# DataDirector™ 4.0 Overview

This document provides you with a guide to the new user interface and functionality that will go live with the release of **DataDirector™** 4.0 for all current **DataDirector™** customers. The new system will include all of the current functionality of **DataDirector** in addition to the following changes:

- An updated user-interface focused on ease of use. This will include the streamlining of the Exams and Assessments tab and the introduction of a folder structure in which users can organize assessments.
- Simplified processes to create an Item Bank test, summary assessment, or an answer document for an assessment administered via pencil and paper.
- Users will also have the option to create question groups for assessments, or group all questions into a single category for reporting purposes.
- Users will have option to create custom performance bands for an assessment.
- New item creation tools, such as an equation editor and an option to create additional item types (True/False, Yes/No, Short Answer, Constructed-Response).
- The ability to use an additional scanning client to scan and score **DataDirector™** assessments.

New User Interface

A modern and updated user interface (UI) is one of most noticeable and significant changes to **DataDirector™.** The UI has been simplified and tab functionality has been streamlined, allowing users to access powerful assessment, data, and reporting tools while utilizing fewer clicks within the site. The user interface has an updated style and utilizes consistency and a minimalist design in order to guide the user through the site quickly and efficiently.
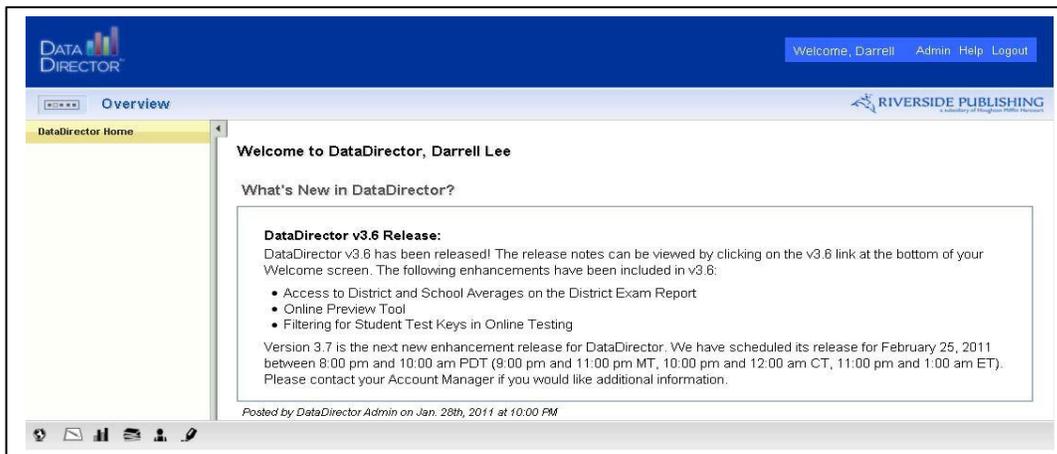
An icon bar has also been added, allowing users to quickly and easily move to a new area of **DataDirector™** at any time. In order to access the application switcher, simply hover your mouse over the series of boxes below the **DataDirector™** logo on the top left corner of the screen.

A new navigation bar will appear in the center of the screen. Users click their desired location and are immediately redirected to the appropriate page.
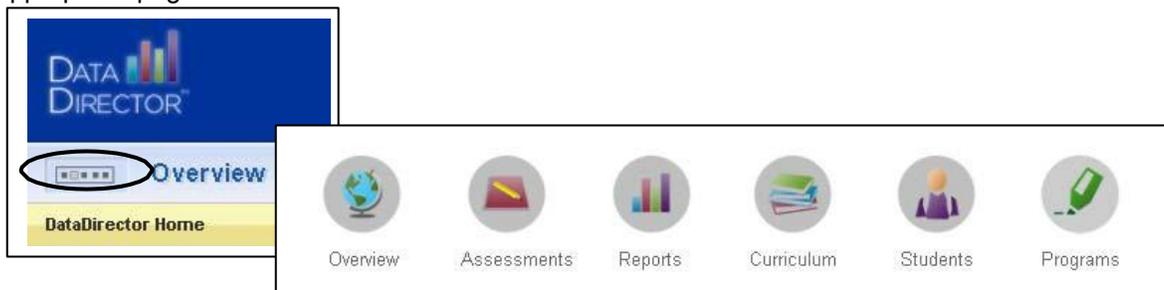
In addition, **us**ers can access the icons at the bottom of each page to navigate through the site. The icons on the bottom left of the page match those in the application switcher. Clicking on the appropriate icon will redirect users to the appropriate page within the site.

