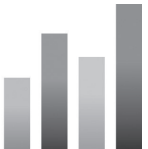


DATA MANAGERTM 

Proctor User's Guide

Version 9



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The HMH *DataManager*™ Proctor application is used to create and manage online testing sessions. The Proctor application provides the ability to create both self-paced sessions and proctor-led sessions. These sessions can be administered at any time within the test event time frame.

The Proctor application enables you to begin, pause, and end test sessions and monitor student progress during a session. The Proctor application also presents you with the exact words you will use to administer the test.

Important: Follow the instructions in the *Directions for Online Administration* booklet for the test and level you are administering.

Overview of the Test Administration Process

This section provides an overview of the online test administration process. Detailed instructions for performing each of the steps listed below appear in this online help.

Step 1: Log on to the *DataManager* Proctor application

Log on to *DataManager* and start the Proctor application.

Step 2: Open the testing session

Find and open the testing session for the Getting Started tutorial or for the test you are administering.

Step 3: Instruct students to log in to the test

Follow the instructions to direct students to log in to the test.

Step 4: Confirm the student roster for this session

Review the list of students logged in and assist students who are having problems. Resolve any student roster issues such as last-minute additions.

Step 5: Begin testing

Begin the Getting Started tutorial or testing session.

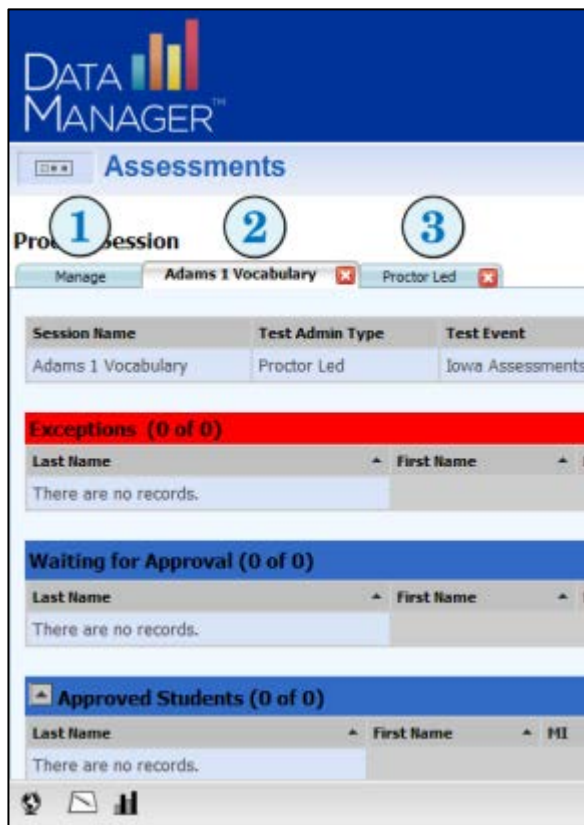
Step 6: Complete the test session

Verify that all students who are able have completed their tests before continuing to the next testing session in the series or ending the testing period.

Proctor Application Tabs

The Proctor application has three tabs:

- 1 The **Manage** tab lets you create, open, and delete testing sessions.
- 2 The session tab enables you to proctor self-paced and audio sessions or set up students for proctor-led sessions. The label on the session tab is the name assigned to the session you are proctoring.
- 3 The **Proctor Led** tab provides proctor instructions and the text you read to students during a proctor-led session. This tab is not visible when you are administering a self-paced or audio session.



Part 2

Logging on to the Proctor Application

Log On Methods

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

To log on to the DataManager Proctor application, do one of the following:

If you...	Follow these instructions...
Have a session code	"Logging on with a Session Code" on page 3
Do not have a session code	"Logging on without a Session Code" on page 4

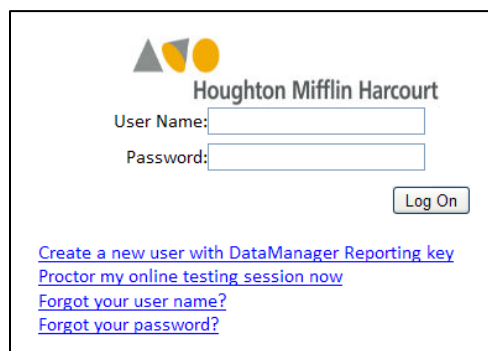
Logging on with a Session Code

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

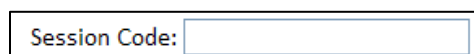
If you know your session code, you can log on directly to your testing session in the Proctor application from the *DataManager* **Log On** page.

After you launch *DataManager*, the **Log On** page opens and you are prompted to enter your login information.



To log on to DataManager with a session code:

1. In the **User Name** box, type your user name.
2. In the **Password** box, type your password.
3. Click **Proctor my online testing session now**. The **Session Code** box opens.



4. In the **Session Code** box, enter your session code.
5. Click **Log On**. The session tab opens. If the session you are opening is proctor led, the **Proctor Led** tab also opens.

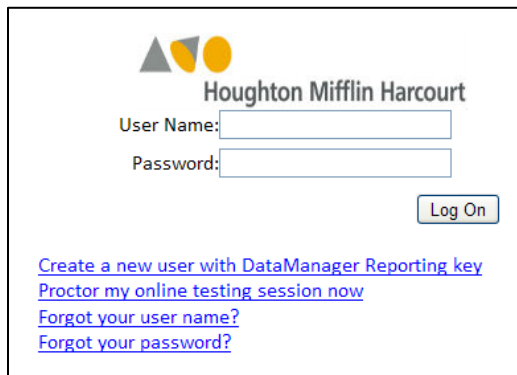
Logging on without a Session Code

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

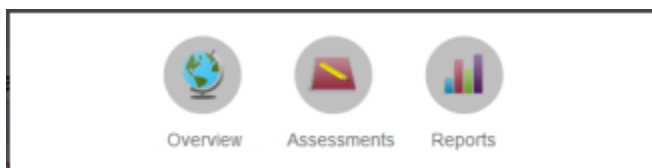
If you do not have a session code or do not know your session code, you can log on to the Proctor application from the *DataManager* **Log On** page.

After you launch *DataManager*, the **Log On** page opens and you are prompted to enter your logon information.



