

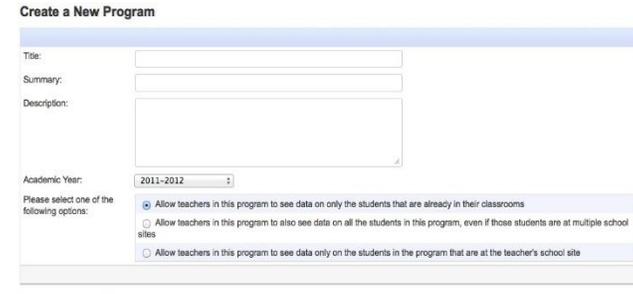
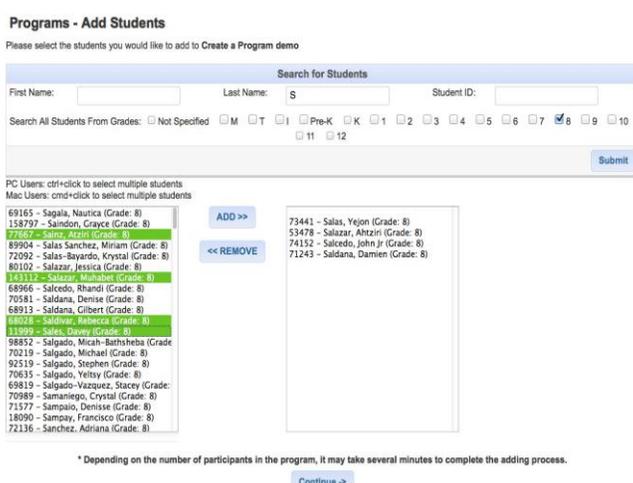
## Before You Begin... **Create a Program**

- Know which students you want to add to the program
- Know which teachers you want to add to the program

### Hand-selected groups of students

Create a custom group of students to use as the basis for prebuilt and custom reports. Programs also allow teachers access to students they do not have through the normal system rostering process. You can link assessments to the program to allow users quick and easy access to students' results.

#### STEPS

<p style="text-align: center;"><b>IN ORDER FOR THE FOLLOWING STEPS TO WORK CORRECTLY YOU NEED TO SELECT ALL STUDENTS WHEN LOGGING INTO DATA DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Launch the Application Switcher and select <b>Programs</b>.</li> <li>2. From the left navigation menu, click <b>Create a New Program</b>.</li> <li>3. Complete the following fields: <ul style="list-style-type: none"> <li>• Title</li> <li>• Summary (optional)</li> <li>• Description (optional)</li> <li>• Academic Year</li> </ul> <div style="background-color: #fff9c4; padding: 5px; margin-top: 10px;"> <p><b>TIP</b> Begin the program title with the academic year to distinguish it from programs of previous years.</p> </div> </li> <li>4. Select a view option.</li> <li>5. Click <b>Save Changes</b>.</li> <li>6. Click <b>Add Students</b> to customize the list of students in the program.</li> <li>7. Use the available filters and click <b>Submit</b> to shorten the list of potential students.</li> <li>8. Select students in the left box, click <b>Add</b>, then click <b>Continue</b> when done.</li> </ol>	   
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Use the options in the [Create a New Program](#) page to determine which students your users can see. Depending on these settings, program users can see program students throughout the district, school, or only students to whom they already have access.

You can add students to existing programs from a custom or prebuilt report. Just look for the **Attach These Students to a Program** link in the left navigation bar.

Click **Return to Program Details** to get back to the main Program page.

\* Depending on the number of participants in the program, it may take several minutes to complete the adding process.

9. To assign teachers to your program, click **Add Teachers**.

10. Search for teachers individually by typing in their name or click the **Click here to select from all users** button. Highlight the teachers you wish to include and click **Add**.

11. Click **Continue** when done.

**TIP**

Share your program with teachers whose students you've added to it so they can track progress and growth as well.

**Programs - Add Users**

Please select the users you would like to add to **Create a Program demo**

Search for Users  
First Name:  Last Name:   
Click here to select from all users

PC Users: ctrl+click to select multiple users  
Mac Users: cmd+click to select multiple users

- Testing2934, Automation962
- Testor, Testing
- Thoosin, Mayra
- Thomas, Branden
- Thomas, Vicki
- Thompson, Justin
- Thors, Richard Jr
- Thurston, Paul
- Timmons, Nicholas
- ting, test
- Tobby, Hugo
- Tolentino, Anita
- Tong, Mark
- Torres, Jacqueline
- Torres, Julian
- Torres, Sok Lina
- Toston, Natalia
- Townsend, Cheryl
- Training, DataDirector
- Trainino User, 2010, Sales, Conference...

ADD >> << REMOVE

- Taylor, Audrey
- Taylor, Steve
- Tristan, Khaliya

\* Depending on the number of participants in the program, it may take several minutes to complete the adding process.

Continue ->

12. When you are on the Program Details Page, there is an option to link assessments to the program. On the Left Hand Side. Select Assessments to link the assessment to the program

DATA DIRECTOR

Programs

Program Edit Options

- Basic Information
- Add Students
- Add Teachers
- Permissions/Sharing
- View/Edit Students
- View/Edit Teachers

Link

- Assessments

Program General

- Create a New Program
- Make This a Report
- Duplicate
- Delete
- Add To Dashboard

13. Select the Assessment for the dropdown box that you want to link to the program.

After you select the assessment click on Save Changes

Assessments

View

- My Programs
- Hidden Programs
- Visible Programs
- All Programs

Return to Program Details

Link Assessment to Ms. Ruhland's students

Select the assessment you would like to link to:

-- Select an Assessment --

<< Go Back Save Changes >>

14. To View the assessment results, click on the link next to assessment results.

Programs

Program Edit Options

- Basic Information
- Add Students
- Add Teachers
- Permissions/Sharing
- View/Edit Students
- View/Edit Teachers

Link

- Assessments

Program Details - Ms. Ruhland's students

Ms. Ruhland's students	
Author: MARY RUHLAND	
Summary:	
Description:	
Students: There are currently 9 students involved in this program	view students add students
Teachers: There are currently 0 teachers involved in this program	add teachers
Linked Assessments: 2014 RDG Gr2 EOC Pretest	un-link