

## Frequently Asked Questions

### What is DataDirector™

DataDirector is an innovative online data and assessment management solution that provides educators with a fast and powerful decision-support system. Designed to help administrators and teachers improve student performance, DataDirector integrates data from any number of sources, including demographic information and district benchmark assessments from any student information system (SIS), as well as daily classroom assessments given by teachers.

Any and all data sources can be combined and compared over time to maximize reporting, develop interventions, and create informal assessments.

### Data and Data Import Questions

#### What is involved in getting data from my student information system into the data system?

A variety of import options are available. Data is uploaded into DataDirector in a tab-delimited format that includes student id numbers to properly associate the data with the correct students. Albuquerque Public Schools (APS) has chosen to have data from their student information system sent via full automation imports. This means student, teacher, and course information will be updated in DataDirector nightly.

#### How current is the data in DataDirector?

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### Technical Questions

#### DataDirector is a web-based system, what does that mean?

DataDirector is web-based and accessible from any platform computer, Mac, or PC, connected to the Internet.

#### What are the hardware and network requirements to effectively use DataDirector?

A Mac or PC that will run a web browser is required. All network speeds will work with DataDirector, even dial-up. As is the case with any web-based application, the faster the connection to the Internet, the faster the response time.

#### What web browsers does DataDirector work with?

Mac OS X and Windows XP are optimal; however, the system will work with Mac OS9, Windows 98, 2000, and Vista. Recommended browsers are Internet Explorer 7.0, Safari 3.x, and Firefox 3.x. Compatible browsers also include Internet Explorer 5.0, Safari 2.x or higher, and Firefox 1.x and higher.

## Reporting Questions

Can permission be given to allow district staff to have access to certain set of data? Can staff be assigned to multiple schools or groups of students?

Yes. Because DataDirector is an open-ended permission-based system, each user may have completely customized access to the system based on roles or district needs. The permission may be changed instantly throughout the year making the system available to those who need it when they need it. A user may also maintain multiple roles. For example, a classroom teacher is already tied to his/her roster of students in DataDirector, but he/she may also need access to additional students for pull out programs or ESL classes.

What types of reports can you create?

Virtually any type of data that resides in the system can be reported on in a variety of ways. A user can combine assessment data with demographic data to look at patterns and trends over time. Since DataDirector houses and manages all types of data over time, developing longitudinal or cross section reports is a basic system function accessible to all data sets.

Can you create, save and share reports with other users in the system?

Yes, with the correct permissions, users can create a report in DataDirector and share it with the district, the school, the grade level or other teachers. By design, sharing in DataDirector is very safe and efficient because no data is actually transferred - a template is shared. Users accessing the template can only see data for students to whom they have access.

Are predefined reports available?

Yes, DataDirector provides access to many pre-built reports that address a number of educational issues. The pre-built reports in DataDirector are designed to be a quick and easy way to access large amounts of complex powerful data in a simple user-friendly format. Pre-built reports are dynamic and drillable and display data in a colorful and graphical view.

## Security

Is DataDirector secure?

Due to the sensitivity of the data housed in DataDirector, security is a top priority and is handled extensively at every level of the database and server. DataDirector is extremely secure and is routinely and thoroughly tested for security. Issues such as usernames, passwords, permissions, database structure, routine backups, server configuration and secure data transmission have all been taken into consideration and accounted for in the development of DataDirector.

Since DataDirector is web-based, is it safe to access my data over the Internet?

DataDirector utilizes 256-bit SSL encryption. This means that every time you go online to access the data, regardless of your location, the data that is transmitted over the Internet is highly encrypted. This makes it extremely safe and provides the maximum protection to you and your data.

## What about data backups and hardware failures?

Data is routinely backed up using a regular backup procedure that has been built into the DataDirector system. This ensures the safety and reliability of all data. Redundant hard drives (using a RAID) array are used to avoid hardware failure and protect against potential physical damage to the servers. If one drive is damaged or removed, the other drives take over seamlessly.

## Contacts

### Who should I contact for help with DataDirector?

Please contact:

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