

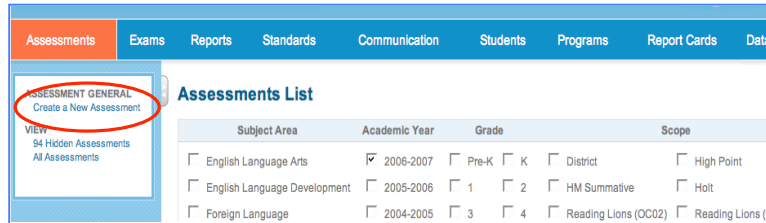
## How to Create an Assessment

### WHAT IS AN ASSESSMENT?

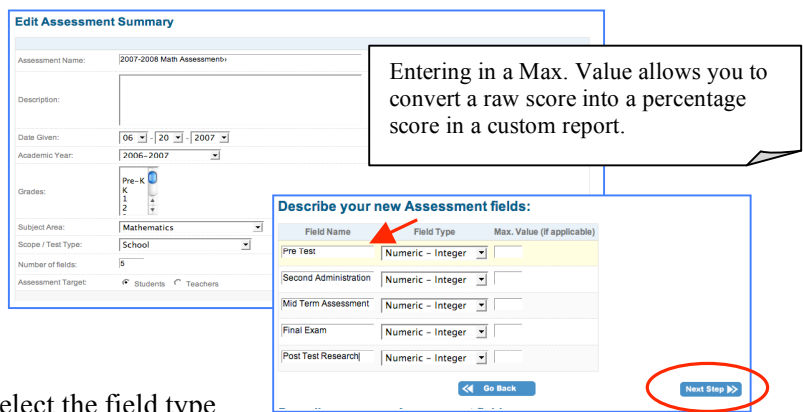
An assessment enables you to input summary data into DataDirector for easy data tracking and reporting purposes

### GETTING STARTED

1. Go to the *Assessment* tab and click **Create a New Assessment**.
2. Fill out basic information and click **Next Step**.



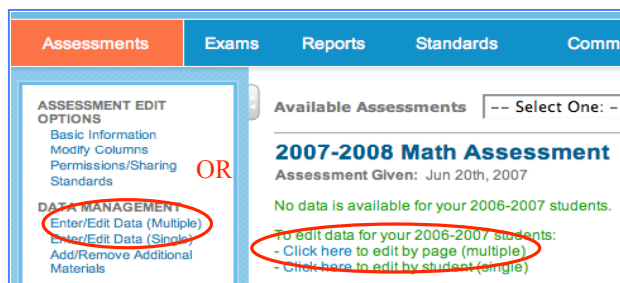
- **Name:** Include the academic year in your title, e.g. 2005-2006
- **Date given:** Enter the date you created or administered the assessment
- **Academic Year:** Select the current year
- **Scope:** Select the appropriate scope. The scope labels what kind of assessment you would like to create.
- **Field:** Enter the number of data columns in the assessment



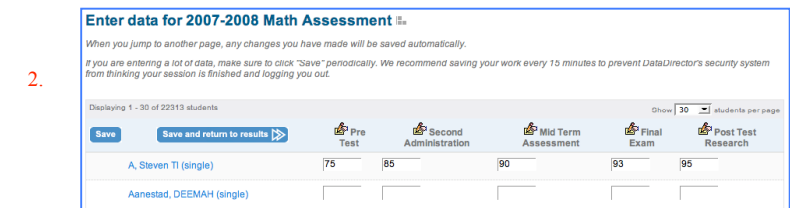
3. Type the names of the fields (column headers) and select the field type for each field and click **Next Step**.

### ENTERING DATA

1. With the assessment structure built, click **Click Here to edit by page** in the middle of the screen or **Edit Student Data (Multiple)** or **(Single)** on the left.
2. Enter student data into the appropriate columns and click **Save** to save as you go or **Save and return to results** to return to the main page.



To enter results for a specific student group, e.g. a 2<sup>nd</sup> period class or 7<sup>th</sup> grade students only, click the **Students** tab, select the student group and click **Go**. On the left, click **View Assessments** and from the drop menu, select your assessment, then click **Go**.



- When you return to the main page, the results will appear.

To make structural changes to your assessment, such as adding other columns, deleting columns, changing column titles or positioning, or performing calculations of your entries, click **Modify Columns** on the left.

3.

| Student Name      | Pre_Test | Second Administration | Mid_Term Assessment | Final Exam | Post_Test Research |
|-------------------|----------|-----------------------|---------------------|------------|--------------------|
| Amer 3 20, SALYNE | 75       | 85                    | 90                  | 93         | 95                 |
| Bacolot, Bethy    | 85       | 80                    | 75                  | 90         | 90                 |
| Baird, HANNAH MAE | 90       | 95                    | 95                  | 95         | 100                |

## CREATING A CALCULATION

- In order to create a calculation such as an average as another column in the assessment, click **Modify Columns** on the left.

- Enter the *Field Name* of your calculation, e.g. sum, average or difference. Select *Calculation* from the drop-down menu. Next, click **Save Changes**.

- Your new field will appear at the bottom of the field name list. Click the **Edit Calculation** link.

- Select the radio button for the correct operation, e.g. Average. Select the columns that will be included in the calculation. Hold down the CTRL (PC) or Apple (Mac) key to select more than one column. Next, click **Save & Go Back**.

- Click **Save and Return to Results**. The calculation will now be visible in the assessment.

1.

2.

3.

4.

5.

| Field Name            | Field Type        | Sort Order | Max. Value |
|-----------------------|-------------------|------------|------------|
| Pre_Test              | Numeric - Integer | 1          |            |
| Second Administration | Numeric - Integer | 2          |            |
| Mid Term Assessment   | Numeric - Integer | 3          |            |
| Final Exam            | Numeric - Integer | 4          |            |
| Post Test Research    | Numeric - Integer | 5          |            |
| Average               | Calculation       | 6          |            |

| Student Name      | Pre_Test | Second Administration | Mid_Term Assessment | Final Exam | Post_Test Research | Average |
|-------------------|----------|-----------------------|---------------------|------------|--------------------|---------|
| Amer 3 20, SALYNE | 75       | 85                    | 90                  | 93         | 95                 | 87.60   |
| Bacolot, Bethy    | 88       | 80                    | 76                  | 90         | 90                 | 84.80   |
| Baird, HANNAH MAE | 90       | 95                    | 95                  | 95         | 100                | 95.00   |

## ADD/REMOVE ADDITIONAL MATERIALS

1. Click **Add/Remove Additional Materials** link on the left.
2. Enter the Label (title of the file) and click **Browse** to find the file on your computer. Once the title appears in the Filename box, click **Upload**.
3. The file will appear at the top. From there you may upload another file or click **Return to Assessment** on the left.