To log on to DataManager without a session code:

1. In the **User Name** box, type your user name.
2. In the **Password** box, type your password.
3. Click **Log On**.
 - If you are assigned the Proctor role, the **Manage** tab in the Proctor application opens. The **Manage** tab displays all of your current and expired testing sessions. Continue with Creating a Testing Session.
 - If you are assigned the Account Holder, Administrator, or Teacher role, the **Overview** page opens. Continue with step 4.
4. Click the **Application Switcher** button (☰). The **Application Switcher** opens. Note that you can also click an application's quick link icon in the lower-left corner of the page.



5. Click **Assessments**. The **Find Assessments** page opens.

Find Test Event
Create a New Test Event

Find Assessments

Find Assessments

Year (None)
Scope (None)
View Open Test Events

Search

Scope	Test Event Name	Event Creator	Date	Actions
Iowa Assess	Boatwright Testing	John Administ	12/31/2015	    
Iowa Assess	01.IA Roycemore	District Admin	11/9/2015	    
Logramos Thi	District 65 Logramos	District Admin	11/9/2015	    
CogAT	CogAT1	District Admin	10/30/2015	    

Note: A list of open test events automatically displays in the test events results area. See “Finding a Test Event” in the *DataManager Assessments User’s Guide* for information on narrowing your search by year, scope, or view.

- Locate the test event for which you want to administer an online testing session.
- In the **Actions** column, click the **Proctor an Online Test Session for This Test Event** button ().

The **Manage** tab in the Proctor application opens. The **Manage** tab displays all of your current and expired testing sessions. Continue with “Creating a Testing Session” on page 7.

Note: If your *DataManager* proctor session (creating or managing) is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain logged in the current session or click **Cancel** to log out of *DataManager*.

Part 3

Creating and Managing Test Sessions

About Testing Sessions

Testing sessions must be created before you can proctor an online test. From the **Manage** tab, you can perform the following tasks:

- Create a testing session.
- Open a testing session.
- Export testing session lists to an Adobe® Acrobat® file.
- Delete a testing session.
- View expired sessions.

Note: If your *DataManager* proctor session (creating or managing) is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain logged in the current session or click **Cancel** to log out of *DataManager*.

Creating a Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

You can create testing sessions at any time before testing. When you create a testing session, you select the first test that you want students to take. In most cases, subtests within a test family are automatically linked so that students can continue testing from one to the next in the series without having to log on each time. After students complete a subtest, you can allow them to continue to the next subtest or to end testing.

Note: To verify which tests students have completed, see “Viewing Student Status Information” on page 13.

Use the table below to determine when to create a specific testing session:

If you are administering...	Then...
The Getting Started tutorial	Create a separate testing session.
A series of consecutive subtests within the same level (except Iowa Assessments Level 9 Word Analysis and Listening tests)	Create a testing session for the first test in the series. If you do not administer all the tests in the series within the testing period, end testing and then create a new testing session for the next test in the series. For example, if you administer one or more tests during the morning and plan to continue in the afternoon, create a new testing session for the afternoon testing period.

If you are administering...	Then...
The Level 9 Word Analysis and Listening subtests for Iowa Assessments	Create a testing session for Word Analysis; students will be able to continue to Listening after completing Word Analysis.
More than one test level simultaneously	Create separate testing sessions for each level you are administering.

Important: Once you have created a test session for a test assignment, the test assignment can only be changed for an individual student through Assigning by Student, and then only if the student has not begun testing. See the *DataManager Assessments User's Guide* for more information about test events and assignments.

To create a testing session:

1. Log on to the HMH *DataManager* Proctor application. See "Log On Methods" on page 3 for instructions.
2. The name of the test event you want to test appears in the **Test Event** list. Keep the current test event or select an alternate test event. See "About Test Events" in the *DataManager Assessments User's Guide* for more information about test events.
3. In the **Grade** list, select the grade you want to test.
4. In the **Test Group** list, select the test group (for example, **Iowa Form E Complete**).
5. In the **Level** list, select the test level that you will be administering or that is assigned to the students you will be testing.
6. In the **Battery/Subtest** list, select the first battery/subtest you want to administer.

Note: The tests are listed in the recommended order in which they should be administered.

7. In the **Test Admin Type** list, select the test administration type for the test.

Test Admin Type	Assessment Type
Proctor-led	• Cognitive Abilities Test (CogAT®) - all Levels • <i>Iowa Assessments</i>™ - Levels 5, 5/6, 7, 8 and Level 9 Word Analysis and Listening
Self-paced	• <i>Iowa Assessments</i>™ - Levels 9 - 17/18 • Riverside® Interim Assessments
Audio English	• Cognitive Abilities Test (CogAT®) - all Levels
Audio Spanish	• Cognitive Abilities Test (CogAT®) - all Levels

8. In the **Session Name** box, type a session name. You can type any name for the session. It is recommended that you enter a logical name to help you identify the session, such as using the following format: teacher last name/grade/test (for example, Hanson 4 Math). The session name must be unique for the test event you selected.
9. Click **Create Session**. Your session appears in the **Created Sessions** area and is ready for you to proctor.

Created Sessions							
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Adams 1 Language	Proctor Led	Iowa Assessments Spring 2013 ISG Dist.	Iowa Form E Complete	Level 7	Language	31-8480	
Adams 1 Vocabulary	Proctor Led	Iowa Assessments Spring 2013 ISG Dist.	Iowa Form E Complete	Level 7	Vocabulary	59-1489	
Jefferson 5 Getting Started	Proctor Led	CogAT Screening Form - Wash Spring 2013	CogAT 7 Screening Form	Level 11	Getting Started	24-9282	
Johnson 6 Mathematics 1	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 12	Mathematics 1	59-8584	
No of Records: 25							

Note: If your *DataManager* proctor session is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain logged in the current session or click **Cancel** to log out of *DataManager*.

Deleting a Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

You can delete a testing session to remove sessions that were created incorrectly or are no longer needed. A testing session cannot be deleted if students are logged in and are approved for testing.

To delete a testing session:

1. On the **Manage** tab, find the testing session you want to delete by sorting any of the columns with the sort button () next to them.
2. In the **Actions** column, click the delete button () to delete the testing session.