Page Overview

All of the functionality that **DataDirector™** users have come to expect will be available when the new user interface is complete. The site map below will assist users in accessing and interacting with new and existing **DataDirector™** functionality in the new user interface.

Page Name	Content and Function
Overview	The DataDirector™ Overview page is displayed after you select your site. It contains DataDirector™ news, release notes, and notifications such as site maintenance and changes in support hours. You can return to the Overview page at any point by clicking the minimized Application Switcher icon bar and selecting the Overview icon.

Assessments	Former functionality that was contained in the **Exams** and **Assessments** tab will be combined, residing *only* in the **Assessments**. The **Assessment page** will contain the following features:
	• **Find assessments:** Allows users to search for all administered tests. Users will search District, Shared, or Personal folders for the appropriate assessment
	• **Create assessment:** Allows users to create the following assessments:
	  o **New answer sheet:** formerly an Exam Shell or Alignment
	  o **New** Item Bank **assessment:** formerly an Item Bank Exam
	  o **New Summary assessment:** formerly an Assessment Shell
	• **Create Test Series:** Allows users to link assessments together *(this functionality has not changed)*
	• **Manage** Item Bank**:** Allows users to access the item bank functionality formerly in the **Exams** tab, including the following:
	  o **Search** Item Bank**:** Search the item bank for *Assess2Know* or local items *(this functionality has not changed)*
	  o **My Items:** Users can access items that they created
	  o **Districtwide Items:** Users can access items approved by use for the district
	  o **Pending Items:** Users with the appropriate permissions can view and approve items pending district approval
	  o **Create New Item:** Users can access the item creation tool that was formerly contained in the **Exams** tab. Item creation has been updated to include new item types and an equation editor

Reports	The **Reports** no changes in functionality. All functionality currently contained in **Reports** will remain unchanged. There will be no updates made to the user interface of the **Reports** tab for the 4.0 release of **DataDirector™**.
Curriculum	Functionality formerly contained in the **Standards** tab now resides in **Curriculum**. Users will be able to access the following: • **Search for academic standards:** Allows users to search for State, National, or Custom Standards by standard code, grade level, and discipline *(this functionality has not changed)* • **Browse academic standards:** Allows users to view State, National, or Custom Standards by grade level and discipline *(this functionality has not changed)* • **Instructional resources:** Districts who have purchased instructional links such as *Destination Reading* or *Destination Math* and *netTrekker* will have access to resources grouped by standard *(this functionality has not changed)*
Students	The **Students** tab has been streamlined to contain the former **Students** tab as well as the former **Data** tab. • **Find students:** Users will have the option to search for students, schedules, transcripts, sites, and teachers *(this functionality has not changed)* • **View students:** Allows users to view student lists by academic year *(this functionality has not changed)* • **Demographics:** Allows users to view demographics by year *(this functionality has not changed)*
Programs	**Programs** remain unchanged. The **Programs** page contains the following functionality: • **Find programs:** Allows users to view programs that have been shared with them • **Create a new program:** Users will be able to place a group of students in a program and track their progress through a linked assessment

Overview of New Features

Customizable Folder Structure

In addition to a new user interface, users will also have the option to utilize folders to organize assessments. All users will have access to District, Shared, and Personal folders. With the appropriate permissions, users can create sub folders to personalize the organization of their assessments.

Create a Sub Folder

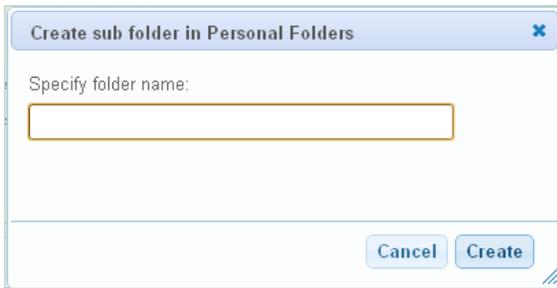The steps below are designed to introduce you to the workflow of creating a subfolder.

