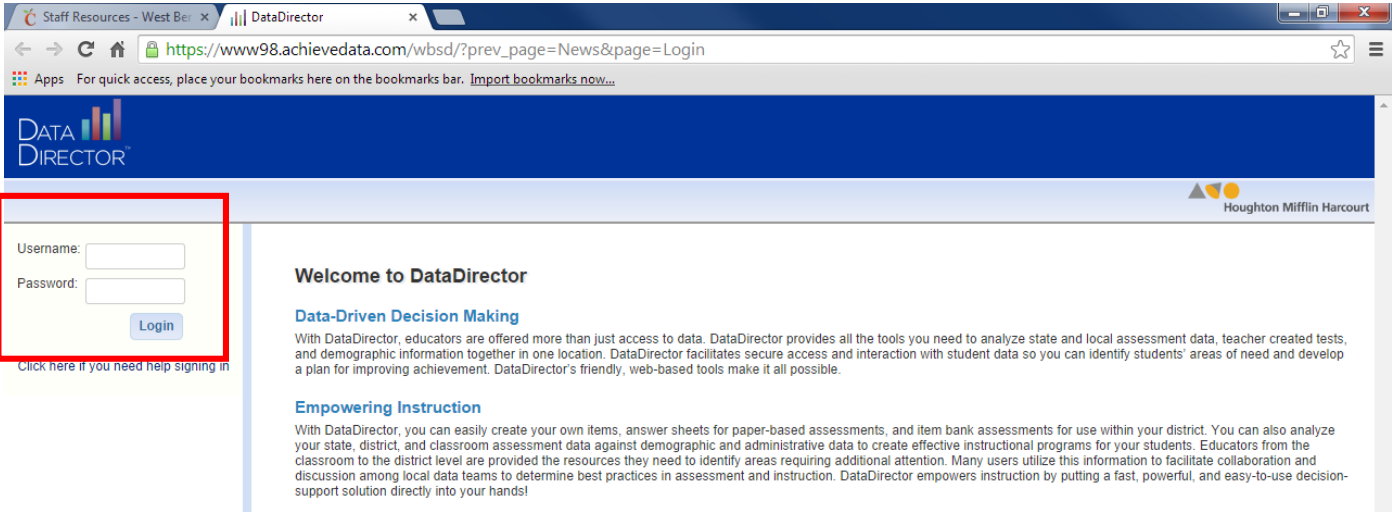


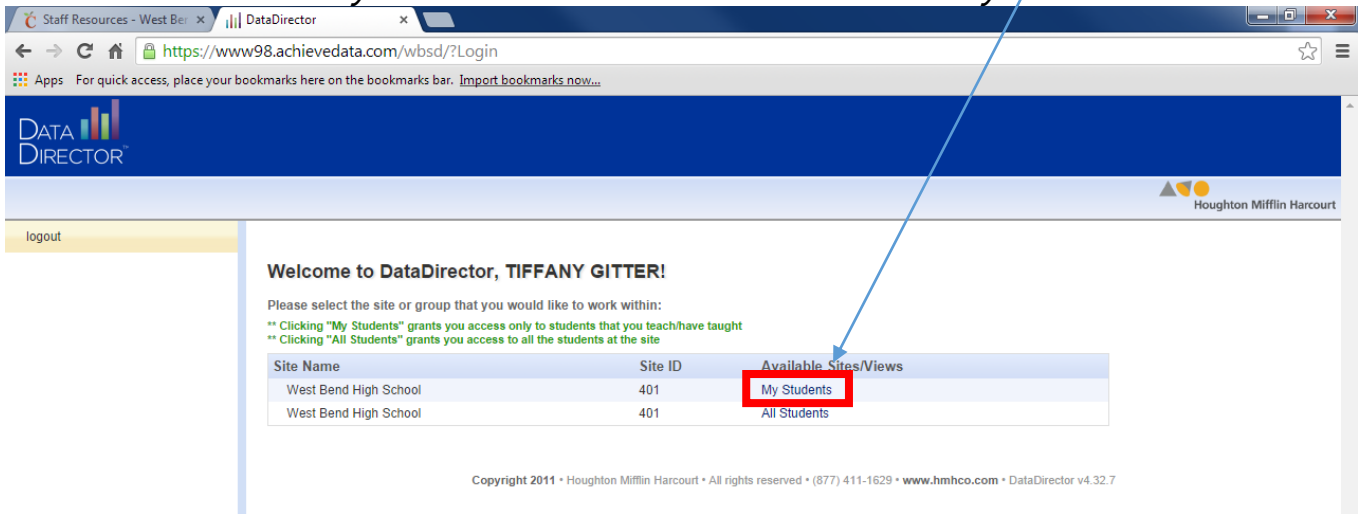
Finding an Assessment in Data Director

Step 1: Login to the DataDirector™:

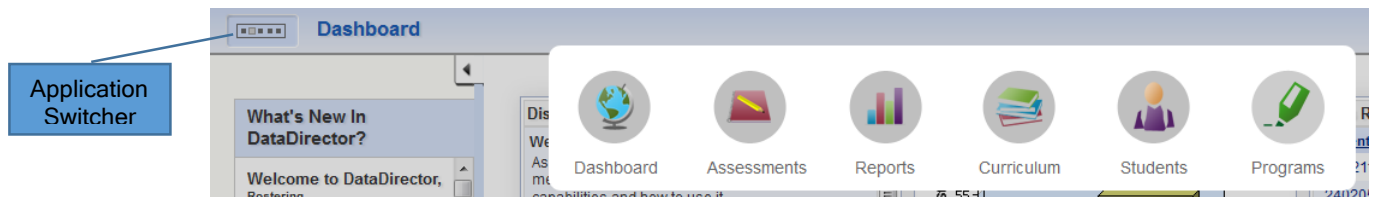
1. Using your username and password, log into DataDirector.



2. Select your school. When selecting your school only select **My Students**. You would select *All Students* if you want to see all students results at your school.