Printing a Testing Session List

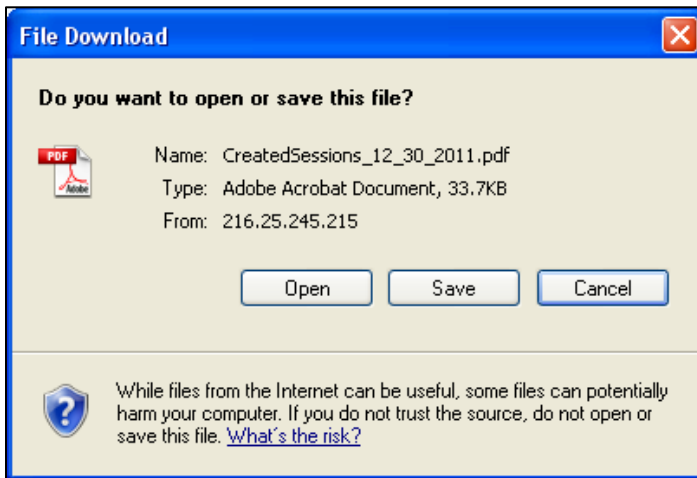
Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

You can export testing session information to a PDF file to organize test administration tasks on the day of testing and to help prepare for test setup between sessions. The testing sessions are listed in the selected sort order in which they display on the **Manage** tab.

To print a testing session list:

1. On the **Manage** tab, click the print button (🖨️) on the **Created Sessions** bar.
 - If you are using a Mac, a PDF file of the session list will automatically download to your download folder. Open the download folder to access the file.
 - If you are using a PC, the **File Download** dialog box opens. Continue with Step 2.



Note: The **File Download** dialog box may be different depending on the browser you are using.

2. Do one of the following from the **File Download** dialog box:
 - Click **Open** to open a PDF file of the session list in Adobe® Reader®. A list of all the testing sessions appears in the order in which they appear on the **Manage** tab.
 - Click **Save** to save the list as a PDF file. The **Save As** dialog box opens. In the **Save in** box, select a folder. In the **File name** box, type a file name, and then click **Save**. The file is saved to the folder you selected.
 - Click **Cancel** to return to the **Manage** tab without creating a PDF file.
3. In your browser window or in Adobe Reader, click the **Print** button. The **Print** dialog box opens.
4. Click **OK** to print the testing session list.

Adding a Student to a Roster

Data Package: Platinum

Role: Account Holder or Administrator

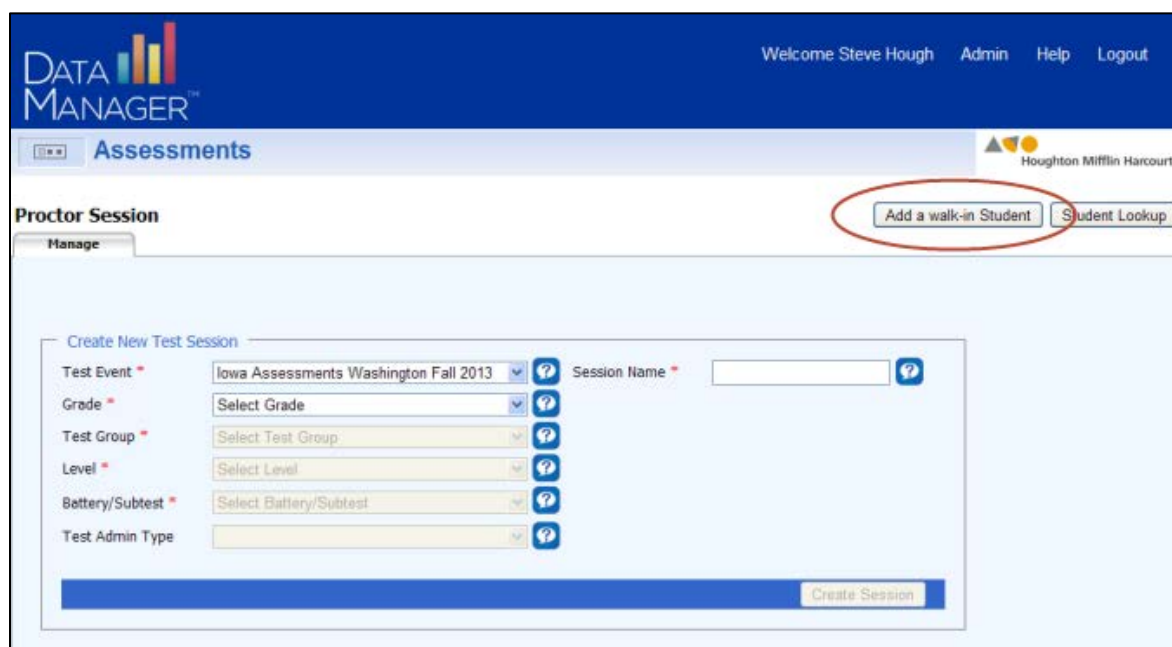
A roster is the relationship between students and their locations. This relationship determines the groups in which students can be tested and the way data will be reported. HMH creates rosters for you based on the student and location data you provide. Sometimes, you may need to add a student to a roster at the time of testing. Changes to the roster can occur for several reasons:

- a family recently moved to the school system
- a school system contains a transient population, such as migrant farm workers
- there were administrative errors in the initial submission of student data for the roster

The **Add a walk-in Student** feature allows you to quickly add a student to an existing roster.

To add a student to a roster:

1. Click the **Add a walk-in Student** button located in the upper right of the **Proctor Session** page.



The **Add Student** page opens.

Note: Fields with an asterisk (*) are required.

The screenshot shows the 'Data Manager Proctor' Administration interface. The top navigation bar includes the logo, a welcome message 'Welcome Steve Hough', and links for 'Admin', 'Help', and 'Logout'. The left sidebar lists various administration tasks: 'Manage Reporting Access', 'Download DFAs', 'Manage Locations', 'Manage Staff Users', 'Manage Rosters', 'Manage Students', 'Testing Activity Notifications', and 'View License Information'. The main content area is titled 'Add Student' and contains a form with the following fields:

- Roster ***: A dropdown menu with 'Select Roster'.
- Location / Class ***: A text box with a dropdown arrow and the text 'Steve OT Customer'.
- Grade**: A text box.
- First Name ***: A text box with '(None)'.
- Last Name ***: A text box with '(None)'.
- Middle Name**: A text box with '(None)'.
- Unique Student Id ***: A text box with '(None)'.
- DOB (MM/DD/YYYY) ***: A text box with '(None)'.
- Gender ***: A text box with '(None)'.
- Ethnicity - Hispanic or Latino**: A text box with '(None)'.
- Race**: A text box with '(None)'.
- Program Codes**: A text box with '(None)'.

