



Data Director Tutorial

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Tutorial Objectives:

- Access Student Information
- Access MEAP Scores
- Access Specific GLCE's
- Access Specific Reports
- Making a Bubble Report

Table of Contents

Access Student Info and MEAP Scores.....	2
Missed GLCE from MEAP.....	3
How to Create a Bubble Report.....	5
Access Specific Reports.....	6

Data Director Web Address: www.achievedata.com/macomb

How to access your students MEAP report:

1. Select the reports button.
2. Scroll down the page to the pre-built reports section. Select the MEAP report.
3. Here is where you will have some options. Leave the roster options as optional. Select your population year. You will see 3 blue boxes below this field. Leave them alone. Next select your test year and below that is the subject assessed. Lastly press the submit button. Your screen should look similar to the screen to the left.
4. A pie chart will appear, in addition to a spreadsheet with all of your student data. You can export these results to your own computer by selecting one of the formats. PDF is the most basic and is the easiest to read. If you select one of the blue column headers, the program will sort

your data accordingly. This is especially helpful to view the scores from low to high or vice versa.

Displaying 1 - 29 of 29 students Show 30

Student Last Name	Student First Name	Student Id	2010 Site Id	2010 Grade	2009-2010 Mathematics Performance Level	2009-2010 Mathematics Scaled Score	2009-2010 Mathematics Raw-score Points

Note: A red arrow points to the '2009-2010 Mathematics Scaled Score' column header, which is highlighted in blue. A callout bubble says 'Sortable Data!'.

5. If you select a student, a wealth of information will be displayed. Information includes contact info, MEAP summaries by year, DRA scores entered by teachers, etc. This information can be printed by selecting the print or PDF button in the top left hand corner.

How to break down the MEAP results by specific strands / GLCE's:

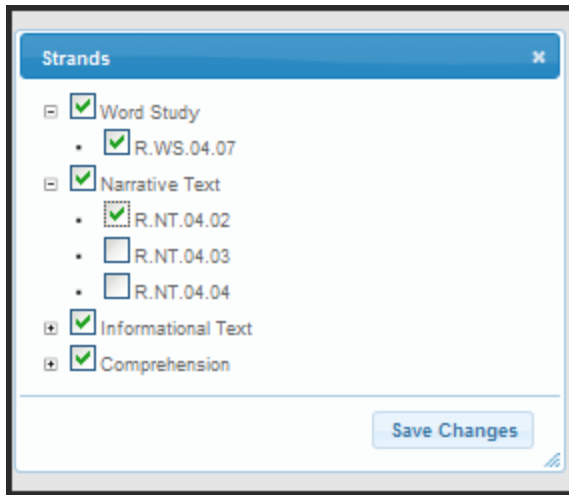
1. Within the pre-built reports section, select the MEAP strand and GLCE analysis.
2. A series of fields will appear. Leave the roster options as manual. Select your subject, student population, test year, and test type. Your screen should look similar to the one below.

The screenshot shows a web application interface with a navigation bar at the top containing 'Assessments', 'Exams', and 'Reports'. The 'Reports' tab is active. The main content area is titled 'MEAP Strand and GLCE Analysis'. Below the title, there are several sections of controls:

- Roster Options:** Three radio buttons: 'Select Manually' (selected), 'From Report', and 'From Program'.
- Site:** A text field displaying 'Harmon Elementary School'.
- Subject:** A dropdown menu showing 'English Language Reading'.
- Student Population/Roster Year:** A dropdown menu showing '2009 - 2010'.
- Teacher:** A text field displaying 'Schneider, Robert'.
- Buttons:** 'Add Demographic Filter(s)', 'Add Course(s)', 'Add Sections' (with 'currently in use' text), 'Add Strands' (with 'currently in use' text), and 'Add Summary Options' (with 'currently in use' text).
- Show Percentages:** Two radio buttons: 'Percent Correct' (selected) and 'Raw Score'.
- Show Number Possible:** Two radio buttons: 'Yes' (selected) and 'No'.
- Submit:** A button at the bottom.

3. When you arrive at this screen, you will need to specify the exact GLCE's that you want to view. Click on the add strands button. A window will pop up showing the major strands. You will notice that all of the boxes are checked. This means nothing. You will need to click

on the small plus sign that is next to each strand to show the GLCE's. Click inside the box of the ones that you wish to view. An example can be found below.

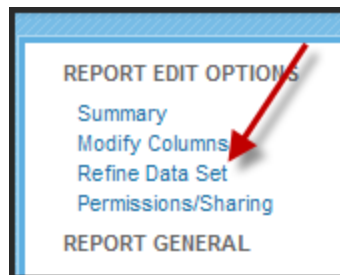


You will notice that a few areas are checked. For example, the narrative box is checked. You would assume that all of the specific GLCE's for narrative text would be displayed, but this is not the case. You will need to expand the strand by selecting the box and selecting each individual GLCE. This particular report would display R.WS.04.07 and R.NT.04.02 only. If you wanted to display GLCE's from informational text and comprehension, you would need to click on the small plus sign and expand the box to

select specific areas. If you need to know what the specific GLCE's are, hover your cursor over the GLCE and the description will appear. When you have selected your information, click on the save changes button. Lastly select the submit button. Your results will appear. Selecting the names of each GLCE at the top of the columns will sort your data that can be exported. The PDF version comes out very clear.

4. In the upper left corner of the screen is a small blue box. To view different GLCE's or even a different MEAP area, select the modify this report button and repeat the steps above.

