the contextual DataDirector buttons and links to navigate through the system.

If you do use your browser's back button and get a message' "Warning: Page Expired," Click the Refresh button on your browser, then Retry on the new window.
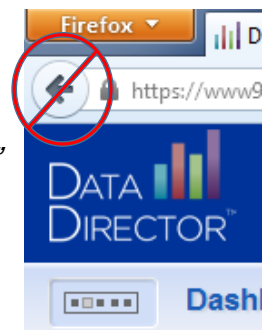
Application Switcher

The application switcher allows you to move between different sections in DataDirector™. The switcher appears minimized in the page header in the upper left corner of every page in DataDirector™. Click the minimized icon bar to activate the application switcher. You can switch between pages at any time by clicking the icon for that section of DataDirector™.

To switch between pages or return to a main page:

1. Click the minimized icon bar to activate the application switcher.
2. Click an icon to be directed to that page.

Bottom Icon Bar

The icons in the application switcher are also available at the bottom of each page. You can also use these icons to navigate between sections in DataDirector™.

Left Side Menu Bar

Links used to initiate various actions such as viewing, searching for data, or creating lists and reports. The options that appear along the left directly relate to the section (reports, assessments, etc.) you are viewing. The bar along the left side of DataDirector™ pages contains links to actions that can be taken such as View, Create, and Edit.

The appearance of the menu and the options that appear change according to the page you are viewing, your role, and permissions.

Example: A teacher or Program user will see different options in the menu than an administrator.

The area where you actually work, contains filters for searching, performing actions such as, modifying, creating, searching, and, viewing.
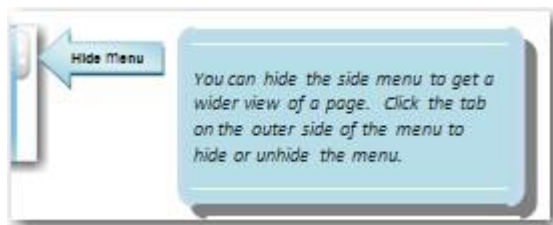

Example: Links to Assessment Functions, *find, create, manage.* Options will vary depending on the page you are viewing and your

Or
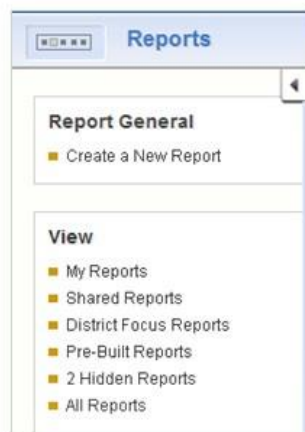
Example: Links to Reports Functions, *create, view.* Options will vary depending on the page you are viewing and your permissions.

You can hide the side menu to get a wider view of a page. Click the tab on the outer side of the menu to hide or unhide the menu.

Lists

The results of a search are listed in columns with headers. Column headers for columns that can be sorted appear in blue. Click a column header to sort the records in ascending or descending order.

Action Icons

Lists may also contain columns of icons which allow you to perform actions on an item in a row (ex. share, unshare, duplicate, hide, unhide, delete). The icons that appear are dependent on your permissions. If you don't have permission to perform an action, the icon will not appear for you.
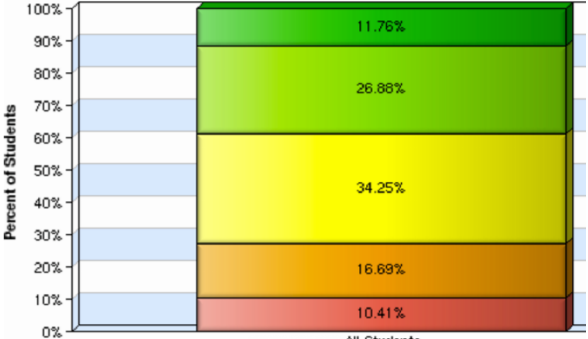
Downloading Lists

Lists and reports can be downloaded or exported from DataDirector in Excel, PDF, or .txt format. The available formats will be indicated by the icons that appear on the page. Click an icon to download the information in the selected format.

Icons		Action	Description
		Share*	Shares selected with other users. Generally, you can share what you have created and what others have given you the permission to share.
		Hide	Hides selected from view. Only applies to your list view. Other users will still see the item in their list if they have not hidden it. Note: Name changes to unhide when hidden items are displayed.
		Duplicate	Creates a duplicate of the selected. The title of a duplicated object is "duplicate of..." by default.
		Delete*	Deletes selected and all its associated data for ALL users. Generally, non-administrators will only have permission to delete that which they have created. You may give others the permission to delete what you have created; however, this should be used with caution. If another user deletes an exam, for instance, and there are students and scores for that exam, all scores will be deleted and cannot be retrieved.
		Checkbox	Allows the same action to be applied to multiple objects. Checkbox and choose **With Selected** from the drop-down at the bottom of the list page.

Modules in Data Director

Dashboard Takes you to the Dashboard page, where you can review system announcements, demographic information for your class.	*Dashboard*	
Assessments • Create standards-based assessments and generate answer documents. • Can store both alpha and numeric data, as well as dates and calculations on scores. • Interacts with scanning software or electronic files to upload test results. • Offers in-depth, colorful, and interactive reports for disaggregating test results. • Store both summary and item-by item data (when available).	*Assessments*	

Reports
 	
• Create a variety of reports, including:
  o Benchmark and state comparison reports
  o Reports based on student groups, like gifted, Spanish-speaking, middle-range performing, and/ or grade levels containing local and state test data
  o Correlate virtually any demographic or assessment information
• *My Most Recent Reports:* Lists reports you've created.
• *Most Recent Shared Reports:* Lists reports other people have made and shared with you.
• *Pre-Built reports*: Quickly create colorful, graphic, and robust Reports based on common data needs.
	Reports	

Curriculum
 	
• Offers easy access to state and national standards through a search or browsing.
• Search by:
  o Standard Code
  o Keyword
  o Grade
  o Discipline
	Curriculum	

Students • Instantly search for and access your students according to academic year, grade level, or other criteria. • Access a group of students and begin a custom report. • Search for an individual student and access their Student Profile Report. • From the left navigation bar, click Demographics to access student demographic information.	*Students*	
Programs • Place students into specialized groups to easily track progress and determine the effectiveness of intervention techniques. • Grant users access to groups of students without altering rostering information. • Link assessments to a program to see how certain students performed on specific tests.	*Programs*	

My Profile

Your profile contains your personal information, such as your username and contact information.   Every DataDirector™ user has a profile with basic information. At a minimum, your profile contains your username and password, but may also contain additional information, such as phone number and email address. You may edit your profile information at any time after successfully logging in to DataDirector™.

Viewing and Managing Your Profile Information

To access your profile, hover your mouse pointer over the Admin link and select [My profile] link in the DataDirector™ header.

You can change or update your personal information and change your login password on this page.

Remember to click Save Changes to save any changes you make including a change to your password.

See also Resetting Your Password

Resetting Your Password

Important Note: No one can view your password. If you forget your password, an administrator can reset your password, but does not have the ability to send you an existing password.

Password Tips
- o Choose a password that is easy to remember.
- o Passwords must be between 6-8 characters long and can be any combination of alpha or numeric characters.
- o Passwords are case-sensitive. Take note if you choose to include both upper and lower case letters.
- o Passwords cannot contain your username.

Follow these steps to reset your password:
1. Open your profile by selecting [My profile] from the header.

2. Scroll down to the Login Information section toward the bottom of the profile page.

3. Type your New Password

4. Type your new password again in Confirm New Password

5. Click Save Changes.