

Creating Programs in DataDirector

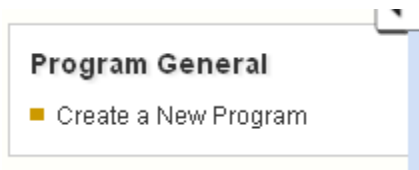
A program allows a user to quickly view DataDirector through the lens of a predetermined cohort of students. By creating a program, users can track students such as athletes, members of an honor society, participants in remedial help, or for a number of other reasons.

Create a Program

1. Access the Program section of DataDirector.



2. Select Create a New Program



3. Enter the Program information and click Save Changes.

Create a New Program

Title:	<input type="text" value="Title Goes Here"/>
Summary:	<input type="text" value="Optional"/>
Description:	<input type="text" value="Optional"/>
Academic Year:	<input type="text" value="2011-2012"/>
Please select one of the following options:	<input checked="" type="radio"/> Allow teachers in this program to see data on only the students that are already in their classrooms <input type="radio"/> Allow teachers in this program to also see data on all the students in this program, even if those students are at multiple school sites <input type="radio"/> Allow teachers in this program to see data only on the students in the program that are at the teacher's school site

[Save Changes >>](#)

Add Students to Your Program

1. On the Program Details screen, click “add students”.

Students: There are currently 0 students involved in this program	add students
Teachers: There are currently 0 teachers involved in this program	add teachers
Linked Assessments: There are currently no assessments linked to this program.	

2. Search for students and click Submit. Once your results have returned, select the students from the box on the left. Click Add to add the students to your program. When finished, click Continue.

Programs - Add Students

Please select the students you would like to add to **Title Goes Here**

Search for Students

First Name: Last Name: Student ID:

Search All Students From: Grades: Not Specified Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 ES BE

[Submit](#)

PC Users: ctrl+click to select multiple students
Mac Users: cmd+click to select multiple students

[ADD >>](#) [<< REMOVE](#)

[Continue >>](#)

* Depending on the number of participants in the program, it may take several minutes to complete the adding process.

Viewing Students in Your Program

1. Navigate to the Students section of DataDirector. Scroll to the bottom of the screen and choose the option that fits your program search. Click Go.

View Students from Programs?

Only search among my normally rostered students

Search among both my normally rostered students and students I have been granted access to through program participation

Only search among students I have been granted access to through program participation

[GO >>](#)

2. Your search will return students based on your previous selection. To view a demographic or assessment with these students, click the Assessments link to the left. You will be taken to a screen where you will need to select the assessment you would like to view.