1. Select the **Assessments** icon.

   *Three folders are displayed under the **Assessments** search box: **District**, **Shared Assessments**, and **Personal Folder**.*

2. Click the Tools icon at the end of **Personal Folder**.

3. Select **Create Sub Folder**
4. Enter folder name
5. Click **Create.**

Move an Assessment into a Folder

The steps below are designed to introduce you to the workflow of moving an assessment into a folder.

1. Select the **Assessments** icon.
2. Locate the Assessment or Assessments in the list
3. Place a check mark in the box next to the assessment(s).
4. Use the drop down menu and select **Move to Folder.**

	ID	Title	Author	Date	Actions
☐	1	2010-2011 Grade 4 Winter ELA Benchmark	Darrell Lee	4/4/2011	
☐	2	2010-2011 Grade 5 Winter ELA Benchmark	Darrell Lee	4/4/2011	
☐	3	2010-2011 Grade 6 Winter ELA Benchmark	Darrell Lee	4/4/2011	
☑	4	Grade 7 End of Unit Test	Darrell Lee	4/4/2011	
	5	CCS Interim Grade 1 Form A	Debbie Smith	4/4/2011	
	6	CCS Interim Grade 2 Form A	Debbie Smith	4/4/2011	
	7	CCS Interim Grade 3 Form A	Debbie Smith	4/4/2011	
	8	2010-2011 Placement Test Grades 7-8	Debbie Smith	4/4/2011	
	9	2010-2011 Placement Test Grades 9-11	Debbie Smith	4/4/2011	
	10	Cumulative ELA Benchmark Grade 4	Debbie Smith	4/4/2011	

Riverside (District)
Shared assessments
Personal Folder
  Finished
  Work in progress
  For next fall

Personal Folder — Change folder settings

Modify sharing settings
Move to folder

Viewing 1-10 of 15 results **More results**

5. Select the folder to move the assessment(s) to and click **OK** the confirmation pop-up box.

Move

Selected assessments
- 2011-2012 CogAT Grade Stanine (ID: 2187)
- 2011-2012 CogAT Number Attempted (ID: 2181)

ⓘ Choose a destination global folder if you want to continue moving the assessments

Moving the selected assessments will replace existing sharing setting for these assessments with the destination global folder's sharing settings.

⊞ Data Director Unified School District (District)

ⓘ Choose a destination personal folder if you want to continue moving the assessments

⊞ Personal Folders

Switch to List View

For users who prefer the classic **DataDirector™** list view, the folder structure can be hidden using a toggle feature between the folder and list views simply by clicking the **Switch to List View** link in the upper right corner of the search form.

Find Assessments   Switch to list view

Subject	(None)
Year	2011-2012
Grade Level	(None)
Test Type	(None)
Search by Assessment ID	(None)
Search by Assessment Title	(None)
Filters	None

Search

When you enter search criteria to locate assessments, results will appear in the traditional list view:

	ID	Title	Author	Date ▲	Actions
☐	2188	2011-2012 CogAT Age Percentile Rank 2011-2012 CogAT testing	DataDirector Admin	11/19/2011	
☐	2187	2011-2012 CogAT Grade Stanine 2011-2012 CogAT testing	DataDirector Admin	11/19/2011	
☐	2186	2011-2012 CogAT Grade Percentile Rank 2011-2012 CogAT testing	DataDirector Admin	11/19/2011	
☐	2185	2011-2012 CogAT Standard Age Score 2011-2012 CogAT testing	DataDirector Admin	11/19/2011	

DataDirector 4.0 Overview

Streamlined Assessments

The former **Exams** and **Assessments** tabs have been combined into a streamlined, powerful single resource for users. Users no longer need to click back and forth between tabs to access all of their answer keys, test booklets, student data, and assessment shells. All test information is available in one location, and can be easily accessed through a few, succinct, user friendly links.

Please note: The Assessment Summary page will contain both student responses as well as student scores contained in the current **Assessments** tab.

Find an Assessment

Use the workflow below to find assessments.

1. Select the **Assessments** icon- if you are already in **Assessments**, click the **Find Assessments** link.
2. Click (None) to checkboxes or enter search criteria
3.
    a) If you are in folder view: Click the folder you want to search in
    b) If you are in list view: Click **Search**

Assessments matching your criteria are displayed in the lower half of the page.

