**Data Director Information**

[www.datadirector.com/hobbsschool](http://www.datadirector.com/hobbsschool)

\*Do not use the Back button on the internet browser any time you are logged in to Data Director. Use the rectangle with the little squares or the links to navigate the page. If you use the Back button, you have to log off and start completely over.

**To Access the Assessments and Grading Rubrics for Short Answer Questions**

1. Click the rectangle with the squares on the top left part of the screen.
2. Choose the Assessment icon, click it.
3. If you haven’t already (in training) click “Switch to List View.” It’s on the right side in dark blue, directly across from the title “Find Assessments”
4. It should, by default show your grade level for the Grade Level option, if it doesn’t click it and change it to the correct grade.
5. Click Search
6. It will pull up the assessments that you have access to.
7. Choose a test and click its link.
8. It will bring you to the Assessment Overview page.
9. If you scroll down to the bottom of the Overview page you will come to a box with several PDF files. One of them is labeled “Teacher Booklet.” The teacher booklet it where you should find the answers to the test questions and the scoring rubric to use for grading student short answer questions.

 \*Remember you only have to grade and score the short answer questions. Do not grade the multiple guess questions. \* A tip to save you time: As you grade the short answer questions (0-4 depending on question point value), with a pencil, bubble in the score on your student’s bubble sheet, BEFORE the sheet is to be scanned. If it is all marked before they are to be scanned all of the data will go into the system and you won’t have to go back in to Data Director to input that information.

**To Access the Data from the Student SCA**

1. Repeat steps 1-8 from above
2. On the right side of the page there are HTML and will be PDF reports that can be pulled. (There will not be any PDF files until there is data input from the bubble sheets or online tests.)
3. Reports to Focus on:

Classroom Assessment Report (Response Matrix)

Classroom Performance Summary Report

Classroom Standards Performance Report

\*We will go over more information as it becomes relevant.

In the infamous words of Dory…”Just keep swimming!!!” 