

## Directions on accessing/inputting data by grade level (Combination Teachers):

- 1.) Log into Data Director
- 2.) Click on the “Students” Tab
- 3.) Check the appropriate grade level you would like and click the blue “Go” icon

Student Info	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Range of Last Names: <input type="text"/> through <input type="text"/>	
Grade:	<input type="checkbox"/> K
	<input checked="" type="checkbox"/> 1
	<input type="checkbox"/> 2
	<input type="checkbox"/> 5
	<input type="checkbox"/> 6
	<input type="checkbox"/> 7
Period:	<input type="checkbox"/> 1
	<input type="checkbox"/> 2
	<input type="checkbox"/> 3
	<input type="checkbox"/> 6
	<input type="checkbox"/> 7
	<input type="checkbox"/> 8

- 4.) You should now see a list of your students for a particular grade level
- 5.) On the left side of the screen, click on either the “Exams” or “Report Cards” link



- 6.) Select from the available exams or report cards. Afterwards, click on the blue “Go” icon. If you do not see the exam listed, check the “Show all Exams” box.

Available Exams

-- Select One: --

-- Select One: --

- 2006-2007 Houghton Mifflin Harcourt Math Benchmark #2 - GK
- Exam Given: Nov 14 2006-2007 Houghton Mifflin Harcourt Math Benchmark #2 - GK (SI)
- 2006-2007 Houghton Mifflin Harcourt Math Benchmark #2 - G1
- 2006-2007 Houghton Mifflin Harcourt Math Benchmark #2 - G1 (SI)
- 2006-2007 Houghton Mifflin Harcourt ELA Benchmark #2 - G1

Show all Exams

- 7.) You should now be able to access/input data for a particular grade level of students