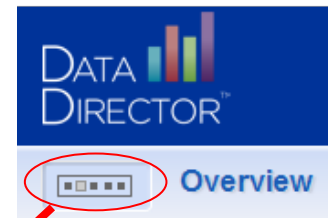


## Logging in and Getting Started with DataDirector 4.0

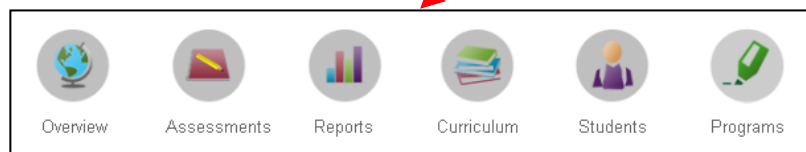
1. Manually type in the URL for your school or district's unique **DataDirector** site. Do not use any bookmarks you may have set for the site.
2. Enter your login information.
3. Select the site you will be working with to open the "Overview / What's New" page. Note that the tabs from previous versions of **DataDirector** are no longer available.

4. Click on the Application Switcher, in which the tabs from previous versions of **DataDirector** are now displayed as modules. Note that the Standards tab has been replaced with the Curriculum module.



5. Click the Assessments Module to open the Find an Assessment page. Note the new folder layout.

6. In the top left corner of the screen, click the Create a New Assessment option.



Note that all former Exam creation options are now listed here. Exam shells have been replaced by Answer Sheet Assessments.

7. Near the bottom of the screen, there is a small row of icons. Click the one that looks like a bar graph to open the "Reports" module. Note that this page is largely unchanged from previous versions of **DataDirector**.

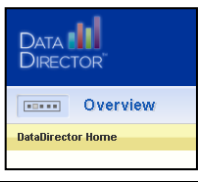
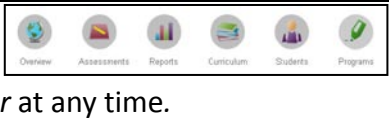
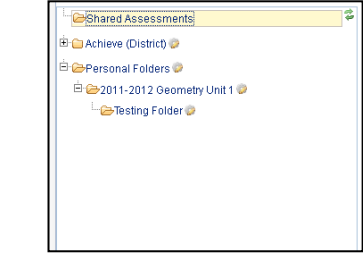


8. In the same row of icons, click the one that looks like a person to open the "Students" module. Note that the "Students" module has replaced the "Data" tab from previous versions of **DataDirector**.

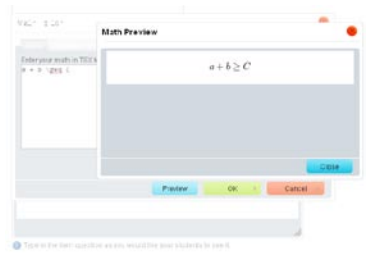
9. Click on the small globe to return to the "Overview / What's New" page.

# DataDirector 4.0 Features and Benefits

## User Interface

<p><b>Updated Look and Feel</b></p>	<p>A modernized and simplified User Interface allows users to quickly and easily access the data they need.</p>	
<p><b>The Application Switcher</b></p>	<p>An application switcher has been added, replacing tabs and allowing users to quickly and easily move to a new area of <i>DataDirector</i> at any time.</p>	
<p><b>Folders</b></p>	<p>A customizable folder structure provides users access to three different folder types:</p> <ul style="list-style-type: none"> <li>● District and School folders: Permission-based folders which allow limited access to high level assessments.</li> <li>● The Shared folder: Provide easy access to all assessments that users have shared or received.</li> <li>● The Personal folder: Allows users to privately organize their assessments for ease of use and access. Only the folder's owner can access this folder.</li> </ul>	

## Assessments

<p><b>Simplified Assessment Creation Process</b></p>	<p>Easily add items to an assessment, select answer choices, assign point values, and align standards on a single screen. Drag and drop questions to reorganize your assessment. Create custom true/false, yes/no, short answer, and constructed response items to add rigor and variety to assessments.</p>	
<p><b>Reporting Clusters &amp; Custom Performance Bands</b></p>	<p>Custom reporting clusters and performance bands allow users to group selected questions by a specific criteria and designate specific performance measures per cluster in order to optimize reporting.</p>	
<p><b>Equation Editor</b></p>	<p>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.</p>	

Questions? Please contact your Account Manager or call *DataDirector* Customer Support at 877-411-1629. 2

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