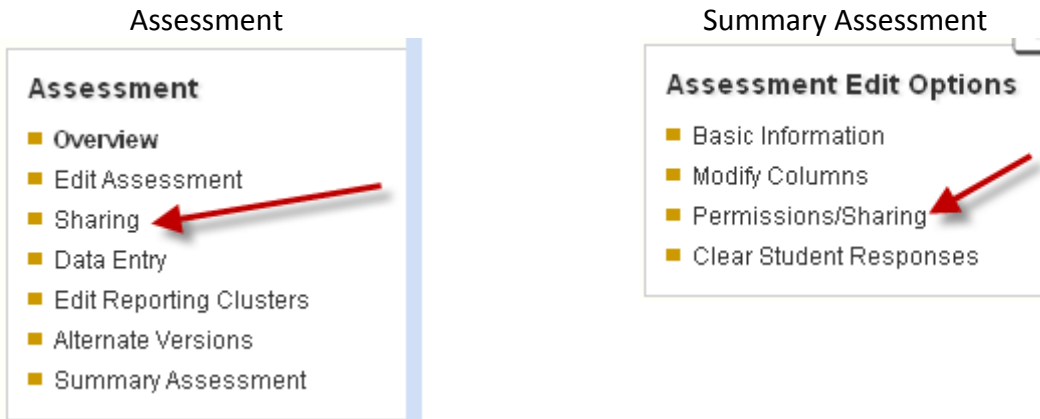


Sharing in DataDirector

There are several ways to share an assessment or summary assessment in DataDirector. Users can share with individuals, entire buildings, or with certain roles (teacher, administrator, etc.) with a few clicks of a button.

To share an Assessment click Sharing on the Overview page. To share a Summary Assessment click Permissions/Sharing.



Next, you will need to decide if you want to share with a user, user type – site, or a site. See the descriptions of these options in detail below.



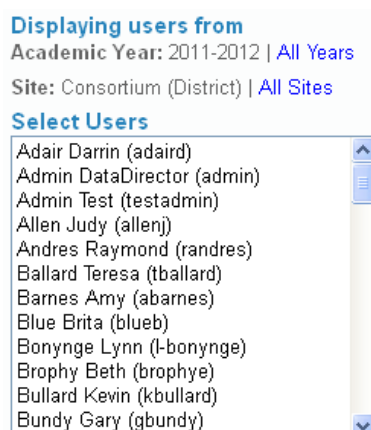
User Level Sharing

This option allows a user to share the assessment with other users specifically. This would be a good option if you wanted to share with a department or specific users outside of your site.

Select Add New Sharing Rule in the User Level box (the top box).



Choose specific users you would like to share the assessment with. If you would like to share with someone outside of your site or do not see a user, click “All Sites”. You can share with multiple users by holding the Ctrl button.



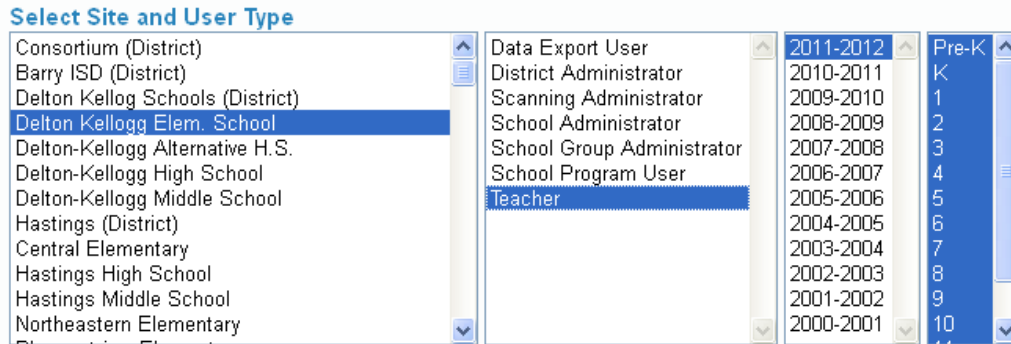
User Type – Site Sharing

This option allows a user to share an assessment with groups of people within a site.

Select Add New Sharing Rule in the User Type – Site Level box (the middle box).

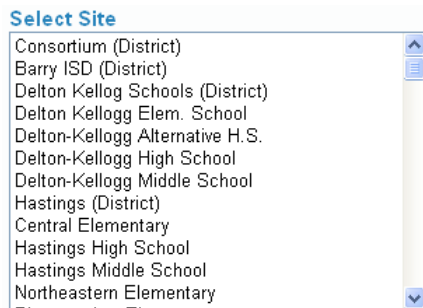


Select the site you would like to share with. Next, choose the type (you can select multiple types by holding Ctrl). Finally choose the year and grade (if applicable). Note: Year and grade will only show up if you have selected Teacher as a type to share with.



Site Level

Select the site you would like to share with. Note: ALL users at this site will have access if you choose to share at the site level.



Permissions

All of the above sharing methods require users to add permissions. Below is a description of each sharing description.

May View	The user may view the assessment.
May Edit Basic Information	The user may change the title, grade, etc.
May Edit Permissions	The user may share the assessment with others.
May Download Assessment Reports	The user may download reports.
May Download Answer Documents	The user may download an answer key.
May Download Other Materials	The user may download any other uploaded materials.
May Duplicate	The user may make a copy of the test.
May Edit Student Responses	The user may change their students' responses.
May Edit Questions / Items	The user may change questions.
May Upload	The user may upload data directly into DataDirector.

