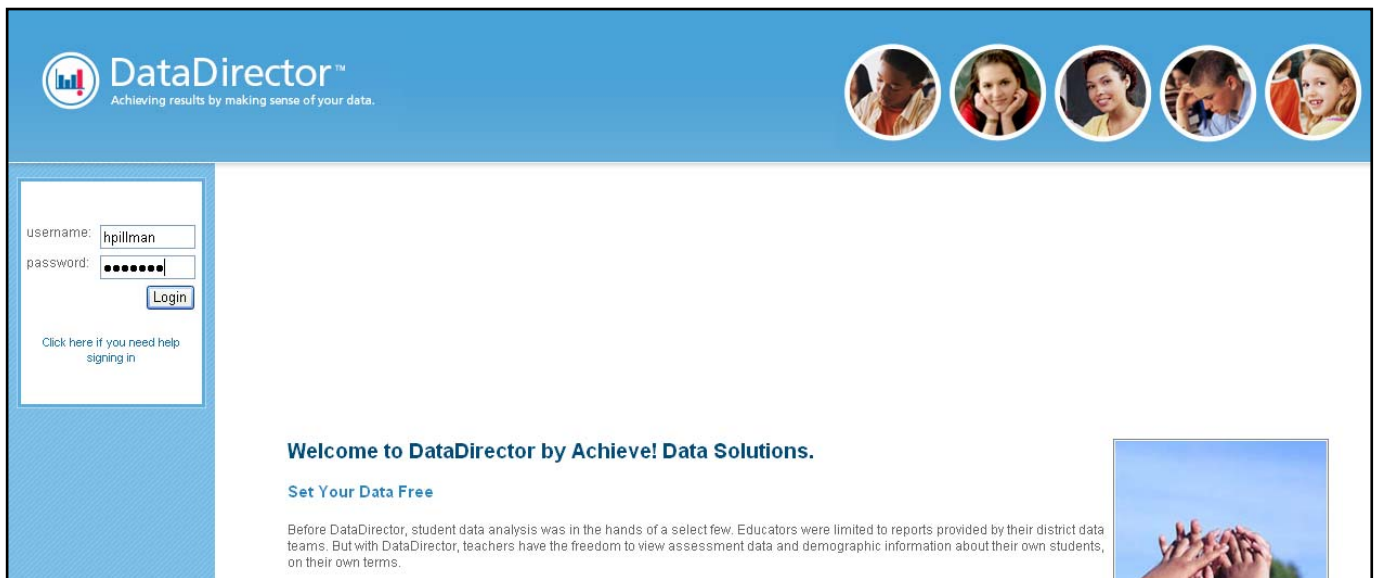


DataDirector™ Exam Reports

Logging in

- Go to the DataDirector website: <http://www.achievedata.com/aps>
- Enter your user name: **APS Employee ID Number** and password: **TCHTEST2**. Please note that passwords are case sensitive.
- Click Login
- You may need to select the site and level of access available:
 - Select site - district administrators will need to choose Albuquerque Public Schools to view district level information or choose a particular school to view school level data.
 - All students - school administrators can choose this option to view data on all students within the school
 - My students - selects students rostered to you



The screenshot shows the DataDirector login interface. At the top, there is a blue header with the DataDirector logo and tagline 'Achieving results by making sense of your data.' on the left, and five circular profile pictures of diverse students on the right. Below the header, on the left side, is a white login box containing a 'username:' field with 'hpillman' entered, a 'password:' field with masked characters, and a 'Login' button. Below the login box is a link that says 'Click here if you need help signing in'. The main content area is white and features a blue heading 'Welcome to DataDirector by Achieve! Data Solutions.' followed by a sub-heading 'Set Your Data Free'. Below this is a paragraph of text: 'Before DataDirector, student data analysis was in the hands of a select few. Educators were limited to reports provided by their district data teams. But with DataDirector, teachers have the freedom to view assessment data and demographic information about their own students, on their own terms.' To the right of this text is a small image showing several hands stacked together against a blue sky background.

Navigating DataDirector

- Use the *my information* link to update your personal information and to change your password
- Use the *DataDirector Help* link to view printable help documents from DataDirector
- The welcome screen provides a rostering update in the center of the screen. Eight tabs run along the top of the screen for navigating the system.



The screenshot shows the DataDirector web application interface. At the top left is the DataDirector logo with the tagline "Achieving results by making sense of your data." To the right, the user's name "HEATHER PILLMAN, Administrator" is displayed along with links for "my information", "admin tools", "Petroglyph Elementary (All Students)", and "change site". A "Logout" link is also present. Below the header is a navigation bar with tabs for "Assessments", "Exams", "Reports", "Standards", "Communication", "Students", "Programs", and "Data". On the left side, there is a "HELP REQUESTS" section indicating "No Open Help Requests". The main content area displays a "Welcome to DataDirector, HEATHER PILLMAN!" message, followed by a "What's New in DataDirector?" section. Under "Rostering", it states: "The last student and teacher schedule was updated on April 11, 2009. Posted by Rosylene Sanchez on Apr. 11th, 2009 at 12:08 AM".

