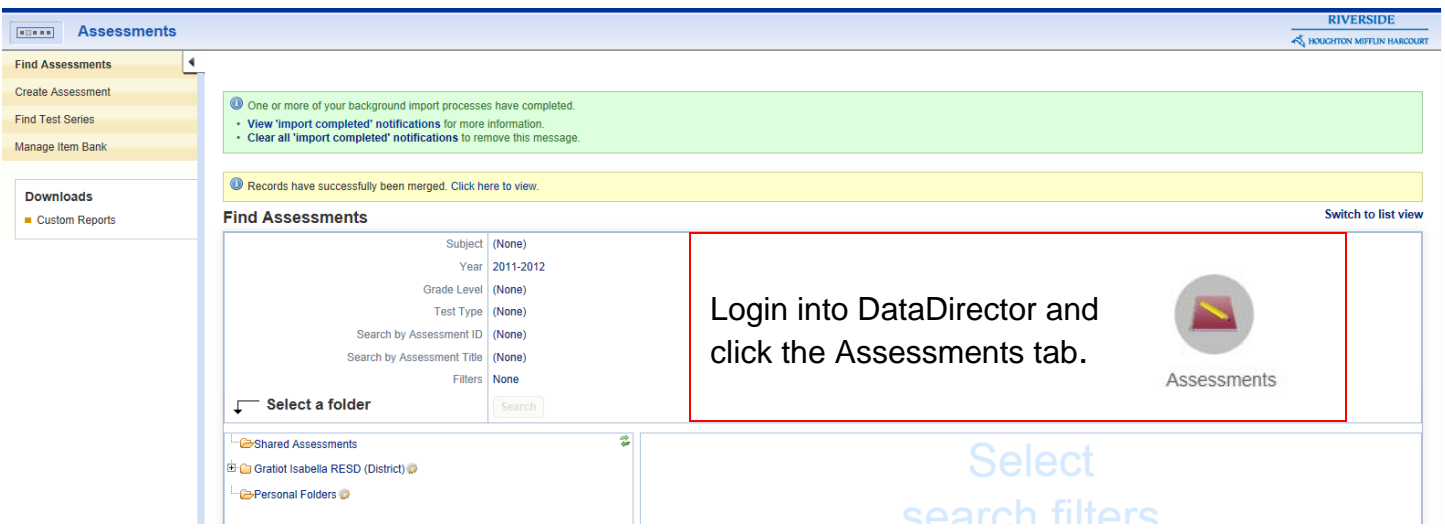


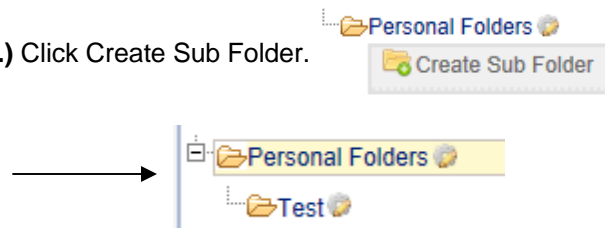
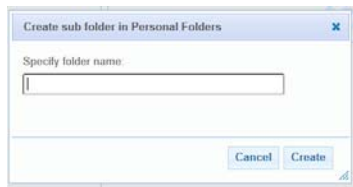
Creating, Moving, Hiding and Finding Assessments Using Folders in DataDirector 4.0



Creating a Sub Folder:

- 1.) Click on the Cog next to your Personal Folder. 2.) Click Create Sub Folder.

- 3.) Name your Sub Folder

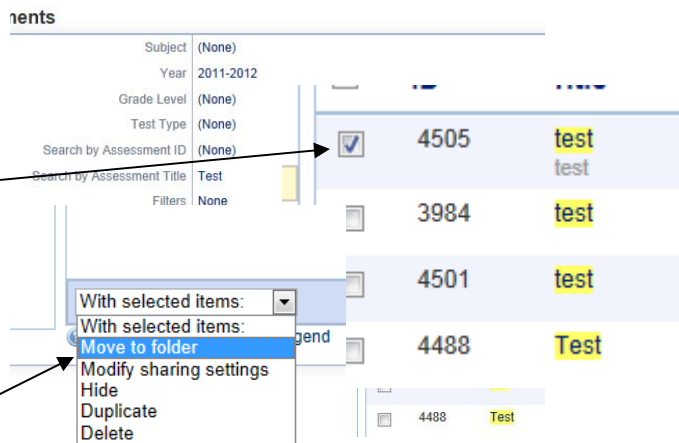


Move an Assessment:

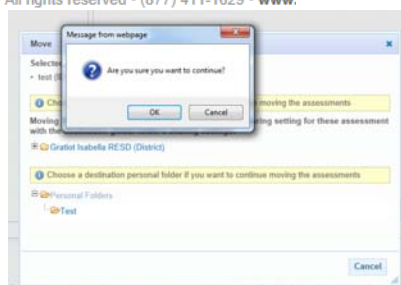
- 1.) Locate the Assessment you would like to move.

- 2.) Click the radio button next to the title.

- 3.) Scroll to the bottom of the web page and choose Move to Folder from the drop down menu.



- 4.) Click the + next to the Personal Folder and choose the Sub Folder you would like to move your Assessment to. Click OK to verify your move.



Hide an Assessment:

When discovering an Assessment you would like to hide:

1.) Click the radio button next to the title.

The screenshot shows the 'Find Assessments' search interface. The search criteria are: Subject (None), Year (2011-2012), Grade Level (None), Test Type (None), Search by Assessment ID (None), Search by Assessment Title (Test), and Filters (None). A table of results is displayed with columns for ID and Title. The first row is selected, and a context menu is open over it, showing options: 'With selected items:', 'Move to folder', 'Modify sharing settings', 'Hide', 'Duplicate', and 'Delete'. The 'Hide' option is highlighted.

ID	Title
4505	test
3984	test
4501	test
4488	Test

3.) Scroll to the bottom of the web page and choose Hide from the drop down menu.

Find an Assessment

1.) Use the Filters to narrow your search. Click the appropriate folder.

*Folders are based on author and organizational strategy as explained below:

- Shared Folder: contains all assessments that have been shared with you.
- District Folder: District admin can choose which assessments to place in the district folder.

•CAUTION: folder permissions override Assessment permissions.

- State Assessments Folder: Contains all state assessments.
- Personal Folder: Contains all Assessments you have authored.

The screenshot shows the 'Find Assessments' search interface with the same search criteria as above. Below the search filters, a folder view is displayed. The folders listed are: 'Shared Assessments', 'Gratiot Isabella RESD (District)', and 'Personal Folders'. To the right, a table shows the results for the selected folder, with columns for ID and Title.

ID	Title
3984	test
4501	test
4488	Test

OR

2.) Use the Filters to narrow your search.

3.) Click on Switch to list view

The screenshot shows the 'Find Assessments' search interface with the same search criteria as above. The 'Filters' dropdown is set to 'Show my assessments'. A 'Switch to folder view' button is visible in the top right corner. Below the search filters, a list view of assessments is displayed with columns for ID, Title, Author, Date, and Actions.

ID	Title	Author	Date	Actions
4505	test	Heidi Aldrich	11/22/2011	[Share] [Copy] [Print] [Delete]
3984	test	Heidi Aldrich	11/03/2011	[Share] [Copy] [Print] [Delete]
4501	test	Heidi Aldrich	11/03/2011	[Share] [Copy] [Print] [Delete]
4488	Test	Heidi Aldrich	10/11/2011	[Share] [Copy] [Print] [Delete]