Getting Started in DataDirector 4.0

DataDirector 4.0 is here! As of January 2nd, 2012, users will be using the new and improved site. However, things do look a bit different. This document is meant to get users started with 4.0. However there are many more features that I haven't covered. For an in-depth look at 4.0 I recommend:

- Riverside Publishing's "Getting Started" Document.
- Riverside Publishing's Crosswalk Document that compares the previous version to 4.0.

Logging In:

You will use the same site (www.datadirector.com/calhoun) to login. You will also use the same password and username. The login screen looks a bit different. It's pictured below.

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Navigation:

The previous version of DataDirector was filled with tabs at the top of the screen. The navigation for version 4.0 has been cleaned up and streamlined. By clicking on the App Switcher, you will see the navigation menu appear. In addition, there is also a static navigation menu on the bottom of each page.

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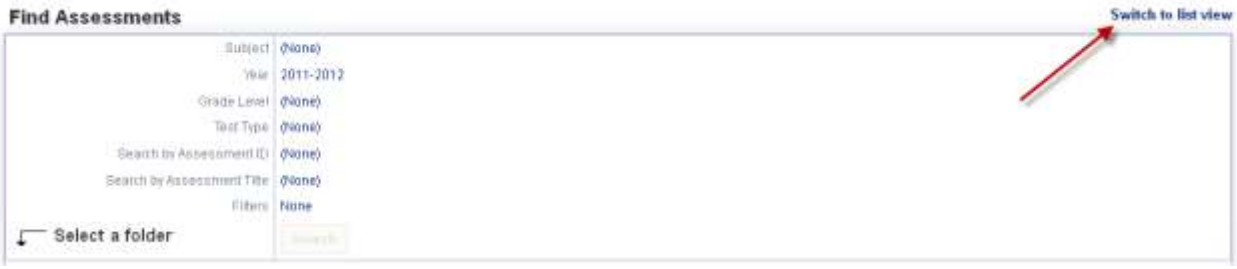
Finding Assessments:

Finding assessments is a bit different in version 4.0. One exciting feature is the use of folders to organize assessments you've created. However, users may not be ready to set up folders for assessments in DataDirector 4.0 just yet. For those, who would like to find assessments using the "old way", follow these steps:

1. Click on the App Switcher to navigate to the Assessment section.

2. The App Switcher will open. Select Assessments.

3. The following screen is known as "Folder View" and is the default search view for assessments in 4.0. To search for assessments using the "old way" select "Switch to list view".



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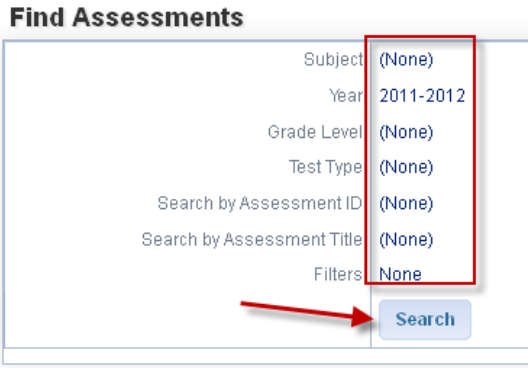
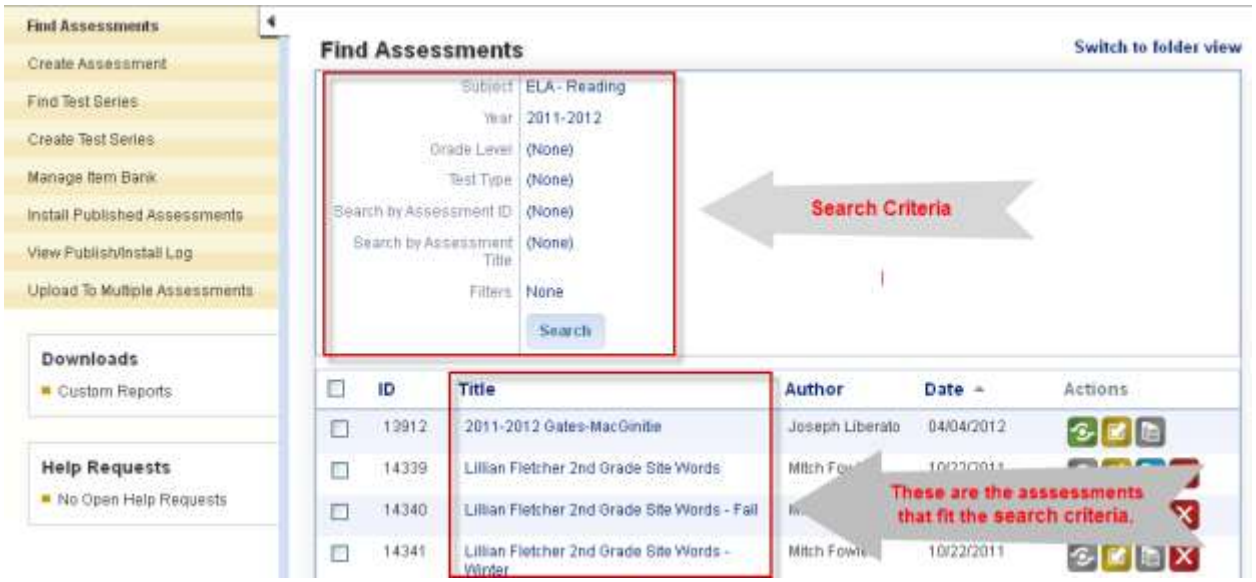
4. The next screen is the List View. Narrow your search using the same fields you used in the previous version. Click on the "(None)" link to access the search menu. Click search.



