

Filtering Report Data

DataDirector™ allows the user to filter any of the pre-built exam reports by several different demographics, including grade level, ethnicity, ELL status, and special education.

After logging into DataDirector, click on the Students Tab to begin filtering your data.

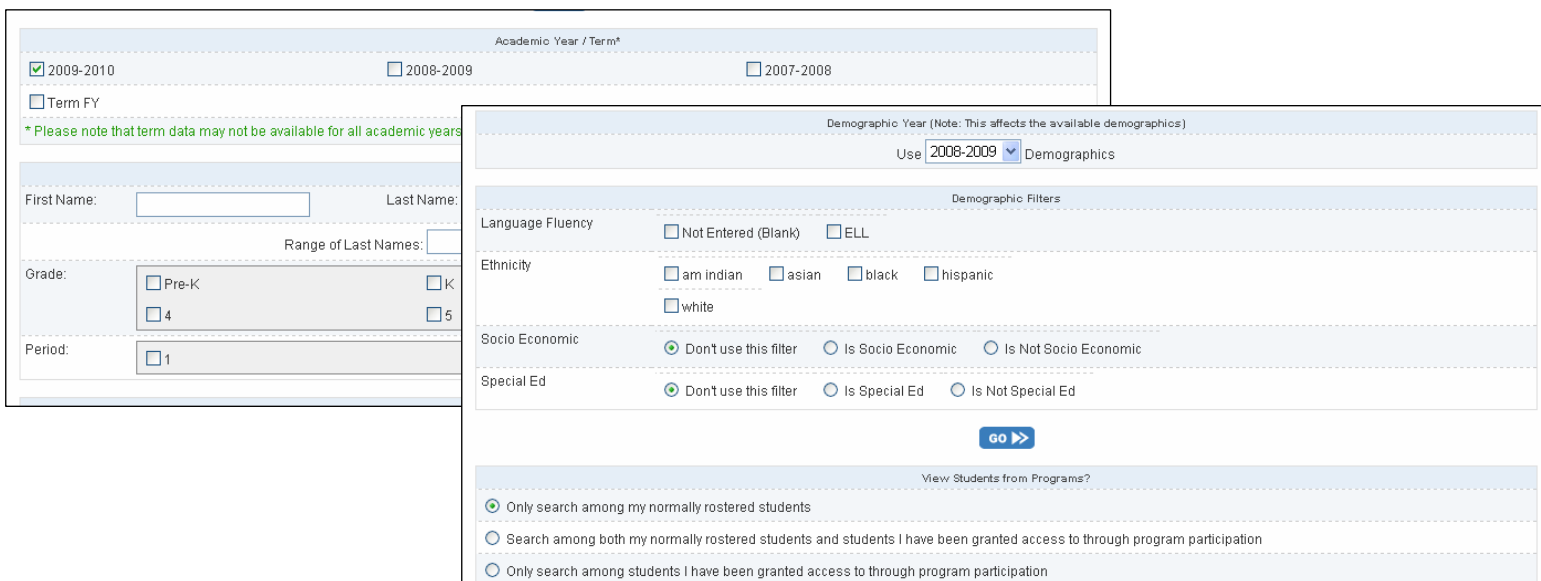


If planning to filter by demographic data, such as ethnicity, be sure to choose the appropriate demographic year by using the drop down menu before making other selections.



Use the additional filtering options that appear on the Students Tab by checking the box next to the desired option(s).

*Note that you can search for an individual student by entering a student name or id number.

A screenshot of the DataDirector filtering interface. The top section, "Academic Year / Term*", has radio buttons for "2009-2010" (checked), "2008-2009", and "2007-2008", and a "Term FY" checkbox. Below this is a search area with "First Name:" and "Last Name:" input fields, and a "Range of Last Names:" field. The "Grade:" section has checkboxes for "Pre-K", "4", and "5". The "Period:" section has a checkbox for "1". The "Demographic Year" section shows a dropdown set to "2008-2009". The "Demographic Filters" section includes: "Language Fluency" with checkboxes for "Not Entered (Blank)" and "ELL"; "Ethnicity" with checkboxes for "am indian", "asian", "black", "hispanic", and "white"; "Socio Economic" with radio buttons for "Don't use this filter", "Is Socio Economic", and "Is Not Socio Economic"; and "Special Ed" with radio buttons for "Don't use this filter", "Is Special Ed", and "Is Not Special Ed". A blue "GO >>" button is located below the filters. At the bottom, the "View Students from Programs?" section has radio buttons for "Only search among my normally rostered students" (checked), "Search among both my normally rostered students and students I have been granted access to through program participation", and "Only search among students I have been granted access to through program participation".

After making your selections, click the GO button.



DataDirector will query the database and return with a list of students that match the search criteria.

Lastname	Firstname	Student ID	Academic Year	Grade	2008-2009 Ethnicity
Student	1	xxxxxxxx	2010	4	hispanic
Student	2	xxxxxxxx	2010	4	hispanic
Student	3	xxxxxxxx	2010	4	hispanic
Student	4	xxxxxxxx	2010	4	hispanic

SEARCH GENERAL

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SEARCH OPTIONS

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HELP REQUESTS

[No Open Help Requests](#)

Use the left-hand navigation box to link to the exam data for the selected student(s). Click on the View Exams link.

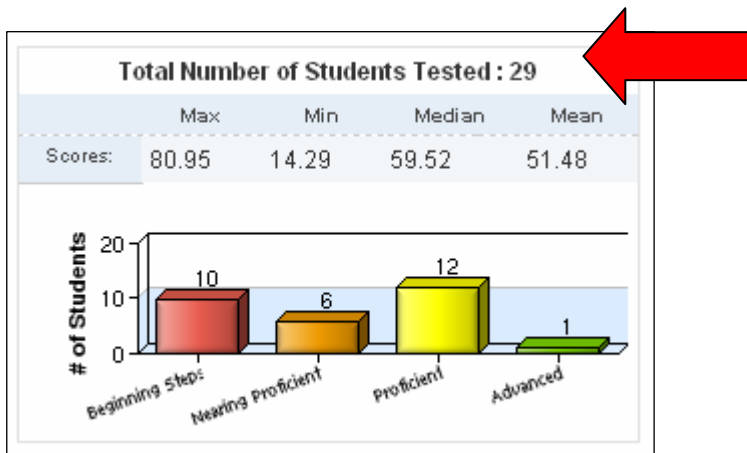
*Note: do not click the Exams Tab at the top of the screen. Clicking the Exams Tab will show aggregate data.

You will be re-routed to the exam information for the selected student(s).

Double check the drop-down menu to ensure that you have chosen an assessment that is appropriate for the student(s) you have selected.

Available Exams 2008-2009 4th Grade Reading Form 3 ▼
 Show All Exams

Note that the exam bar graph now shows data for the selected student(s).



Reports

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- [School Exam Report](#)
- [Classroom Exam Report](#)
- [Classroom Exam Report \(Response Matrix\)](#)
- [Classroom Performance Summary Report](#)
- [Classroom Standards Performance Report](#)
BETA
- [Student Exam Report \(Complete\)*](#)
- [Student Exam Report \(Abbreviated\)*](#)
- [Student Exam Responses*](#)
- [Parent Letter*](#)
- [Spanish Parent Letter*](#)
- [Exam Student Feedback*](#)

You can now use any of the report links on the left-hand side of the screen to see data for the selected student(s).