At the bottom of the form, there is a note '* Required fields' and three buttons: 'Back', 'Add Another', and 'Save Student'.

2. In the **Roster** list, select the roster you want to modify.
3. In the **Location/Class** list, select the class level to which you want to assign the student. You must assign the student to a class-level location.
4. In the **First Name** field, click **(None)**, and then type the student's first name in the box.
5. In the **Last Name** field, click **(None)**, and then type the student's last name in the box.
6. (Optional) In the **Middle Name** field, click **(None)**, and then type the student's middle name in the box.
7. In the **Unique Student Id** field, click **(None)**, and then type a unique student identification number (provided by the school) in the box. The length of the unique student ID may be up to 10 characters. You may use any combination of the following values:
 - A–Z
 - 0–9
 - dashes
8. In the **DOB (MM/DD/YYYY)** field, click **(None)**, and then type the student's date of birth. You must enter the date of birth in MM/DD/YYYY format.

Note: If you enter a date of birth that is out of range for obtaining age-based scores, a warning message opens. Verify the date of birth you entered is correct.

9. In the **Gender** field, click **(None)**, and then select the student's gender.
10. (Optional) In the **Ethnicity - Hispanic or Latino** field, click **(None)**, and then select **Y** or **N** to indicate whether the student is Hispanic or Latino.
11. (Optional) In the **Race** field, click **(None)**, and then select all applicable races.
12. (Optional) In the **Program Codes** field, click **(None)**, and then select the applicable program codes.
13. Click **Save Student**. A confirmation message informs you that the student has been successfully added to the roster. To add another student record to the roster, click **Add Another**.

Viewing Student Status Information

Data Package: Platinum

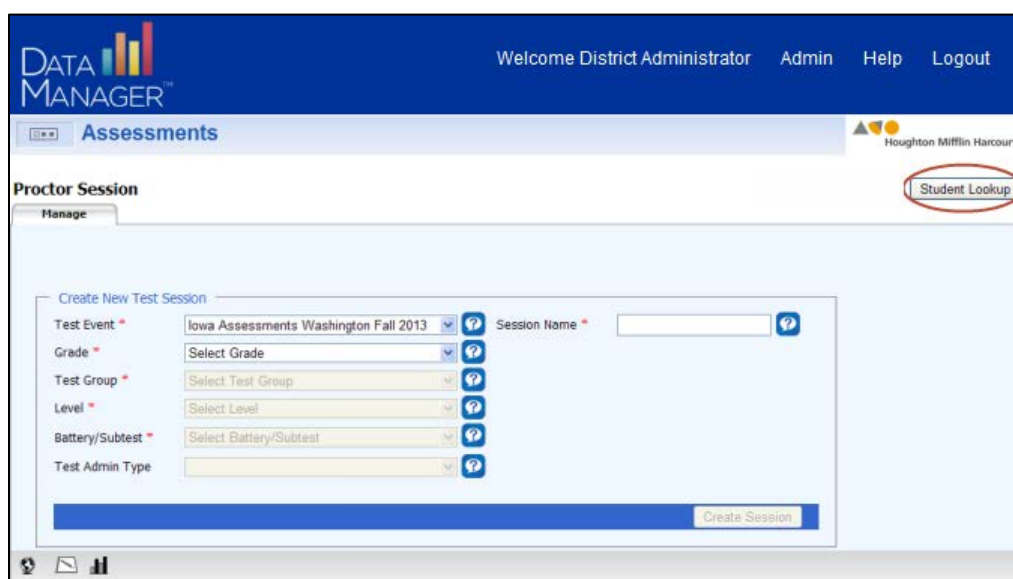
Role: Account Holder, Administrator, Teacher, or Proctor

The **Student Status** tab provides access to detailed student information that can assist you in helping students log in to a testing session. **Student Status** provides the following information about each student to identify potential testing session login and roster data issues:

- the name of the student with the exact spelling as it appears on the roster
- the student's month and day of birth
- the student's unique ID
- the tests that have been assigned to the student and the current status of each test

To view student status information for a student:

1. Click the **Student Lookup** button located in the upper right of the **Proctor Session** page.



The **Student Status** tab appears.

2. The **Student Status** tab provides a **Search** area to help you locate student information. You can search by unique student ID, first name, last name, date of birth, test event, or location (or any combination of these fields).

3. Enter and/or select one or more of the following search criteria:
 - In the **Student ID** box, type the student's unique identification number.
 - In the **First Name** box, type the student's first name.
 - In the **Last Name** box, type the student's last name.
 - In the **Date of Birth** box, click the down arrow and select the month, day, and year.
 - In the **Test Event** box, click the down arrow and select a test event.

Note: If you select a test event, you must also select another search criterion.

- In the location box on the right side of the **Search** area, select a building- or class-level location. Click the plus sign (+) to expand the hierarchy. Click the minus sign (-) to collapse the hierarchy. You must select a location at the building level or below.

4. Click **Search**. The **Student Status** table displays the results that meet the selected search criteria.

Note: If the search returns more than 100 items, a dialog box asks you to refine your search criteria. If you cannot find information for a student, contact your test coordinator to see whether the student is assigned to take the test. If the student is not on the student roster and should be, you can add the student. See “Adding a Student to a Roster” on page Adding a Student to a Roster11 for instructions on how to add a new student to a roster.

The **Student Status** table includes the following information:

1						
Completed In Progress Not Started						
Student						
Eisenmann, Lonnie DOB : 01/09/2003 Student ID : 1240 CogAT Fall 2012 CogAT 7 Complete Grade 4 - Four Level 9	Getting Started	Verbal Analogies	Sentence Completion	Verbal Classification	Number Analogies	Number Puzzles
Johnson, Rose DOB : 04/16/2003 Student ID : 1210 Iowa Assessments Fall 2012 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading	Written Expression	Mathematics		
Jones, Malcolm DOB : 02/17/2003 Student ID : 1212 Iowa Assessments Fall 2012 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading	Written Expression	Mathematics		
Sellers, Wanda DOB : 05/20/2003 Student ID : 1211 Iowa Assessments Fall 2012 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading	Written Expression	Mathematics		

- 1 A legend for the color coding in the table.
- Green – The student has **completed** the test.
 - Yellow - The test is **in progress**.
 - Red - The student has **not started** the test.

Note: The **Completed** status indicates that student testing is complete. Scored reports should be available soon.

