

Finding an Assessment in Data Director

Step 1: Login to the DataDirector™:

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

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Data III Director		^
	Houghton Mifflin Har	court
Username: Password:	Welcome to DataDirector	
Login Click here if you need help signing in	Data-Driven Decision Making With DataDirector, educators are offered more than just access to data. DataDirector provides all the tools you need to analyze state and local assessment data, teacher created tests and demographic information together in one location. DataDirector facilitates secure access and interaction with student data so you can identify students' areas of need and develop a plan for improving achievement. DataDirector's friendly, web-based tools make it all possible.	3, D
	Empowering Instruction With DataDirector, you can easily create your own items, answer sheets for paper-based assessments, and item bank assessments for use within your district. You can also analyze your state, district, and classroom assessment data against demographic and administrative data to create effective instructional programs for your students. Educators from the classroom to the district level are provided the resources they need to identify areas requiring additional attention. Many users utilize this information to facilitate collaboration and discussion among local data teams to determine best practices in assessment and instruction. DataDirector empowers instruction by putting a fast, powerful, and easy-to-use decision support solution directly into your hands!	1-

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.*

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Data III Director			/	/	
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ogout	Welcome to DataDirector, TIF Please select the site or group that you wou ** Clicking "My Students" grants you access to all ** Clicking "All Students" grants you access to all	FANY GITTER! Id like to work within: to students that you teach/have tar the students at the site	Aght		
	Site Name	Site ID	Available Sites/Views		
	West Bend High School	401	My Students		

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**.

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Data Director			You are logged in as TIFFANY GITTER, Teacher West Bend High School (My Students)	Admin Help Logout
Assessments				Houghton Mifflin Harcourt
Find Assessments				Switch to list view
Create Assessment	Find Assessments			Switch to list view
Find Test Series	Subject	All 2014 2015		
Manage Item Bank	Grade Level	All		
	Test Type	(None)		
Downloads	Search by Assessment ID			
Custom Reports	Search by Assessment Title			
	Filters	None		
	↓ Select a folder			
	General Assessments → General Bend School (District) → Personal Folders 🖗	¢\$	Select	

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

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Data III Director			You are logged in as TIFFANY GITTER, <i>Teacher</i> West Bend High School (My Students)	Admin Help Logout
Assessments				Houghton Mifflin Harcourt
Find Assessments	-			Curitade das Galidaes vienus
Create Assessment	Find Assessments			Switch to folder view
Find Test Series	Subject	All		
Manage Item Bank	Year Grade Level	2014-2015		
	Test Type	(None)		
Downloads	Search by Assessment ID			
Custom Reports	Search by Assessment Title			
	Filters	None Search		

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.

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Data III Director					You are logge	l in as Test Admin, <i>District Administr</i> West Bend School (District) (All Stude	ator Admir ents) Admir	n Help Logout
Assessments							A T	oughton Mifflin Harcourt
Find Assessments	Find	Assessm	ents	/	/		Sw	vitch to folder view
Create Assessment			Subject	(None)				
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		ID	Title	¥	Autho	r Date 🔺	Actions	
		3238	2015 MAT Gr1 2015 MAT Gr1 E	EOC Pretest	Test A	dmin 09/02/2014 - 0	9/30/2014 📀 🗹 📄	X
		3252	2015 SPE MAT	Gr1 BASIC EOC Pretest	Test A	dmin 09/02/2014 - 1	0/06/2014 📀 🖸 🛅	X
		3253	2015 SPE MAT	Gr1 DEVELOPING EOC Pretest	Test A	dmin 09/02/2014 - 1	0/06/2014 📀 🖸 🛅	X

METHOD 2

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

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Data III Director"		You are logged in as Test Admin, District Administrator West Bend School (District) (All Students) Admin H	elp Online Chat Logout
Assessments			Houghton Mifflin Harcourt
Find Assessments			
Create Assessment	Find Assessments		Switch to folder view
Find Test Series	Subject	(None)	
Manage Item Bank	Year Grade Level	2014-2015 (None)	
	Test Type	(None)	
Downloads	Search by Assessment ID		
Custom Reports	Search by Assessment Title		
	Search by Assessment fille		
	Filters	None	
		Search	
	Copyright 2011 • Houghton M	fifflin Harcourt * All rights reserved * (877) 411-1629 * www.hmhco.com * DataDirector v4.32.7 * Release Date: August 22nd	, 2014 7:28pm PST
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5. Ensure that all of the parameters are set correctly; Subject, Year, Grade Level.

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Apps For quick access, place your bookmarks here on the bookmarks bar. Import	bookmarks now
Data Director	You are logged in as Test Admin, <i>District Administrator</i> Admin Help Online Chat Logout West Bend School (District) (All Students)
Assessments	Houghton Mifflin Harcourt
Find Assessments	
Create Assessment Find Assessments	Switch to folder view
Find Test Series Subject	(None)
Year	2014-2015
Grade Level	(None)
Test Type	(None)
Downloads Search by Assessment ID	
Custom Reports Search by Assessment Title	
Filters	None
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6. Select the Shared Assessments Folder

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Assessments							Houghton Mifflin Harcourt
Find Assessments							Switch to list view
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Test Type	(None)						
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Shared Assessments	4	ID	Title		Author	Date 🔺	Actions
E Construction Construction		3	125 2014-20	15 PALS 1-3 Fall	DataDirector Admin	10/15/2014	
		34	449 2015 RE	G GR 3 EOC PRETEST	Test Admin	09/09/2014 - 10/06/2014	
		32	259 2015 AR	T Gr3 EOC Pretest Gr3 EOC Pretest	Test Admin	09/08/2014 - 10/06/2014	
		30	2015 MA	T Gr3 EOC Pretest	Test Admin	09/02/2014 - 09/30/2014	
		32	256 2015 SP	E MAT Gr3 Basic EOC Pretest	Test Admin	09/02/2014 - 10/06/2014	

- 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.