Online Testing

Quick Reference Guide

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Before Testing:

✓ On each student workstation, install (in a district-approved manner) the secure browser. The secure browser can be downloaded from: http://www.riversidepublishing.com/products/datamanager/platinum.html

Print and Read Directions for Online Administration (available in Digital Resources)

Proctor Session:

1. Click the session you want to proctor from list of test sessions:

2. Have student launch Secure Browser and login using Student ID and Session Code

3. Once the student(s) has logged in click "Approve All" or the green check mark to start test

4. Student test session will begin and you will be able to check their status as highlighted below.

5. Once all student(s) have all finished the test, click "Continue Testing All" to start the next test section (Language Arts K-3, Written Expressing 4-12)

6. When student(s) have completed both subtest and Status says "Completed" then select End Testing All.

Proctor Session: Best Practices

1. **Print and read before testing** "Directions for Online Administration"(DFA)
    a. **Instructions for the Getting Started Tutorial -** You should read this text to students before they begin the Getting Started tutorial.

2. **Scheduling Recommendations:**
    a. If you administer more than one test in the same testing period, we recommend allowing a few minutes of rest between the tests.
    b. For each test and the Getting Started tutorial, the test administration schedule should allow sufficient time for: − logging in to the system (test administrators and students), explaining the testing task to students, receiving directions, working through sample questions, and answering students' questions, managing technical issues.

3. **Continue subtests:**
    a. Tests are automatically linked in the recommended order as shown in "Test Descriptions and Administration Times," on page one of the DFA, so that students can continue testing from one test to the next in the series without logging in to each testing session. After students complete a test, you can allow them to continue to the next test in the series or end testing.

4. **Confirm the student roster:**
    a. Review the list of students in the **Waiting for Approval** area to verify that all students listed should take the test. If students arrive after testing has started, they may log in and you may approve them to begin testing.

5. **Printing a Testing Session List:**
    a. You can export testing session information to a PDF file to organize tasks on the day of testing and to help prepare for test setup between sessions. To print a testing session list: On the Manage tab, click the print button icon on the Created Sessions bar.

6. **Managing Multiple Testing Sessions**
    a. You can administer more than one self-paced or audio test, and any Cognitive Abilities Test™ (CogAT®) audio test simultaneously by opening multiple testing sessions from the Manage tab. Refer to "Managing Multiple Test Sessions" in DFA for more information.

View and Print Reports:

1. Logon to DataManger www.riversidedatamanager.com
   a. Logon is your email and password
   b. If first time you will be prompted to change your password

2. Click the Assessment icon in lower left side of screen

   a. Or click the brown button next to Test Event Name

⇕ Scope	⇕ Test Event Name	⇕ Event Creator	⇕ Date	Actions
Iowa Assessments	Bilingual Iowa Survey Sep-Oct 2014	District Coordinator	10/22/2014	
CogAT	GT CogAT Assessment Sep-Oct 2014	District Coordinator	10/24/2014	

3. Select Assessment, Test Date, and Display Type "Student Profile Narrative (Scoring Service Print Style) and then click "Run in Background"

Create a Report

Select Report Criteria for Training System ▾

Assessment	Iowa Assessments
Test Administration Date	12/12/2012 - Iowa Fall 2012
Display Type	Student Profile Narrative (Scoring Service Print Style)
Grade	Grade 3
Display Options	Bar Graph
Score(s)	None
Composite Calculation Options	Include in Math Total, Excluded from Core and Complete Composite Calculation
Building	None
Group By	Class

Save Criteria   Run in Background

4. Specify a name for the report – add name or initials

Specify a Report Name

Report Name

Student Profile Narrative (DM)

*This name will be used in Report Center to identify your report. The following characters may not be included in the Report Name: ; : * ? / \ | < > + { } "*
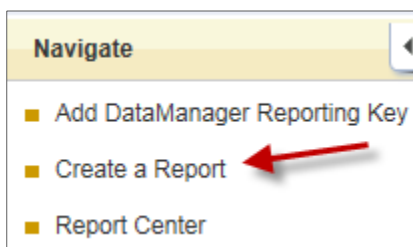
5. Click Report Center.

Navigate

- Add DataManager Reporting Key
- Create a Report
- Report Center

6. Select your report from list to view.

Filter: On | Off

| Pending | Running | Completed |

Report Name	Result
PDF Student Profile Narrative (DM)	✅ Succeeded
PDF 4th Grade List of Student Scores (Scoring Service Print Style)	✅ Succeeded
PDF 3rd grade list of Student Scores (Scoring Service Print Style)	✅ Succeeded

If you do not see your report you can click Pending or Running to view status.

7. Click "Create a Report" and change criterial to print new report

Navigate

- Add DataManager Reporting Key
- Create a Report
- Report Center

Add Student (optional):

1. Click the Assessment icon in lower left side of screen

2. Click the **blue** button next to LEP Iowa Assessment

3. In the upper left corner of screen click [Add a walk-in Student]

4. Fill in the following "Required Fields"
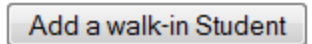
   a. Roster *

   b. Location / Class *

   c. First Name *

   d. Last Name *

   e. Unique Student Id *

   f. DOB (MM/DD/YYYY) *

   g. Gender *

IMPORTANT NOTES:

- *Roster – use district assigned roster*
- *Location/Class – please click on to arrow ▷⟵ to select class.*
- *Please make sure you enter the **Local Student ID** and **Birthdate** for new student that matches the information in your districts Student Information System.*

5. Click "Save Student" button: [Save Student]

Need Help:

1. **DataManager Resources:**
   a. **eLearning site** – view short video clips:
      i. http://www.riversidepublishing.com/IowaCogat_training/resource.html
   b. **Online Help:** Click "Help" in upper left of screen to access online help documents
   c. **User Guides:** User Guides are available in the Digital Resource Library (Overview)

2. **District Support:**

   Shara Contreras
   (210) 228 – 0055 ext 122
   scontreras@saisd.net

   Contact District Support with questions on any of the following:
   - Staff or Student login
   - Roster Files
   - Test Events
   - Test Sessions
   - Reports

3. **Riverside DataManager Support Center**
   - Phone: 877-246-8337
   - Email: help@riversidedatamanager.com
   - Hours: Monday through Friday 6:00 A.M. to 8:00 P.M. Central Time

   Contact Riverside Support with questions on any of the following:
   - Specific DataManager Questions
   - Technical Concerns
   - System Errors