② Student and test data, including:

- First and last name
- Date of birth
- Unique student ID
- Test family
- Test event name
- Grade and test level

Note: If you did not select **Test Event** as a search criterion and a student is assigned to more than one test event, then the student's name may appear more than once in the table.

③ The student's assigned tests for the test event.

5. Click **Reset** to clear the **Search** area and enter new search criteria.

About Proctor-Led Tests

Proctor-led tests require the proctor to read the directions and/or test questions to students. In a proctor-led test, three tabs are visible on the **Proctor Session** page:

- the **Manage** tab
- the session tab (bearing the name of the testing session), which allows you to approve students and start the test
- the **Proctor Led** tab, which provides the directions and test questions you will read to the students

Important: Follow the instructions in the *Directions for Online Administration* booklet for the test and level you are administering.

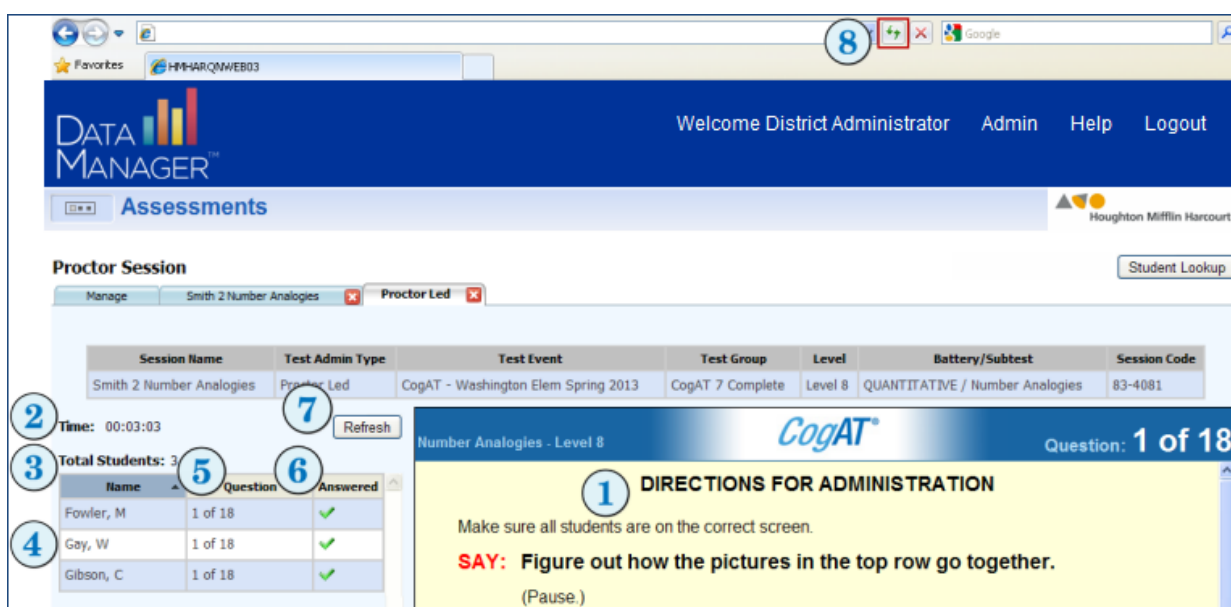
Once a student begins testing in a given mode (paper-and-pencil or online), he or she must complete the test in that mode. If a situation arises that necessitates switching the mode of testing mid-assessment (for example, online to paper-and-pencil), the student must start again from the beginning and complete the entire assessment using only one mode of testing.

Students taking the Level 5, 5/6, 7, or 8 test online must complete the test using either the proctor-led mode or the online with audio mode. Online modes of administration must not be mixed across proctor-led and audio once a student begins testing.

The Proctor Led Tab

You can use the **Proctor Led** tab to perform the following tasks:

- View the directions and test questions you will read to students.
- Monitor the time elapsed since the test started (the test starts when the first student is approved).
- View the question number each student is working on.
- Verify whether a student has answered the current question.
- Refresh proctor-led testing information or student information.
- Continue or end testing sessions.



Directions for Administration Area

The **Directions for Administration** area (1) of the **Proctor Led** tab provides instructions and text that you read to the students. The lower part of the screen displays the item that students see. You may need to scroll down to see the entire item.

If you need more viewing space for the **Directions for Administration** area, use the shortcut keys in the table below to change your browser to full screen.

Web Browser	Windows® XP or higher	Macintosh® OS X 10.5 Leopard or higher
Microsoft® Internet Explorer® 7 or higher	F11	N/A
Firefox® 5 or higher		Command + Shift + F
Safari® 5		Control + Command + F

Student Area

The **Student** area of the **Proctor Led** tab provides test status information for each student, enabling you to monitor progress during the test. The **Student** area includes the following information.

- ② elapsed time since the test started
- ③ total number of students in the testing session
- ④ names of students in alphabetical order by last name
- ⑤ question number the student is working on
- ⑥ completion status of the current question; a green check mark (✓) indicates the student has answered the question

Refreshing the Proctor Led tab

If test information is not displaying correctly in the **Directions for Administration** area, click the **Refresh** button (⑦) to update the proctor's test screen.

If student information is not displaying correctly in the **Student** area, click the browser **Refresh** button (⑧) to update each column of student information.

Note: The appearance and position of the browser **Refresh** button may vary depending on the browser you are using.

Administering the Getting Started Tutorials

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

The Getting Started tutorials introduce students to the online testing format, navigation, and tools. It is recommended that all students take the appropriate Getting Started tutorial prior to taking a test. Schedule a session for the Getting Started tutorial as you would any other testing session. The tutorial can be taken as the first test on the day of testing. Students can repeat the Getting Started tutorial if you think it would be beneficial for students to review the information more than once.

Note: You must set up a separate testing session for the Getting Started tutorial.

The table below lists the Getting Started tutorials available for each product and level.

Product	Mode
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Levels 5, 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Screening Form Levels 5, 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Screening Form Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Iowa Assessments</i> [™] Levels 5, 5/6, 7, and 8	Proctor-led
<i>Iowa Assessments</i> [™] Levels 9–17/18*	Self-paced
<i>Riverside</i> [®] <i>Interim Assessments</i> for Math Grades 2–11	Self-paced
<i>Riverside</i> [®] <i>Interim Assessments</i> for English Language Arts (ELA) Grades 2–11	Self-paced

* While the Getting Started tutorial is self-paced, the proctor must read instructions to students before they begin. See *Iowa Assessments* Upper-level Getting Started Tutorial (below) for the proctor instructions.