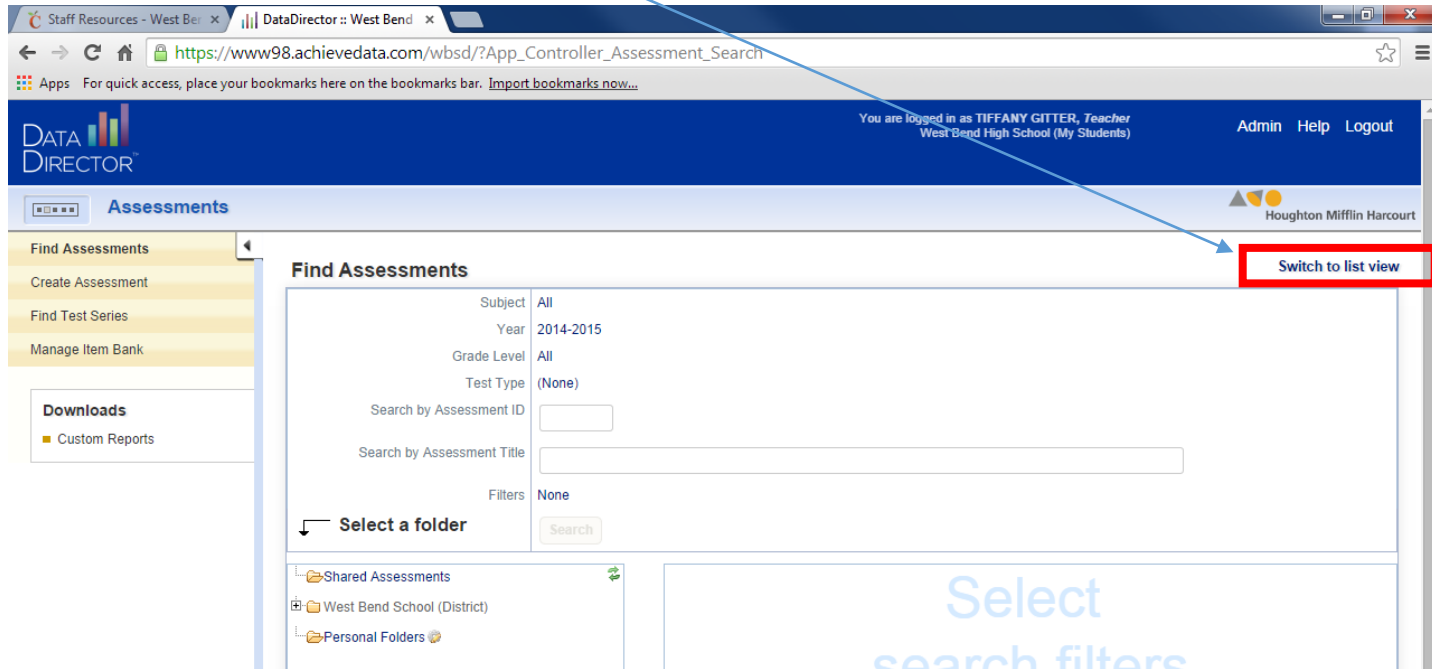


3. On the Application Switcher, Select **Assessments**

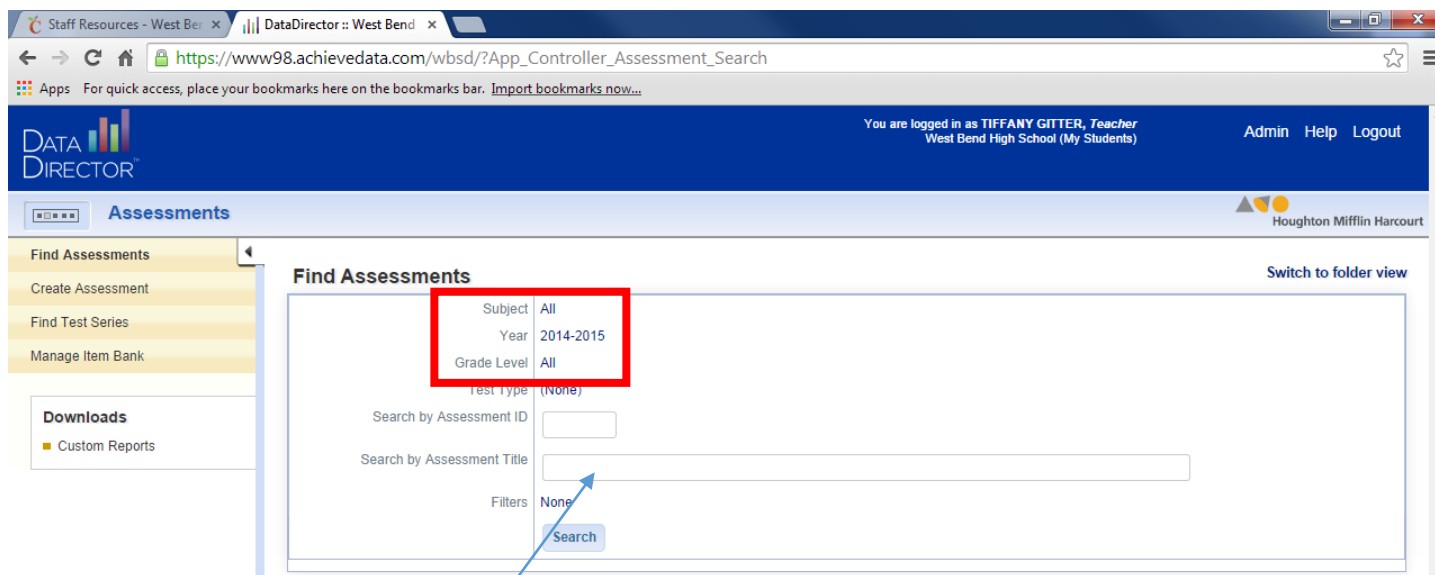


METHOD 1

4. After Selecting Assessments you will be on the Find Assessments window. In the upper right corner select **Switch to list View**.



5. Ensure that all of the parameters are set correctly; Subject, Year, Grade Level.



6. Using the district provide naming conventions, type a portion of the assessment name in the search by assessment title line and click on SEARCH.
Example: PRE MAT would return the Math Pretest for the selected grade level.