How to see only the bubble students for any given MEAP section:



1. From any report, such as the one from above, select the make this a student report option.
2. In the report edit options, select the refine data set. This box is much larger than displayed at the right. Look towards the top of the section.

3. A refine data set page will appear. Do not change anything on this page. Click the button on

the bottom that says click here to further refine your data set. What you are about to do is tell the program that you only want to display the bubble students.

4. You will see 2 boxes that are adjacent to each other. In the first box, select assessments, academic year, subject area, and year. Lastly, change the scope box to MEAP by selecting it from the drop down menu. Below you will see what an example page would look like. The info within the second box will change according to the subject area that was selected. For this tutorial, the ELA reading box will be clicked.

Search Criteria

Filters

Step 1: Use the Filters to narrow your Data Set options.

Type

Show All Assessments

Demographics Test Series

Teachers Students

Academic Year

Show All 2009-2010

2008-2009 2007-2008

2006-2007 2005-2006

2004-2005 2003-2004

2002-2003

Subject

Show All

Career and Vocational Education

English Language Arts

LOTE (Languages Other Than English)

Mathematics

Other

Physical Education/Health

Science

Social Studies

Grade

Scope

Creator

Data Set

Step 2: Select a Data Set.

Assessments 1 item(s) found.

Select One

2009-2010 MEAP ELA Reading

5. Click on the next step button. A screen will appear with a drop down box, where you will need to specify your search criteria. Click this box and select the scaled score option and then click the next step button.
6. Data Director will ask how you want to display the data. Select the first bubble to specify a data range.
7. The next screen will appear. Put in your range. Since this is a 5th grade report, I will select all students that were 505 or below. Click on the next step button and your report will appear with only the students that scored 505 or less.

Specify Values for Your Search Criteria

Choose the value (or values) you wish to report on.

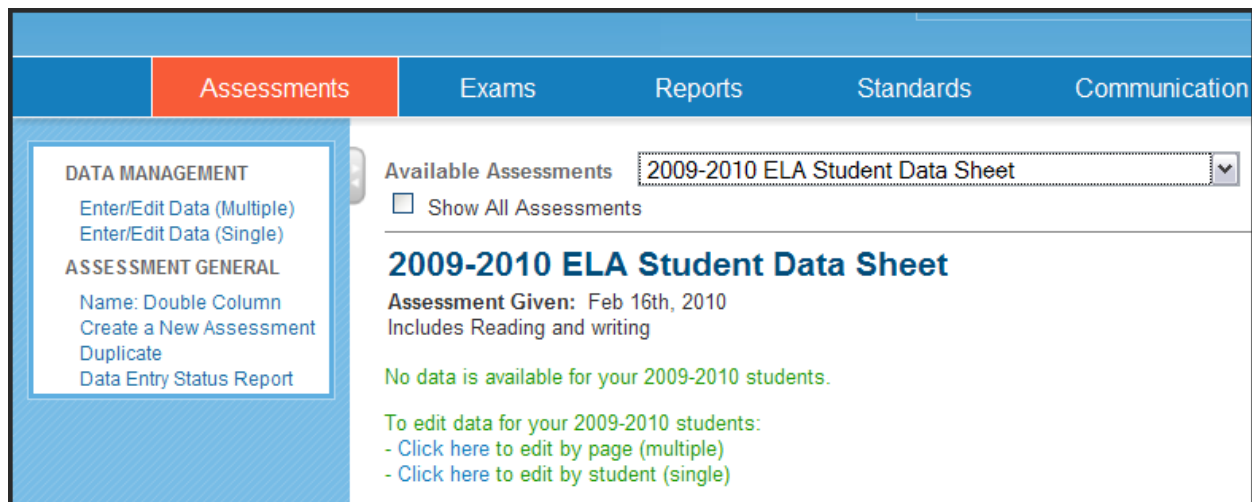
2009-2010 Reading Scaled Score

How to access the positive parent log, pre and post math test, assessments created by Jen Donnelly, and your own student data sheet:

1. Click on the assessments tab.
2. If you scroll down, you will see all of the forms that were created and shared with you. Data Director calls what we would refer to as form or documents as “assessments”. Each of the above forms were created by Amy. Look for her name or the name of the specific form that you need. It will look similar to the screen below.

2009- 2010 Second Semester Positive Parent Log Parent contact log- communication strand #6 in Self Assessment	Amy Gaglio
2009-2010 Everyday Math Pre and Post Assessment Percent and grades must be given	Amy Gaglio
2009-2010 ELA Student Data Sheet Includes Reading and writing	Amy Gaglio

3. You will also see the other forms that were created by Jen Donnelly. Select the form that you wish to enter data. For this tutorial, the ELA data sheet will be used. The next screen will look similar to yours.



The screenshot shows the Data Director interface with the 'Assessments' tab selected. On the left, there is a sidebar with 'DATA MANAGEMENT' and 'ASSESSMENT GENERAL' sections. The main area shows 'Available Assessments' with a dropdown menu set to '2009-2010 ELA Student Data Sheet'. Below this, there is a checkbox for 'Show All Assessments'. The assessment details for '2009-2010 ELA Student Data Sheet' are displayed, including the name, date given (Feb 16th, 2010), and a message that no data is available for 2009-2010 students. There are links provided to edit data by page (multiple) or by student (single).

4. From this screen, you can select any form that you need to enter data by selecting it from the drop down box. For the ELA data sheet, select the blue click here link that says to edit by page (multiple). The form will appear. Click inside each field and enter your data. When complete, click on the save button and all of your data will be saved and entered into the assessment or form.