Iowa Assessments Upper-level Getting Started Tutorial

You must read the test instructions to students before they begin the *Iowa Assessments* upper-level Getting Started tutorial. Because the Getting Started tutorial is self-paced, these instructions do not appear in the session tab. Please refer to the *Iowa Assessments Directions for Online Administration* booklet for Levels 9–17/18 for more information about the Getting Started tutorial instructions.

Opening a Proctor-Led Testing Session

Data Package: Platinum

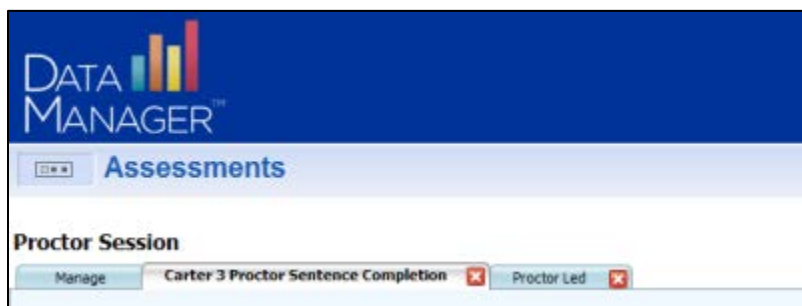
Role: Account Holder, Administrator, Teacher, or Proctor

To open a proctor-led testing session:

1. On the **Manage** tab, find the proctor-led session you want to open by sorting the list by any of the columns with a sort button (↕).

Created Sessions							
Session Name ↕	Test Admin Type ↕	Test Event ↕	Test Group ↕	Level ↕	Battery/Subtest ↕	Session Code ↕	Actions
Alexander 1 Proctor Picture Analogies	Proctor Led	CogAT Washington Fall 2013 B	CogAT 7 Complete	Level 7	ALT VERBAL / Picture Analogies	29-1397	✖
Buchanan 2 Proctor Number Analogies	Proctor Led	CogAT Washington Fall 2013 B	CogAT 7 Complete	Level 8	QUANTITATIVE / Number Analogies	48-7760	✖
Carter 3 Proctor Sentence Completion	Proctor Led	CogAT Washington Fall 2013 B	CogAT 7 Complete	Level 9	VERBAL / Sentence Completion	17-7729	✖
Ford 4 Proctor Verbal Analogies	Proctor Led	CogAT Washington Fall 2013 B	CogAT 7 Complete	Level 10	VERBAL / Verbal Analogies	26-4061	✖
Jefferson 5 Proctor Sentence Completion	Proctor Led	CogAT Washington Fall 2013 B	CogAT 7 Complete	Level 11	VERBAL / Sentence Completion	72-1998	✖
Madison 9 Verbal Analogies A	Proctor Led	CogAT Washington Fall 2013 C	CogAT 7 Complete	Level 15/16	VERBAL / Verbal Analogies	72-0914	
						No of Records: 26	

2. In the **Session Name** column, click the name of the testing session you want to open. The session tab (bearing the name of the session) and the **Proctor Led** tab appear. See About Proctor-Led Tests for instructions on how to administer a proctor-led session.



Important: You can administer only one proctor-led session at a time. Do not attempt to open another proctor-led session; the connection with students in the current session may be lost.

Instructing Students to Log In

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To instruct students to log in:

1. Hand out student login information. Student login information consists of the first name, last name, birth month, and birth day of each student or the student’s unique ID number. See “Printing Student Login Information” on page 9 for instructions on how to print student login information for the current session.
2. Write the testing session code on the board to make it easy for students to enter it on the **Log In** page.
3. Instruct students to log in to the test.
 - Mobile device users must first launch the app and tap **Take a Test** to access the **Log In** page.
 - Students using their names and birthdays to log in must type their names *exactly as they appear on their login information slips*. After they fill in the **First Name** and **Last Name** boxes on the student Log In page, tell them to click the down arrow in the **Birth Month** box and select their birth month from the list, then click the down arrow in the **Birth Day** box and select their birth day from the list.
 - Students using their unique student ID numbers must type their student ID numbers *exactly as they appear on their login information slips* into the **Student ID** box on the student Log In page.

The screenshot shows the 'Log In' interface of the Data Manager application. The header is blue with the 'DATA MANAGER' logo on the left and the 'Houghton Mifflin Harcourt' logo on the right. The main content area is white. In the center, there is a 'Log In' section. On the left side of this section, there are four input fields: 'First Name *', 'Last Name *', 'Birth Month *' (a dropdown menu), and 'Birth Day *' (a dropdown menu). Below these fields is a 'Session Code *' field and a 'Login' button. On the right side, there is a 'Student ID *' field and a 'Session Code *' field, both with 'Login' buttons. A vertical line separates the two sets of fields, and the word 'OR' is centered between them.

4. Tell students to type the session code shown on the board into the **Session Code** box.
5. Tell students to click the **Login** button. Students should see the **Draw Here** page.

Note: If students remain on the **Draw Here** page for 20 minutes, their session will time out. They will be re-directed to the **Login** page, where they can sign on again using the same personal identification information and session code.

Troubleshooting Student Login

If students are having trouble logging in using their names and birthdays, have them log in using their unique ID numbers. If a student cannot log in, verify the following:

- The student has not attempted to log in to the testing session before the proctor has opened the testing session. (In this case, the student receives the message: “The proctor has not started this test session. Please wait until the proctor starts the test session and then try to log in again.”)
- The student is logging in with either a unique name/birth day combination or a unique student ID number.
- The student is assigned to take the test.
- The student is assigned to take the test at the level being tested.
- The student has not already completed the test.
- If the student is taking part 2 of a two-part test, the student has completed part 1.
- The student is eligible to take the Post-Screening Form.

Note: The Post-Screening Form must be administered within 30 days from the initial Screening Form administration. For example, if you administer the Screening Form September 15, you must administer the Post-Screening Form between September 16 and October 15.

If you have questions regarding a student’s eligibility for taking the Post-Screening Form, contact your test coordinator.

Approving and Denying Students for Testing

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Students who have logged in successfully appear in the **Waiting for Approval** area. You can either approve or deny students.

