

## Manually Entering Data in DataDirector

1. Once logged in, navigate to the exam.
2. On the Exam Overview screen, select “Enter/Edit Data Multiple”.

**EXAM OPTIONS**  
Answer Key

**DATA MANAGEMENT**  
Enter/Edit Data (Multiple)  
Enter/Edit Data (Single)  
Upload Data

**EXAM GENERAL**

Available Exams   
 Show All Exams

**2011-2012 CM**  
Exam Given: Sep 26th,  
DO NOT DUPLICATE. It  
Showing results for AY:

3. You will arrive at a screen with your students’ names and IDs. Enter the data into the boxes. The “Tab” button will allow you to move to the next box quickly. When you are done click “Save and return to results”.

Displaying 1 - 50 of 114 students

Save Save and return to results

locked 1 2 3 4 5 6

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