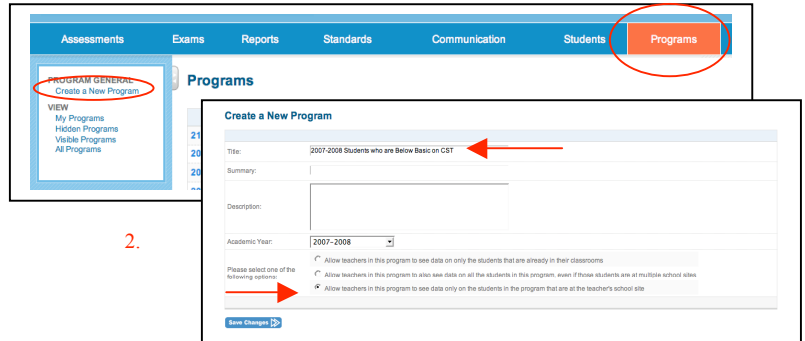


## DataDirector™ Quick Guide to Create a Program

### GETTING STARTED

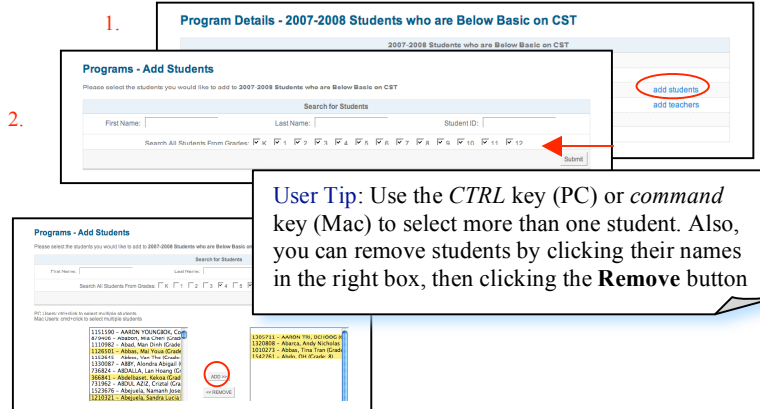
1. Go to the *Programs* tab, then click **Create a New Program** on the left
2. Give the program a name in the first box, select the year, click the button to give teachers the appropriate access, then click **Save Changes**



**User Tip:** For consistency, begin the program name with an academic year, e.g. 2007-2008

### ADDING STUDENTS

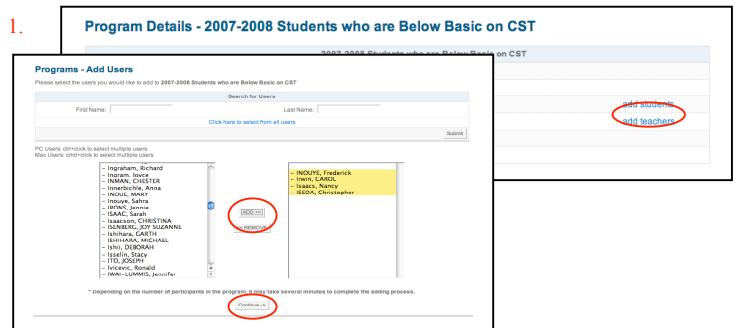
1. To assign students, click **add students**, then click **Submit**
2. Search for students individually by typing their name or by grade level (deselect the non-applicable grade levels), then click **Submit**
3. Select students in the left box, click **Add** to create a list of students, then scroll down and click **Continue**



**User Note:** To get back to your main program page, click *Return to Program Details (not shown)* on the left

### ADDING TEACHERS

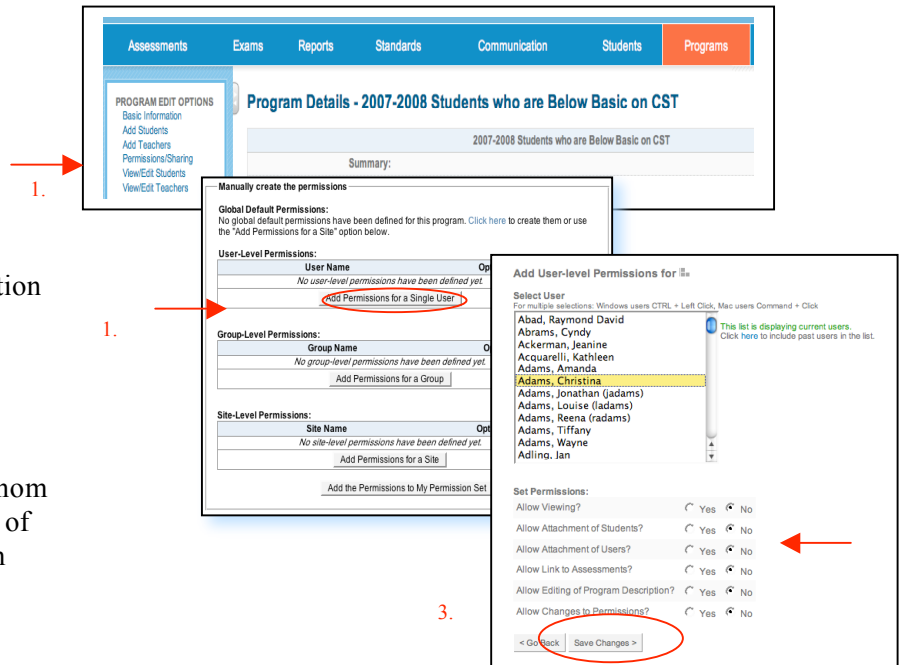
1. To assign teachers, click **add teachers**
2. Search for teachers individually by typing their name, or Click **Click here to select from all users**. Select the desired teachers and click **Add**, then click **Continue** at the bottom of the page



**User Note:** To get back to your main program page, click *Return to Program Details (not shown)* on the left

### SHARING THE PROGRAM

1. To give teachers access to the program, click the title of the program you wish to share. Click **Permissions/Sharing** on the left navigation bar
2. Scroll down to the bottom of the screen. Click **Add Permissions for a Single User**
3. Click on the names of the users or site with whom you want to share the report, select their level of access by clicking the **Yes** or **No** buttons, then click **Save Changes**



### ATTACH STUDENT(S) TO A PROGRAM

There are two other places that students may be added to a program. Any time a student list is displayed, the option to attach students to a program will appear on the left (except in the Multiple Assessment Listing). Students can also be added to a program beginning in the Students tab. The steps below display this option from the student search.

### STUDENT SEARCH

1. Click **Students**
2. Select the search criteria
3. Click **Go**
4. The student list appears, **click Attach These Students to a Program**
5. Select the program, then click **Go**
6. Once you have verified the students you want added to the program, click **Yes**, please **add these # students** at the bottom of the screen