Find Assessments

Subject	(None)
Year	2011-2012
Grade Level	(None)
Test Type	(None)
Search by Assessment ID	(None)
Search by Assessment Title	(None)
Filters	(None)
	Search

Assessment Overview Page

All current functionality found on the **Exam Summary** page will be found on the **Assessment Overview** page. There will be no changes to the appearance of reports, attachments, answer sheets, and exam booklets sections.
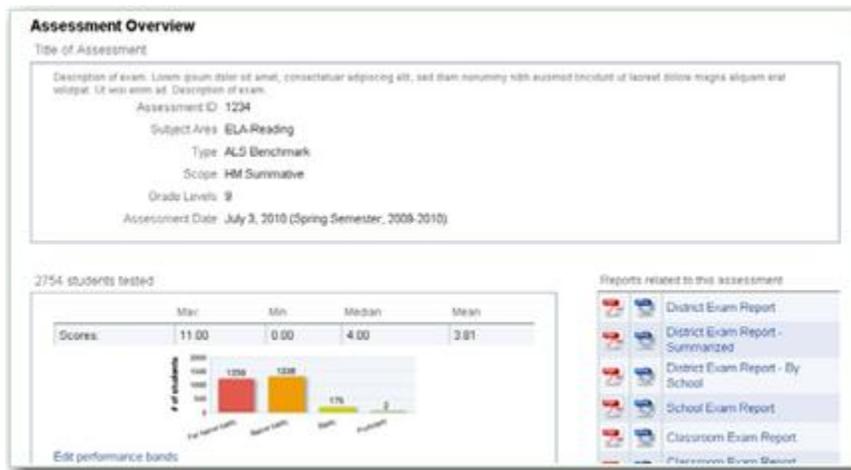
Create an Answer Sheet

Users can create answer sheets (formerly known as exam shells) in the **Assessment** section.

1. Select the **Assessments** icon
2. Click **Create Assessment**
3. Choose **New Answer Sheet** assessment.
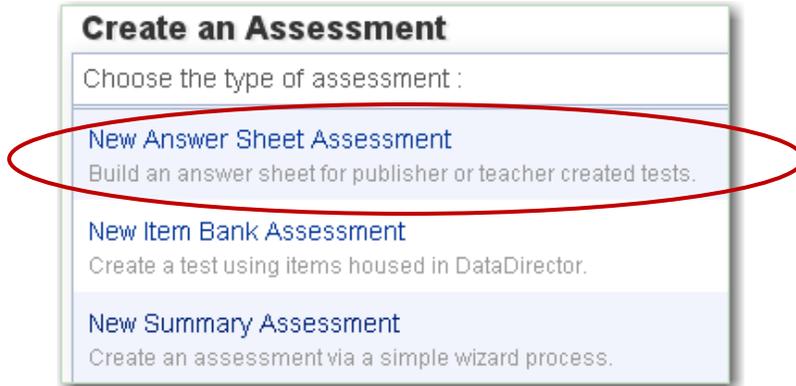
4. Complete your assessment summary. Fields with a red asterisks (*****)are required fields.
   - If you would like to link your questions to standards, click **Add Standards** link. You will choose your standard set and individual standards at this time. Later in the answer sheet creation process, you can easily align your standards.
   - Click **Upload file** if you would like to attach files during answer sheet creation
   - Enter a **Section Name** if you would like to create and name sections If you do not want to title each section of your exam, just leave the field blank**.**
   - Click the plus sign to **add questions** to your answer sheet.

Note: All items and sections can be easily dragged and dropped in order to reorder the assessment.

5. Use the dropdown menu to select the question type for each question. Select the appropriate label, correct answer, and point value.
   To add answer choices to each question, click the **edit** link. This will allow you to add or customize each answer choice.

6. Click **Save Changes**.

Create an Item Bank Assessment

Users can create item bank assessments (formerly Item Bank exams).

1. Select the **Assessments** icon
2. Select the **Create Assessment** link.
3. Select **New Item Bank Assessment**

.

4. Complete your assessment summary. Fields with a red asterisks (*) are required fields.
5. Click **Add question**.
   The standards search/Item Search will appear in a pop-up window.
   a) Enter Standard Search Filters (at least one standard discipline must be selected) and/or
   b) Item Search Parameters
6. Click **Search.**
7. Click on an item to view it.
8. Place a check box next to each item to add it to your assessment.

9. Click **Close** to return to the results list and add additional items.
10. Click **Close** again to return to your assessment.