Waiting for Approval (7 of 7)							Approve All	Deny All
Last Name ▲	First Name ▲	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions	
Gross	Aimee		05/04/2004	F	3 - Three	VERBAL / Sentence Completion	✓	✗
Neal	Chandler		10/09/2003	M	3 - Three	VERBAL / Sentence Completion	✓	✗
Palmer	Ursa		08/09/2004	F	3 - Three	VERBAL / Sentence Completion	✓	✗
Parsons	Mechelle		06/22/2004	F	3 - Three	VERBAL / Sentence Completion	✓	✗
Trujillo	Carter		12/04/2003	M	3 - Three	VERBAL / Sentence Completion	✓	✗
Velasquez	Lillith		09/05/2003	F	3 - Three	VERBAL / Sentence Completion	✓	✗
Workman	Tatum		02/09/2004	F	3 - Three	VERBAL / Sentence Completion	✓	✗
No of Records: 25								

If you want to...	Then do this...
Approve all students	Click Approve All on the Waiting for Approval bar. The students are moved to the Approved Students area, and the Welcome page appears on the students' devices.
Approve individual students	Click the approve button (✓) in the Actions column on the row where each student's name appears. The student is moved to the Approved Students area, and the Welcome page appears on the student's device.
Deny all students	Click Deny All in the Waiting for Approval bar. The students are removed from the Waiting for Approval area, and the Log In page appears on the students' devices.
Deny individual students	Click the deny button (✗) in the Actions column on the row where each student's name appears. The student is removed from the Waiting for Approval area, and the Log In page appears on the student's device.

Starting a Proctor-Led Test

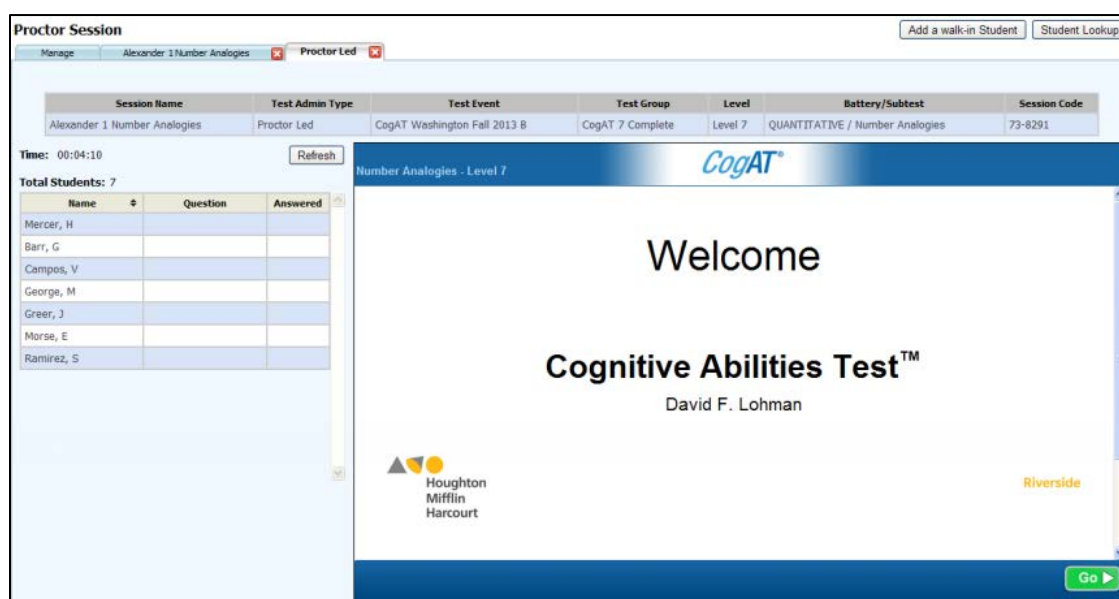
Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Students must be approved before you can start a testing session. See “Approving and Denying Students for Testing” on page 24 for instructions for approving students for the testing session.

To start a proctor-led session:

1. After all students have been approved, click the **Proctor Led** tab. The **Welcome** page appears.



2. Click **Go** or **Next** in the lower-right corner to advance to the sample/practice question. Follow the directions in the **Directions for Administration** area. You may need to scroll down in the **Directions for Administration** area to see the entire question. See “The Proctor Led Tab” on page 18 for more information on this area.
3. After you have completed the sample/practice question, click **Go** in the lower-right corner to start the test.
4. Follow the instructions in the *Directions for Online Administration* booklet for the test and level you are administering.
5. Use the tools on the **Proctor Led** tab to monitor testing.
 - A pacing clock (1) above the **Student** area starts when the test begins. Use the pacing clock to help you gauge the amount of time to give students to answer the question before advancing to the next question.
 - The question (2) the students are working on appears in the **Question** column of the student's row.

- When a student answers a question, a green check mark (✓) appears in the **Answered** column (3) of the student's row. Note that the check mark does not indicate whether the student answered correctly. If your connection is slow, you may also need to ask students to confirm (either verbally or by raising their hands) that they are ready to continue to the next question.

The screenshot shows a user interface for administering a test. At the top left, there is a timer icon (1) and the text "Time: 00:01:25". At the top right, there is a "Refresh" button. Below the timer, it says "Total Students: 3". The main part of the interface is a table with three columns: "Name" (2), "Question" (2), and "Answered" (3). The table contains three rows of student data, each with a green checkmark in the "Answered" column.

Name	Question	Answered
Adams, B	1: 3 of 18	✓
Jones, Z	1: 3 of 18	✓
Olson, J	1: 3 of 18	✓

Administering Self-Paced Sections of Proctor-Led Tests

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Some proctor-led tests have sections that require students to read the questions and work on their own just as they would in a self-paced test. In some tests, only the sample item and directions are proctor-led whereas the test questions are self paced.

The **Directions for Administration** area will inform you when a self-paced section is next.

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To administer a self-paced section:

1. Click **Go** or **Next** on the **Proctor Led** tab to pass control of the test to the students.
 - Students see the first question, and a **Go** or **Next** button appears in the lower-right corner of their screens. Students answer the question and click **Go** or **Next** to advance to the next question. At the end of the section, students see a **Stop** sign and cannot proceed further.
 - You see the first question in the **Proctor Led** tab, and a **Go** or **Next** button appears in the lower-right corner.

