



ENTERING STUDENT ASSESSMENT RESULTS

This job aid provides step-by-step instructions for entering student test results into DataDirector.

- 1) Login to **DataDirector** (www.achievedata.com/sdusd). [Hint: Use your employee ID for the username and district password for the password.]
- 2) Click on **Assessments** (Step A).



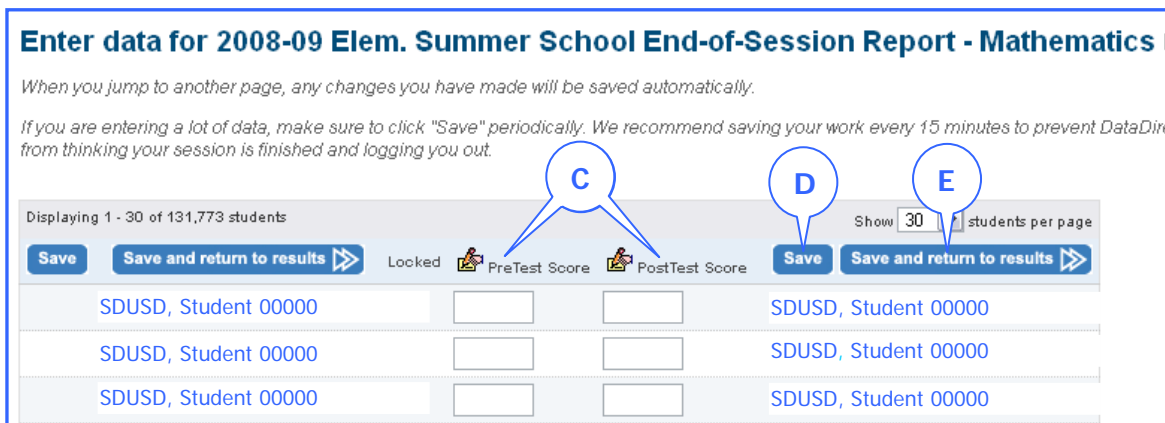
- 3) Click on the **assessment title** for which you want to enter test scores (Step B). [Hint: Use the Subject Area, Academic Year, Grade, or Scope filters to shorten the list if necessary.]

Title	Author	Assessment Date	Share
2009 SS Math Grade 6 Harcourt EOCE	Testing Admin DataDirector	07/27/2009 - 07/31/2009	
2009 SS Math EOCE Algebra Readiness - PRE-TEST	Testing Admin DataDirector	07/27/2009 - 07/31/2009	

- 4) Click on **Enter/Edit Data (Multiple)** located on the left side of the screen under the **Data Management** heading.



- 5) Enter the test data as indicated for each column (Step C). For example, the screenshot below shows the data entry window for the Summer School End-of-Session Report for Math with two columns to enter the pre and post test score for each student listed.



[Hint: Save your data periodically by using the **Save** button (Step D). To save your data and view your results, click on the **Save and return to results button** (Step E). To enter more test results or edit data, click on **Enter/Edit Data (Multiple)** as shown in Step 3 & 4 above.

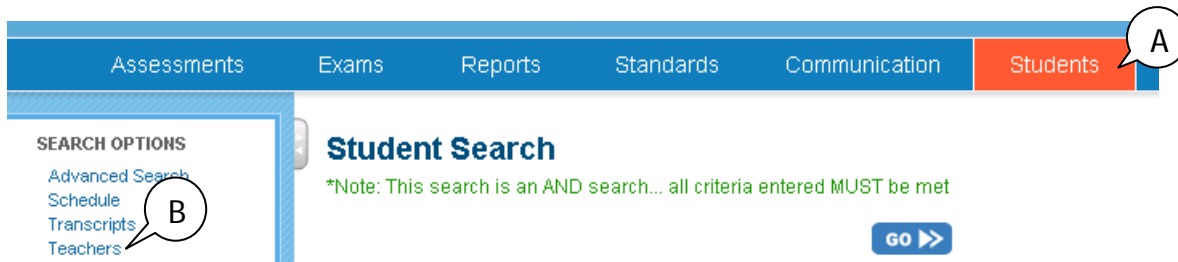
For questions concerning the End-of-Session reports, contact Assessment Services at 619 725-7172. For questions concerning DataDirector, contact Tressa Renee at trenee@sandi.net.



SITE STAFF ENTERING TEST SCORES FOR TEACHERS

A person with site-wide DataDirector access (access to all students) can enter test scores for a teacher who has students, such as a substitute or a teacher sharing a class, but who cannot enter their scores into DataDirector. To do this, follow the steps below:

1. Log on to DataDirector as you normally would.
2. Click on Students (Step A) and then click on Teachers (Step B).



3. Scroll to the bottom of the screen to see the list of teachers.
4. Click on the check box next to the name of the teacher for whom you want to enter scores.
5. Click on GO. The student search will open and display the students in the teacher's class.
6. Under View, click on Assessments (Step C).



7. From the drop-down menu, select the Assessment you wish to enter data for.
8. Click on Enter/Edit Data (either Multiple or Single) (Step D).
9. Enter the data as indicated in each column. (Refer to step 5 in the "Entering Student Test Results" job aid.)