   Item Bank questions will be automatically added to your assessment.

11. Click **Save Changes** when you are done creating the assessment.

Create a Summary Assessment

Users can create a summary assessment (formerly an assessment).

1. Select the **Assessments** icon
2. Select the **Create Assessment** link.
3. **Select New Summary Assessment**

.
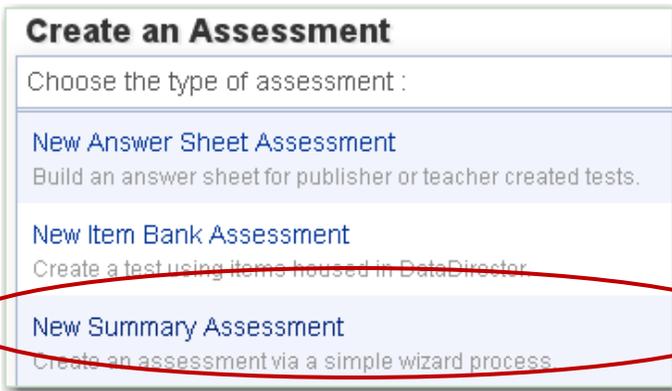
4. The workflow will remain the same as in the current version of **DataDirector™.**

Assessment Creation Tips

Users can drag and drop all items and sections to rearrange the order of their assessment.

Users have the option to set point totals for individual items.

   Add a new section to your assessment by clicking the plus sign by the **Add section** link.

DataDirector 4.0 Overview

Create Question Groups and Customize Performance Bands

Users are able to add specific questions, or groups of questions, to a cluster for reporting purposes. Users can designate specific performance bands per cluster in order to optimize reporting. Users will be able to report on student performance per standard, or per cluster, to improve assessment of student strengths and weaknesses in a specific area.

1. Select the **Assessments** icon.
2. If you are already in the **Assessments** tab, click **Find Assessments**.
3. Enter search criteria and click **Search**.
4. Locate and open the assessment
5. Select **Edit Reporting Clusters**
   A list of reporting clusters previously defined for the assessment will appear.

To create a new cluster, scroll down and click **Add a reporting cluster**.

- Users can create up to 40 reporting clusters. There is no limit to the number of performance band sets that can be created.

6. Enter a Reporting Cluster Name.
7. Click (None) and select the performance bands you would like to apply to the cluster.
   To customize your performance bands, click the **DataDirector Default** link.
8. Check boxes next to the questions to include in your cluster
9. **Click Add**
10. Users may change the name of each performance band or the range of scores associated with each band.
    Performance bands may be defined per assessment or per reporting cluster.
11. Click **Add a reporting cluster** to add an additional performance band.

Updated Item Creation Tools

DataDirector™ provides more choice and flexibility when creating Item Bank questions. The item creation tool now supports the creation of several new item types. In addition to multiple choice questions, users can also create true/false, yes/no, short answer, and constructed response items. With the addition of new item types, educators can add rigor and variety to their assessments. Assessments go beyond a traditional multiple choice tests, testing student's ability to approach a subject from many different angles, think critically, and convey their knowledge in a variety of formats.

In addition, educators now have access to an equation editor. The equation editor allows educators to quickly, and easily enter complex equations, fractions, or symbols into their items. By providing more flexibility in item creation, educators can create items ranging in cognitive difficulty levels, challenging students to think critically.

Create Multiple Item Types

DataDirector™ 4.0 will support the creation of multiple item types. Item creation will follow the same workflow as in the current version of **DataDirector™**.

1. Select the **Assessments** icon - if you are already in the **Assessments** tab, click the **Manage Item Bank** link
2. Select the **Create New Item** link.

