

STEPS

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.

ite Name Site ID Available Sites/Views IN ORDER FOR THE FOLLOWING Jackson Elementary School 110 STEPS TO WORK CORRECTLY Jackson Elementary School 110 All Students YOU NEED TO SELECT ALL STUDENTS WHEN LOGGING INTO DATA DIRECTOR 1. Launch the Application Switcher and select Programs. 2. From the left navigation menu, click Create a New Program. 3. Complete the following fields: Create a New Program Title Summary: Summary (optional) Description (optional) Academic Year 2011-2012 ; lease select one of the Allow teachers in this program to see data on only the students that are already in their TIP Allow teachers in this program to also see data on all the students in this program, even if those stu-sites Begin the program title with the O Allow te chers in this program to see data only on the students in the program that are at the teacher's school si academic year to distinguish it from programs of previous years. Save Changes >> Select a view option. 4. 5. Click Save Changes. 6. Click Add Students to customize Programs - Add Students Please select the students you would like to add to Create a Program demo the list of students in the program. Student ID Last Name: S 7. Use the available filters and click ©K @1 @2 @3 @4 @5 @6 @7 ₫8 M OT Search All Students From Grades: 💷 Not Specified Submit to shorten the list of potential students. PC Users: ctrl+click to select multiple st Mac Users: cmd+click to select multiple Select students in the left box, 69165 - Sagala, Nautica (Grade: 8) 158797 - Saindon, Grayce (Grade: 8) ADD >> click Add, then click Continue 89904 – Salas Sanchez, Miriam (Grade: 72092 – Salas-Bayardo, Krystal (Grade: 80102 – Salazar, Jessica (Grade: 8) when done. 70215 92519 70635 69819 70989 71577 18090 72136 ing on the num ouram, it may take utes to complete the adding or Continue ->

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.

0 Secret for teachers in	, 9	, click Add Teachers.	Please select the users you would like to add to			
0. Search for leachers inc	dividually by	typing in their name or		Search for Users		
click the Click here			First Name:	Last Name: Click here to select from all users	t	
Highlight the teachers	you wish to ir	nclude and click Add.				Submit
1.Click Continue when c	lone		PC Users: ctrl+click to select multiple users Mac Users: cmd+click to select multiple users			
			- Testing2934, Automation962 - Testor, Testing - Thoeun, Mayra - Thomas, Branden	ADD >> - Taylor, Audrey - Taylor, Steve - Tristan, Khaliya		
TIP			- Thomas, Branden - Thomas, Vicki - Thompson, Yasmin - Thorn, Richard Jr	<< REMOVE		
Share your program with tea	achers whose s	students you've	- Thunder, Paul			
added to it so they can track		-	- ting1, test - Tisby, Hugo - Tolentino, Anita - Tong, Mark			
	i pi ogi oco aira	g	- Torres, Jacqueline Torres, Julian			
			- Torres, Sok Lina - Toston, Natalia - Townsend, Cheryl			
			- Training, DataDirector - Training User, 2010 Sales Conference			
			* Depending on the number	r of participants in the program, it may take several	minutes to complete the adding process.	
				Continue		
2. When you are on the F option to link assessme Hand Side. Select Asso	ents to the pro	ogram. On the Left	Data 1 Director			
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			Add Students			
			 Add Teachers Permissions/Sharing 			
			View/Edit Students			
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			Create a New Program	m		
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			 Delete Add To Dashboard 			
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