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

Login into DataDirector and click the Assessments tab.
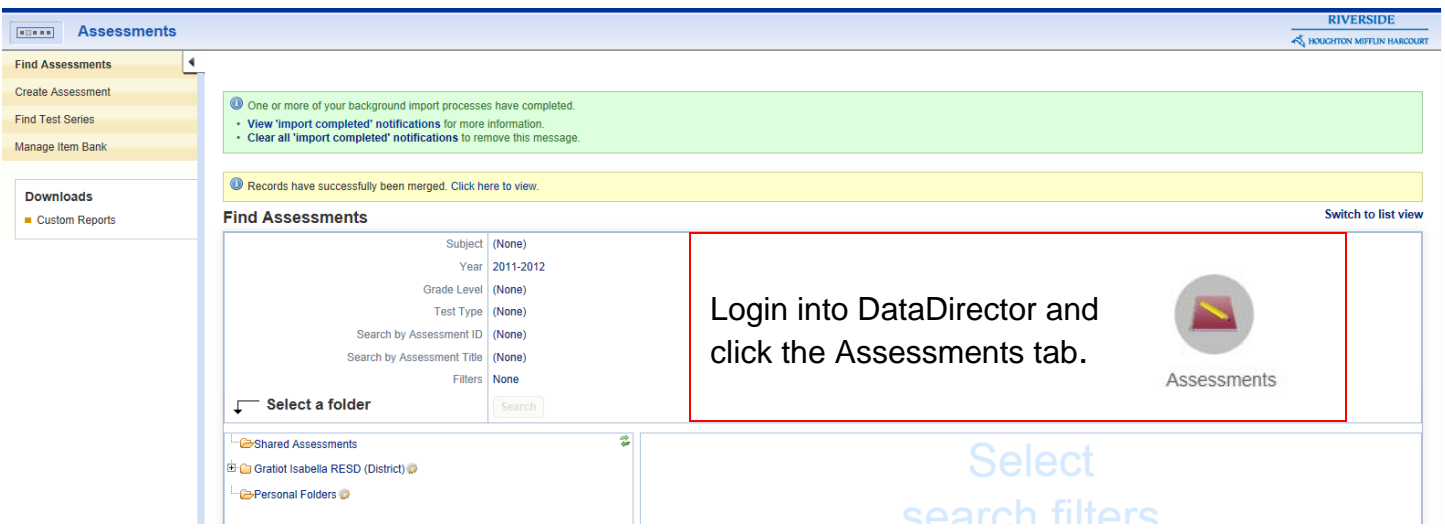
Creating a Sub Folder:

1.) Click on the Cog 🛠 next to your Personal Folder.　**2.)** Click Create Sub Folder.
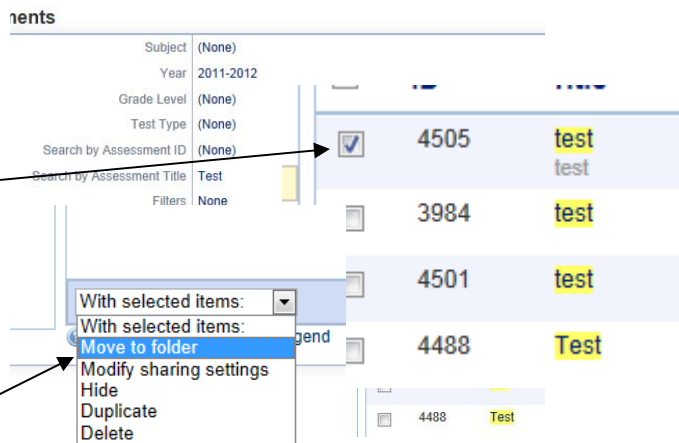
**3.)** Name your Sub Folder
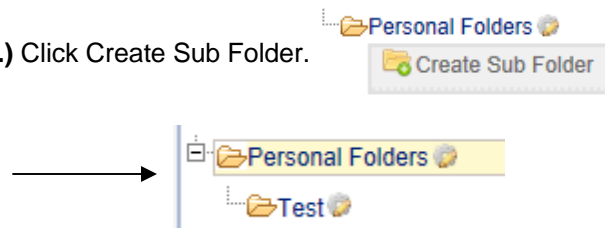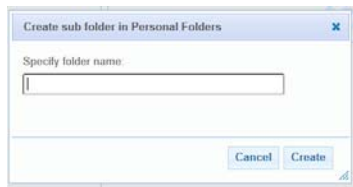
Move an Assessment:

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.

With selected items:
- Move to folder
- Modify sharing settings
- Hide
- Duplicate
- Delete

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.
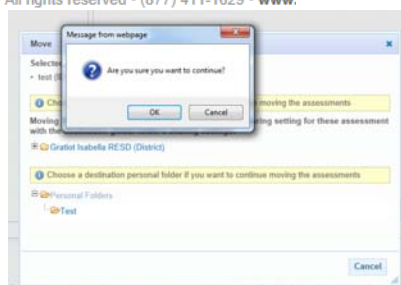
Hide an Assessment:

When discovering an Assessment you would like to hide:

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

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

Find an Assessment

1.) Use the Filters do 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.

OR

2.) Use the Filters do narrow your search.

3.) Click on Switch to list view