DATA DIRECTOR Training

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

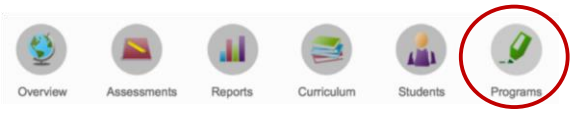
Hand-selected groups of students

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

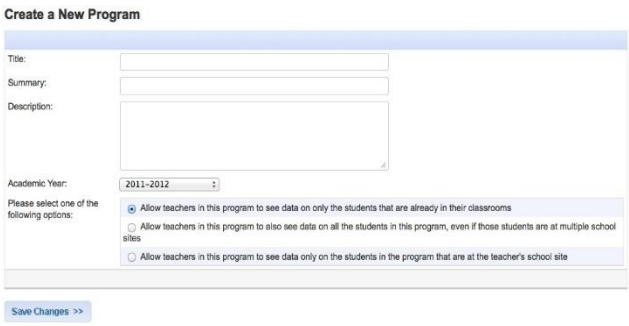
IN ORDER FOR THE FOLLOWING STEPS TO WORK CORRECTLY YOU NEED TO SELECT ALL STUDENTS WHEN LOGGING INTO DATA DIRECTOR

1. Launch the Application Switcher and select **Programs**.
2. From the left navigation menu, click **Create a New Program**.



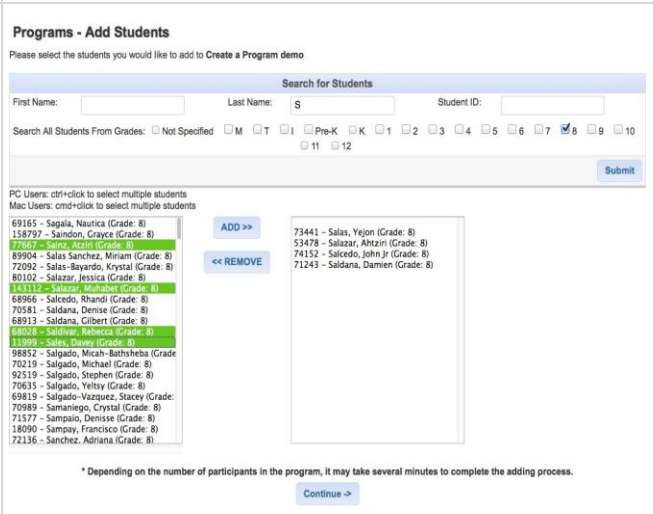
3. Complete the following fields:
   - Title
   - Summary (optional)
   - Description (optional)
   - Academic Year

TIP
Begin the program title with the academic year to distinguish it from programs of previous years.



4. Select a view option.
5. Click **Save Changes**.

6. Click **Add Students** to customize the list of students in the program.
7. Use the available filters and click **Submit** to shorten the list of potential students.
8. Select students in the left box, click **Add**, then click **Continue** when done.



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.

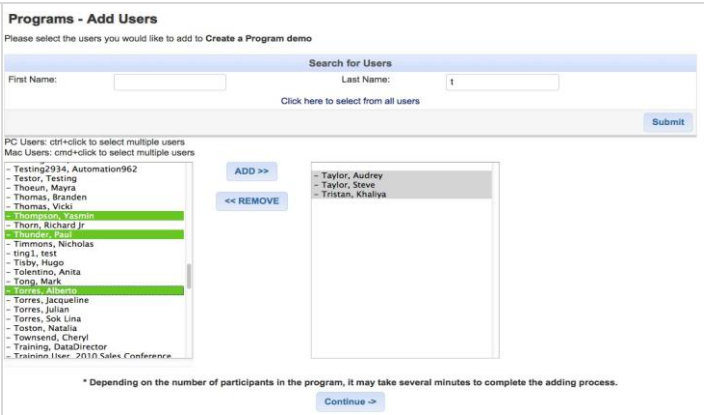
*You can add students to existing programs from a custom or prebuilt report. Just look for the **Attach These Students to a Program** link in the left navigation bar.*

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

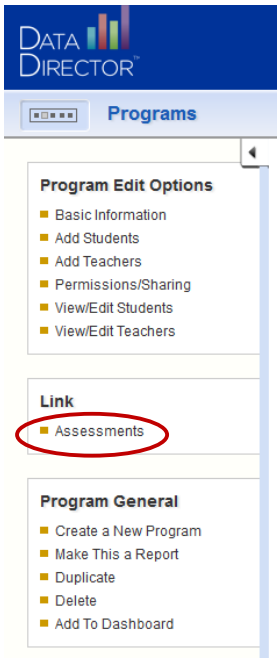
9. To assign teachers to your program, click **Add Teachers**.
10. Search for teachers individually by typing in their name or click the **Click here to select from all users** button. Highlight the teachers you wish to include and click **Add**.
11. Click **Continue** when done.

TIP

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

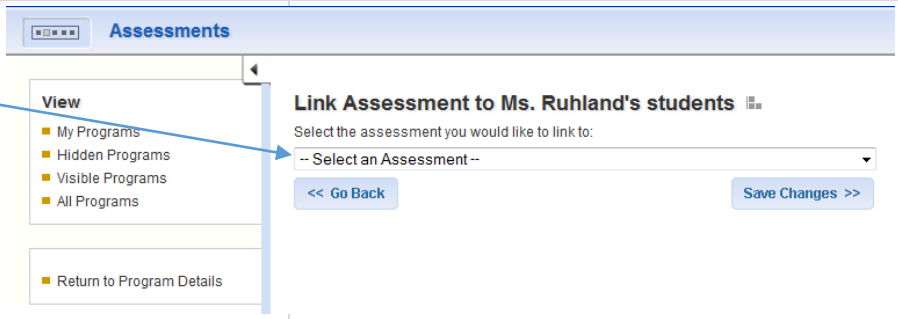
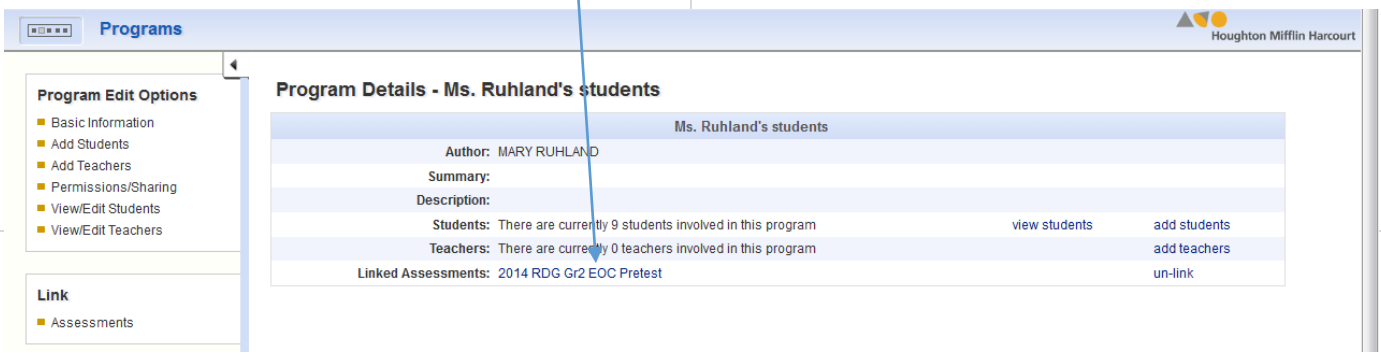


12. When you are on the Program Details Page, there is an option to link assessments to the program. On the Left Hand Side. Select Assessments to link the assessment to the program



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



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