5. After clicking "Search" you will see the assessments that fit the search criteria.



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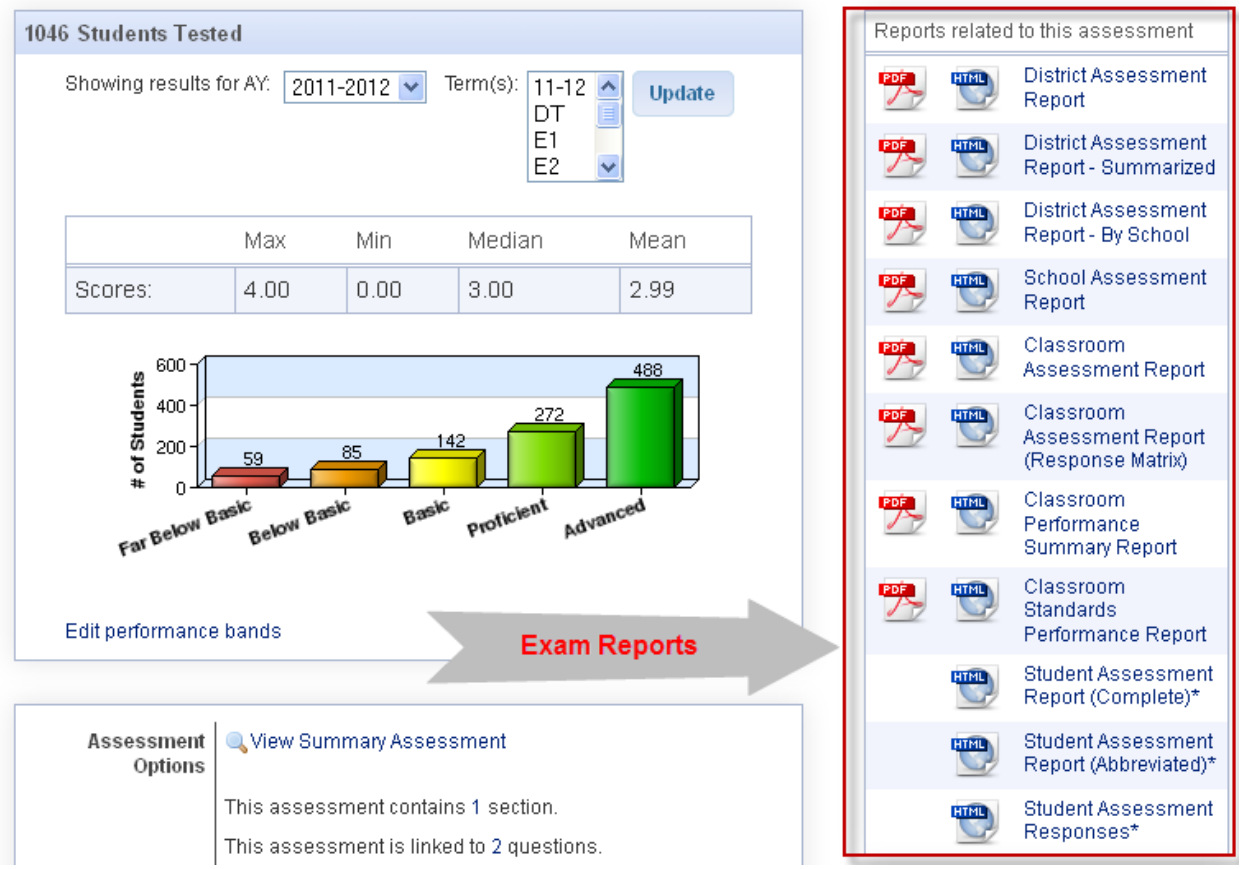
Assessment Overview Screen:

After clicking on an assessment, you'll see a somewhat familiar overview screen.



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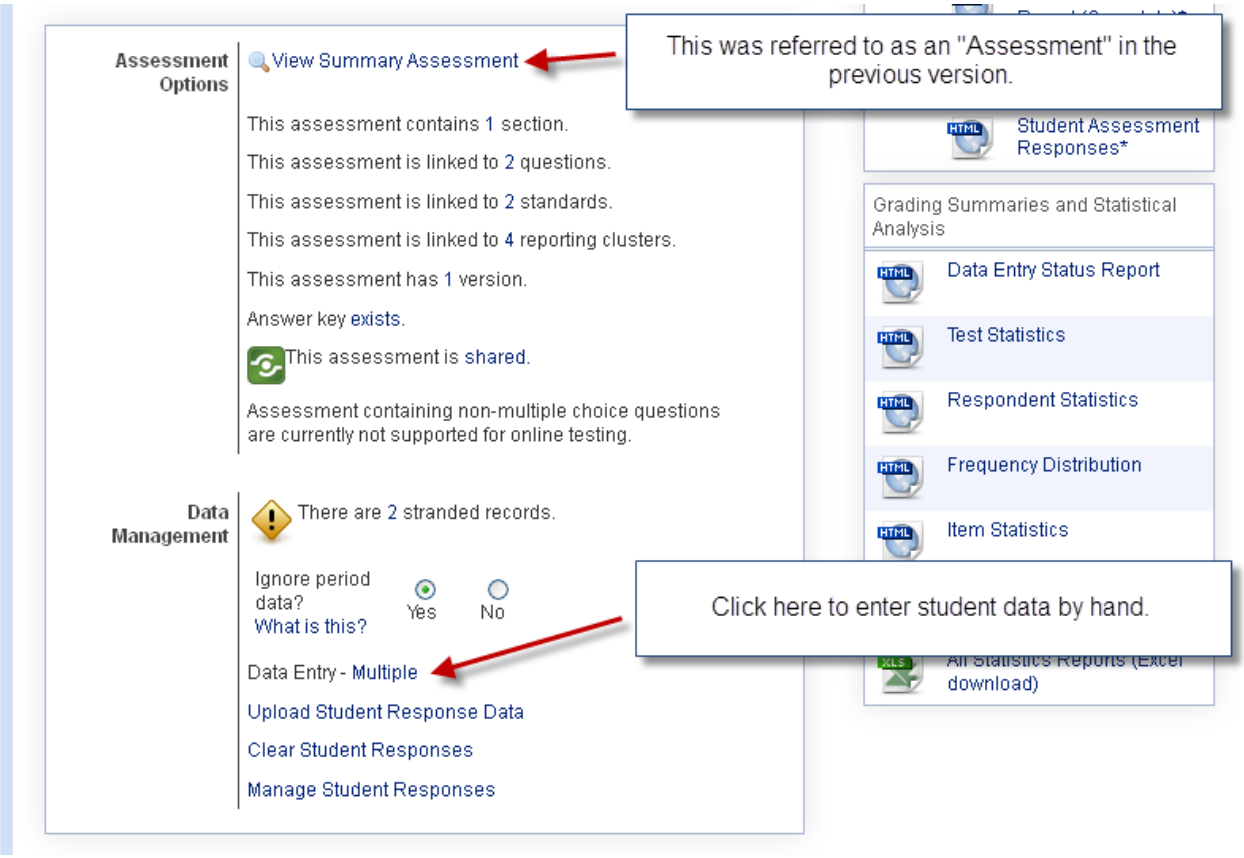
Below the graph on the Assessment Overview screen, there are several options you may have used in the previous version.



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