Notice that you can select several new item types. True/false, yes/no, short answer, and constructed response item types are now available.
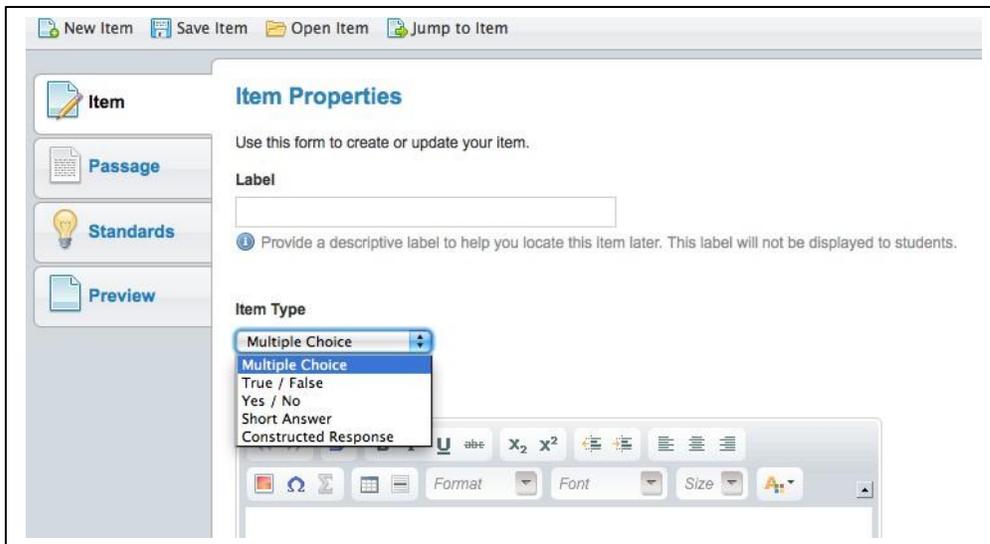
Create an Item Using the Equation Editor

DataDirector™ has added a new LaTeX editor to the item creation tools. A LaTeX editor requires a user to enter specific codes in order to enter equations or symbols as images into an item. *DataDirector™* provides those codes in an easy to use template.

1. Select the **Assessments** icon - if you are already in the **Assessments** tab, click the **Manage Item Bank** link
2. Select the **Create New Item** link.
3. Click the summation symbol in the tool bar.
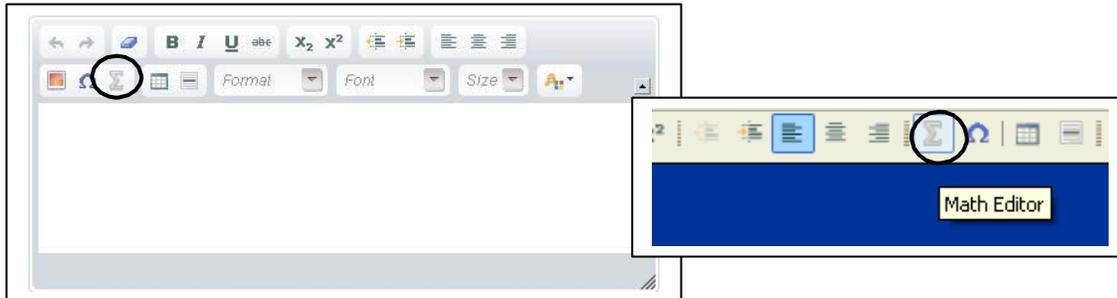
The Equation Editor will appear.
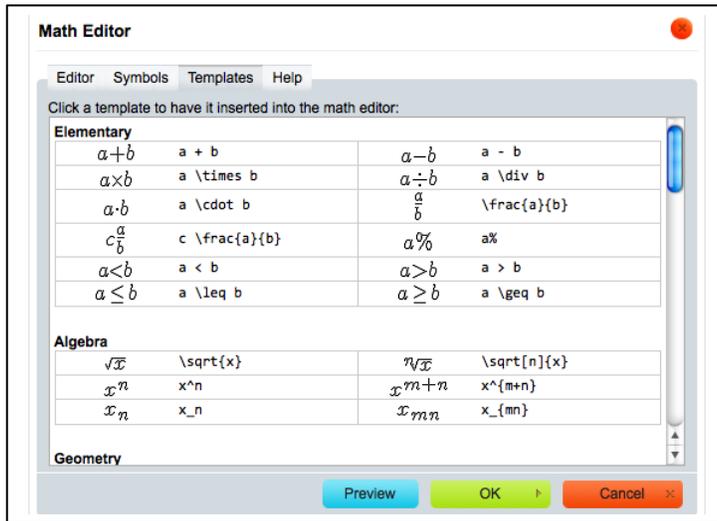
4 . Click the **Templates** tab.
5. Click **a + b.**
6. Delete **a** and change to
7. Delete **b** and change to **3**.
8. Click **Preview**.
   Notice an equation is generated.
9. Click **Ok**.

DataDirector 4.0 Overview