7. Select the assessment you need by clicking on the assessment link.

Staff Resources - West Bend x DataDirector :: West Bend x
https://www98.achievedata.com/wbsd/?App_Controller_Assessment_Search

You are logged in as Test Admin, District Administrator
West Bend School (District) (All Students) Admin Help Logout

Assessments Houghton Mifflin Harcourt

Find Assessments
Create Assessment
Find Test Series
Manage Item Bank

Downloads
Custom Reports

Find Assessments Switch to folder view

Subject (None)
Year 2014-2015
Grade Level 1
Test Type (None)

Search by Assessment ID
Search by Assessment Title MAT PRE

Filters None
Search

| ID | Title | Author | Date | Actions |
|------|--|------------|-------------------------|---------|
| 3238 | 2015 MAT Gr1 EOC Pretest 2015 MAT Gr1 EOC Pretest | Test Admin | 09/02/2014 - 09/30/2014 | |
| 3252 | 2015 SPE MAT Gr1 BASIC EOC Pretest | Test Admin | 09/02/2014 - 10/06/2014 | |
| 3253 | 2015 SPE MAT Gr1 DEVELOPING EOC Pretest | Test Admin | 09/02/2014 - 10/06/2014 | |

METHOD 2

4. After Selecting Assessments you will be on the Find Assessments window. In the upper right corner select **Switch to folder View**.

Staff Resources - West Bend x DataDirector :: West Bend x
https://www98.achievedata.com/wbsd/?App_Controller_Assessment_Search

You are logged in as Test Admin, District Administrator
West Bend School (District) (All Students) Admin Help Online Chat Logout

Assessments Houghton Mifflin Harcourt

Find Assessments
Create Assessment
Find Test Series
Manage Item Bank

Downloads
Custom Reports

Find Assessments **Switch to folder view**

Subject (None)
Year 2014-2015
Grade Level (None)
Test Type (None)

Search by Assessment ID
Search by Assessment Title

Filters None
Search

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5. Ensure that all of the parameters are set correctly; Subject, Year, Grade Level.

Staff Resources - West Bend | DataDirector :: West Bend

https://www98.achievedata.com/wbsd/?App_Controller_Assessment_Search

You are logged in as Test Admin, District Administrator Admin Help Online Chat Logout
West Bend School (District) (All Students)

Assessments Houghton Mifflin Harcourt

Find Assessments

Find Assessments

Subject (None)
Year 2014-2015
Grade Level (None)
Test Type (None)

Search by Assessment ID

Search by Assessment Title

Filters None

Search

Switch to folder view

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6. Select the Shared Assessments Folder

Staff Resources - West Bend | DataDirector :: Green Tree

https://www98.achievedata.com/wbsd/?App_Controller_Assessment_Search

You are logged in as JENNIFER ORTH, Teacher Admin Help Online Chat Logout
Green Tree Elementary School (My Students)

Assessments Houghton Mifflin Harcourt

Find Assessments

Find Assessments

Subject All
Year 2014-2015
Grade Level 3
Test Type (None)

Search by Assessment ID

Search by Assessment Title

Filters None

Search

Switch to list view

Shared Assessments

West Bend School (District)

Personal Folders

| ID | Title | Author | Date | Actions |
|------|--|--------------------|-------------------------|---------|
| 3125 | 2014-2015 PALS 1-3 Fall | DataDirector Admin | 10/15/2014 | [Icon] |
| 3449 | 2015 RDG GR 3 EOC PRETEST | Test Admin | 09/09/2014 - 10/06/2014 | [Icon] |
| 3259 | 2015 ART Gr3 EOC Pretest 2015 ART Gr3 EOC Pretest | Test Admin | 09/08/2014 - 10/06/2014 | [Icon] |
| 3078 | 2015 MAT Gr3 EOC Pretest 2015 MAT Gr3 EOC Pretest | Test Admin | 09/02/2014 - 09/30/2014 | [Icon] |
| 3256 | 2015 SPE MAT Gr3 Basic EOC Pretest | Test Admin | 09/02/2014 - 10/06/2014 | [Icon] |

7. After selecting the shared assessment folder all of the assessments that match the search criteria will appear.

8. Select the assessment you need by clicking on the assessment link.