Using Folders in DataDirector 4.0

Folders are an awesome enhancement to DataDirector 4.0. All users will see the following folders:

- Shared Assessments
- District
- Personal

Personal Folder:

The personal folder is where you will find any assessment that YOU have created. Use the search filters in the Assessment section to narrow your search and then click Personal Folders to search your folder for assessments matching your criteria.

Shared Assessments:

The shared folder is where you will find any assessment that has been shared with you. Use the same process described above to search for an assessment within the shared folder.

District Folder

This folder contains assessments that are shared at the district level. Only those in DataDirector with the role of District Administrator can put assessments in these folders. Note: Once an assessment has been placed into a district folder or sub folder, it will no longer be visible in the shared folder.

Example:

Mitch (whose role is District Administrator) creates an assessment. This assessment shows up in Mitch's Personal Folder because he's the author.

Mitch shares the assessment with Emily. The assessment stays in Mitch's folder because he's the author, but shows up in Emily's shared folder because it's shared with her.

Mitch decides that his assessment is so awesome that he wants to share it with teachers at the district level. Mitch moves the assessment into the district folder. The assessment shows up in Mitch's personal folder because he is the author, but no longer is in Emily's shared folder. Emily needs to look in the district folder for the assessment.

Creating Sub Folders

In order to organize your personal folder, users can create sub folders. To create a sub folder, click on the folder with the gear and choose Create Sub Folder.
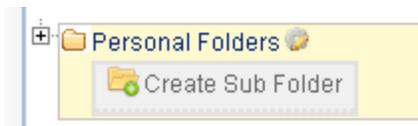
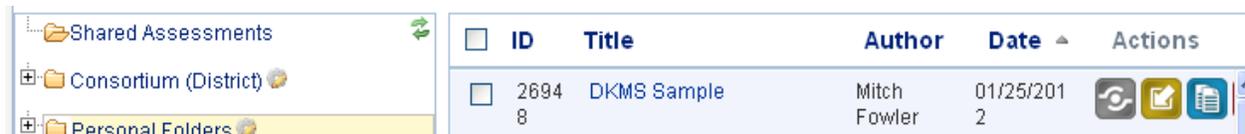Provide a name for your sub folder and click Create.

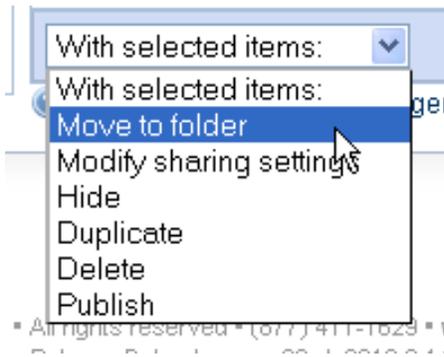You can see your sub folders by clicking the "+" button. This will expand the folder and show the sub folders.
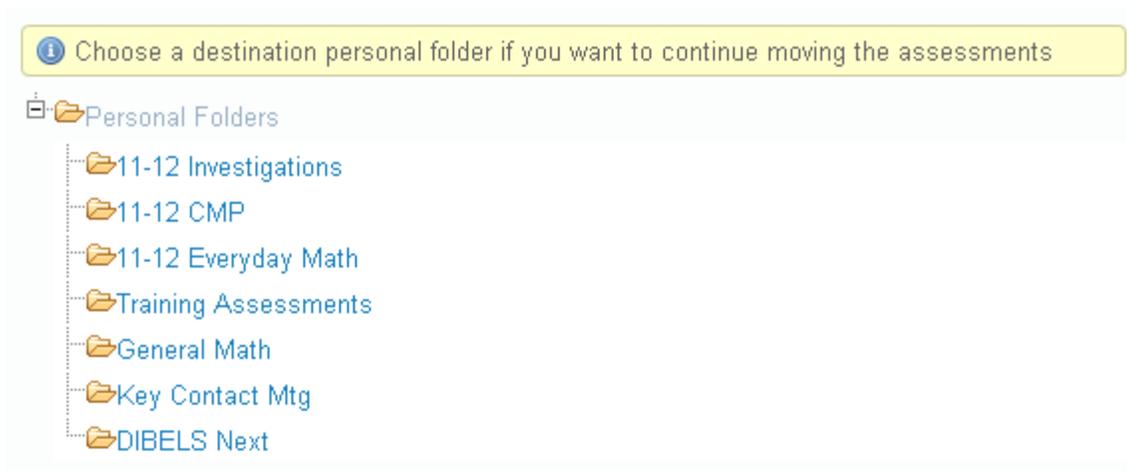

Moving Assessments into Sub Folders

In order to move assessments into sub folders, check the box next to the Assessment ID and scroll to the bottom of the screen.

At the bottom of the screen, use the drop down menu and select Move to folder.

Choose which folder you would like to move the assessment into.

Confirm that you want to move the assessment by clicking OK.

Are you sure you want to continue?

OK   Cancel

Note: Users can create sub folders for sub folders in their personal folder. However, a user cannot create sub folders within the shared folder. In order to create folders and sub folders in the district folder, a user must have the role of District Administrator.