Assessments	Contains assessment data. Assessments are any district or teacher-created assessments that contain a cumulative score (i.e. DIBELS, IDEL). Data from Exams is also exported to this tab to make it available for custom reporting purposes.
Exams	Contains exam data. Exams are any district or teacher-created assessments that contain item by item data (i.e. district benchmark assessments, unit tests, etc.). All exam data is automatically exported to the Assessments tab so that it is available for reporting purposes.
Reports	Contains links to pre-built, custom, and shared reports.
Standards	Contains New Mexico state standards to which benchmark assessments are aligned.
Communication	Allows the user to search the database for other users (administrators, teachers).
Students	Allows the user to search for students in the database.
Programs	Allows user to make customized groupings of students for tutoring programs, after school programs, resource programs, counseling groups, etc.
Data	Contains student demographic data including parent name and contact information

Accessing Pre-Built Reports - The Reports Tab

- Click the Reports tab and scroll down to Pre-Built Reports. Select DIBELS Reports to view DIBELS data or select Exam Reports to view district benchmark assessment data.

Pre-Built Reports (view all)

Why do the numbers in my DataDirector reports not match the numbers provided by the state?

Title	Summary
DIBELS Report <i>BETA</i>	Charts and Reports based on DIBELS assessment data
Exam Reports	District, school, classroom, and student level item analysis and standard-based reports.
Student Profile Report	In-depth, academic and demographic profile of an individual student. It includes a robust, graphic PDF of state and local data, schedule information, transcript records and more.

- Make the desired selections. Note: users with school level access will need to make a selection in the teacher field. Teachers are only allowed to view students rostered to them.
- Accessing pre-built reports from the Reports tab allows the user to enable demographic filters. Run reports by ethnicity, ELL status, socio-economic status, or special education status.

Exam Report

School
Bragg Middle School

Student Population/Roster Year
2008 - 2009

Teachers
All Teachers Demographic Filters

Terms *optional
F
Y

Course
The number in parenthesis indicates the course ID.

- All Courses
- Adp PE (30294)
- Algebra I (30131)
- Algebra I (GATE) (30130)
- Annual (30225)
- Art (30228)

Report
Select Report

Exams
Select an Exam Show All Exams

Display
 By Administration By Rostering

Demographic filters for roster year 2008-2009

For multiple selections:
PC users CTRL + click
Mac users Command + click

Language Fluency

- None
- EL
- IFEP
- RFEP

Ethnicity

- None
- African American or Black
- American Indian or Alaskan Native
- Asian Indian
- Cambodian

Socio Economic
 Is Socio Economic Is Not Socio Economic

Special Ed
 Is Special Ed Is Not Special Ed

GATE
 Is GATE Is Not GATE

Accessing Pre-Built Reports - The Exams Tab

- Click the Exams tab.
- Use the filtering options to narrow down the list of exam selections.

Exams List












Subject Area	Academic Year	Grade	Scope
<input checked="" type="checkbox"/> English Language Arts	<input checked="" type="checkbox"/> 2008-2009	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> District
<input type="checkbox"/> Mathematics		<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input checked="" type="checkbox"/> District Benchmark
		<input type="checkbox"/> 5 <input type="checkbox"/> 6	
		<input type="checkbox"/> 7 <input type="checkbox"/> 8	
		<input checked="" type="checkbox"/> 9 <input type="checkbox"/> 10	
		<input type="checkbox"/> 11 <input type="checkbox"/> 12	

Filter: Show all List All Search by Exam ID: Submit








- Click on the name of the desired exam.

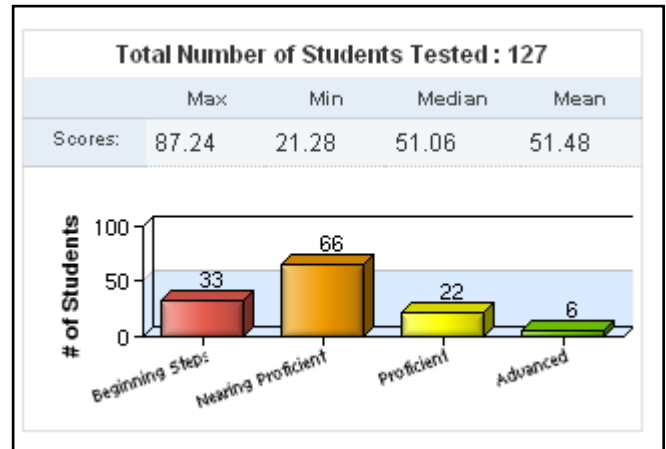
Exam Information


- Click on the desired report.

Reports	
	District Exam Report
	School Exam Report
	Classroom Exam Report
	Classroom Exam Report (Response Matrix)
	Classroom Performance Summary Report
	Student Exam Report (Complete)*
	Student Exam Report (Abbreviated)*
	Student Exam Responses*
	Parent Letter*
	Spanish Parent Letter*
	Exam Student Feedback*

***These reports are not intended for exams with large result sets.**

Grading Summaries and Statistical Analysis	
	Data Entry Status Report
	Test Statistics
	Respondent Statistics
	Frequency Distribution
	Item Statistics
	Item Analysis
	All Statistics Reports (Excel download)



Exam Summary		
Status	Edit	Description
✓		ID: 312
		Title: 2008-09 Grade 5 APS Mathematics Survey Test, Form 1
		Description: MathN51038APS
✓		Exam Date: Sep 21st, 2008
		Subject Area: Mathematics
		Grade Levels: 5
		Scope: District
✓		Defined performance bands:
		Beginning Steps: 0 - 40.99%
		Nearing Proficient: 41 - 60.99%
		Proficient: 61 - 80.99%
		Advanced: 81 - 100%
✓		Exam contains 47 questions.
✓		No stranded records What is this?
✓		Answer key exists.