

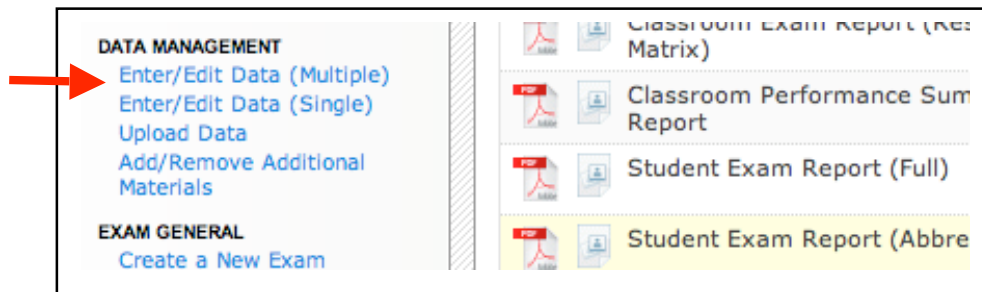
## **Directions on How to Input Benchmark Student Responses:**

- 1.) Log into Data Director and click on the appropriate site (“My Students”)
- 2.) Click on “Exams” at the top of the screen
- 3.) Click on the appropriate Exam (eg. 06-07 Math Benchmark #1 – G1)



Title	Author
06-07 ELA Benchmark #1- G1 BPST II (90 pts)	Sung Chi
06-07 Math Benchmark #1 - G1	Sung Chi
06-07 ELA Benchmark #1 - G1 - Phonemic Awareness (10 pts)	Sung Chi

- 4.) On the left side of the screen, click on “Enter/Edit Data (Multiple)”



**DATA MANAGEMENT**

- Enter/Edit Data (Multiple)
- Enter/Edit Data (Single)
- Upload Data
- Add/Remove Additional Materials

**EXAM GENERAL**

- Create a New Exam

Classroom Exam Report (Res Matrix)

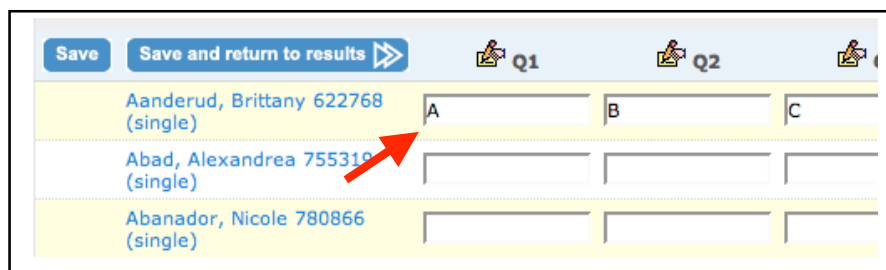
Classroom Performance Sum Report

Student Exam Report (Full)

Student Exam Report (Abbreviated)

- 5.) Input the appropriate student responses

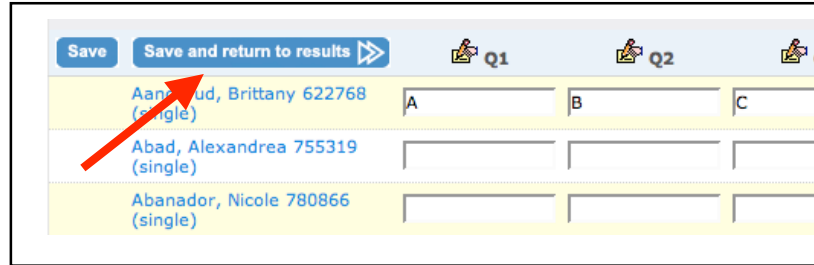
- It is recommended that you partner with another teacher so that one teacher reads the student response and one teacher types it in (you can use the tab key to move from one question to another)



Save	Save and return to results	Q1	Q2	Q3
		A		

(over)

6.) Once you are finished, click on “Save and Return to Results” located on the top left of the screen.



The screenshot shows a software interface with a table of student data. At the top, there is a navigation bar with a 'Save' button and a 'Save and return to results' button with a right-pointing arrow. To the right of the navigation bar are three question icons labeled 'Q1', 'Q2', and 'Q3'. The table below has three columns labeled 'A', 'B', and 'C'. A red arrow points to the 'Save and return to results' button.

	A	B	C
Aantoud, Brittany 622768 (single)			
Abad, Alexandra 755319 (single)			
Abanador, Nicole 780866 (single)			

7.) You are now finished with inputting your student data for this exam. On the left side of the screen, there will now be a list of different reports you can generate.

8.) If you would like to input data for another exam, repeat steps 2-6.