

## **DataDirector™ Trainer Agenda**

### *I. ESSENTIAL QUESTIONS AND ANSWERS*

**Q: What is DataDirector?**

**A:** DataDirector is a web-based data and assessment management system that allows you to view, disaggregate, and analyze student data.

**Q: How will DataDirector benefit me?**

**A:** The system allows you to easily access student data:

- CST, CAHSEE, and CELDT reports
- Benchmark results
- Important demographic information (e.g. language level, language fluency, ethnicity, etc.)
- Transcripts and schedule information
- Student contact lists

**Q: What type of data is stored in DataDirector?**

**A:** Virtually any data can be stored in the system including assessments (CST, CELDT, CAHSEE, local benchmarks), demographics (ethnicity, language fluency, special ed.), courses, schedules, grades, transcripts, and more.

**Q: Where does the data in the system come from?**

**A:** Most data is pulled by the district from the the student information system (SIS). State data (CST, CELDT, CAHSEE) comes from the state to the district on CD's. The CD's are forwarded to DataDirector administrators for upload.

**Q: How often is the data updated?**

**A:** The data is updated as often as new rostering files are submitted. This is entirely controlled by district data personnel.

**Q: Who can access DataDirector?**

**A:** The system can only be accessed with a username and password. These are maintained by district and DataDirector system administrators. Only teachers and site and district administrators are granted access. Parents and students cannot enter the system.

**Q: What data can I access?**

**A:** Teachers will only have access to the students on their roster. Once a teacher has been rostered to a student, they will always have access to that student's data – past, present, and after the student leaves their class. Depending on the level of historical data submitted by the district, you have the potential to view multiple years of information. Individuals with administrative rights view all students at a site(s).

**Q: How do I access DataDirector?**

**A:** As a web-based tool, the system is accessible anywhere you have internet access.

1. [www.achievedata.com/yourdistrictname](http://www.achievedata.com/yourdistrictname)
2. Enter your username and password
3. If you have more than one level of access, click *My Students* or *All Students*