2. On the **Proctor Led** tab, do one of the following:
 - If you would like to review each question, click the **Go** or **Next** button to advance through the questions. (Note that when you click the **Go** or **Next** button, you advance only your screen; students advance through the test on their own.) When you reach the end of the section, a page with a **Stop** sign appears.
 - If you would like to go to the end of the section, click the link in the **Directions for Administration** area to go to the last page of the section. A page with a **Stop** sign appears.
3. Do one of the following:

If...	Then follow these instructions...
Students are at the end of a section	Verify that all students are on the page with the Stop sign. Click Next . A message prompts you to confirm that students are ready to continue. Click OK to pass control of the test to the students.
Students are at the end of the test	See “Completing the Testing Session” on page 42 for instructions to complete the testing session.

Self-Paced Sections

The following tables list the tests that have self-paced sections.

Note: *Riverside® Interim Assessments* for Math and *Riverside® Interim Assessments* for English Language Arts (ELA) are all self-paced tests.

Iowa Assessments Complete/Core

Level	Test	Description
5	Reading	Directions, sample questions, and test questions 1–3 and 14–17 are proctor-led. Test questions 4–13 are self-paced.
5/6	Reading: Part 1	Directions, sample questions, and test questions 1–5 are proctor-led. Test questions 6–17 are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.
7	Vocabulary	Directions and sample questions are self-paced. All test questions are self-paced.
	Reading: Part 1	Directions and sample questions are proctor-led. All test questions are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.

Level	Test	Description
	Computation	Directions, sample questions, and test questions 1–9 are proctor-led. Test questions 10–25 are self-paced.
8	Vocabulary	Directions and sample questions are self-paced. All test questions are self-paced.
	Word Analysis	Directions, sample questions, and test questions 1–30 are proctor-led. Test questions 31–33 are self-paced.
	Reading: Part 1	Directions and sample questions are proctor-led. All test questions are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.
	Computation	Directions, sample questions, and test questions 1–9 are proctor-led. Test questions 10–27 are self-paced.
	Social Studies	Directions, sample questions, and test questions 1–23 are proctor-led. Test questions 24–29 are self-paced.
	Science	Directions, sample questions, and test questions 1–23 are proctor-led. Test questions 24–29 are self-paced.

Iowa Assessments Survey

Level	Test	Description
7	Reading	Directions and sample questions are proctor-led. All test questions are self-paced.
8	Reading	Directions and sample questions are proctor-led. All test questions are self-paced.

CogAT

Level	Subtests	Description
Levels 9–17/18	All	Directions and sample items are proctor-led. All test items are self-paced.

Completing an Untimed Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To complete an untimed proctor-led testing session:

1. Check the **Student** area of the **Proctor Led** tab to verify that all students who are able have finished selecting all their answers.
2. Do one of the following:

If...	Then follow these instructions...
All students who are able have finished selecting their answers and you are ready to complete the testing session and send answers to scoring	Click Done . A confirmation dialog box appears. Do one of the following: • Click OK to close and send tests to HMH Scoring Service™ for scoring. The Thank You page appears in the student view, and directions for continuing or ending testing appear in the Directions for Administration area. Continue to step 3 below. • Click Cancel to return to the test.
You need to return to a previous question before completing the testing session	Click Back to move to a previous question.

3. Do one of the following:

If you want to...	Then follow these instructions...
Give students a break before continuing to the next test in the series	Click the session tab. Click Continue Testing All in the Approved Students area of the session tab. A confirmation dialog box appears. Do one of the following: – Click OK to create a new testing session. <i>DataManager</i> automatically creates the next testing session in the series, and the session tab (bearing the name of the session) and the Proctor Led tab appear. The Welcome page appears in the student view. Note: <i>DataManager</i> displays session information for up to five linked testing sessions. Continue to step 3. – Click Cancel to return to the session tab without creating a new testing session. 3. Allow students a few minutes of rest. If students will be allowed to leave their computers during the break, make sure students return to the same computers they used before the break.

If you want to...	Then follow these instructions...
	Click the Proctor Led tab to administer the test.
End testing for this period	1. Click the session tab. Click End Testing All in the Approved Students area to close the test. A confirmation dialog box appears. Do one of the following: – Click OK to close the test. The Log In page appears in the student view. Log out of <i>DataManager</i>. – Click Cancel to return to the session tab without ending testing for this period.

Completing a Timed Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To complete a timed proctor-led testing session:

Note: See “Administering Self-Paced Sections of Proctor-Led Tests” on page 26 for a list of tests that have self-paced sections.

1. Do one of the following:

If...	Then follow these instructions...
A student finishes the test before time expires	Remind students to click Finished to end the test. A confirmation dialog box appears. Students must do one of the following: – Click OK to close the test. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. Note: Students cannot return to the test after they click OK. Students must click Cancel if they are not finished answering the questions and need to return to the test. – Click Cancel to return to the test. 2. Remind students to click End to close the test. Tests are sent to HMH Scoring Service™ for scoring and the Draw Here page appears in the student view.
Time expires	Students receive a confirmation dialog informing them that time has expired. 1. Instruct students to click OK. The Thank You page appears

If...	Then follow these instructions...
	in the student view and the student's status in the Approved Students area of the session tab changes to Completed. Remind students to click End to close the test. Tests are sent to HMH Scoring Service for scoring and the Draw Here page appears in the student view.

2. Check the **Approved Students** area of the session tab to verify that all students who are able have completed testing.
3. Do one of the following:

If...	Then follow these instructions...
You clicked Skip to End and are on the Directions for Administration page	Continue to step 4
You clicked Next to advance through the questions and are at the Review page	Click Finished. A confirmation dialog box appears. Do one of the following: • Click OK to close the test. The directions for continuing or ending testing appear in the Directions for Administration area. Continue to step 4. • Click Cancel to return to the test.
If you received a confirmation dialog informing you that time has expired	• Click OK. The directions for continuing or ending testing appear in the Directions for Administration area. • Continue to step 4.

4. Do one of the following:

If you want to...	Then follow these instructions...
Give students a break before continuing to the next test in the series	Click the session tab. Click Continue Testing All in the Approved Students area of the session tab. A confirmation dialog box appears. Do one of the following: – Click OK to create a new testing session. <i>DataManager</i> automatically creates the next testing session in the series, and the session tab (bearing the name of the session) and the Proctor Led tab appear. The Welcome page appears in the student view and students can begin testing. Note: <i>DataManager</i> displays session information for up to five linked testing sessions. Continue to step 3. – Click Cancel to return to the session tab without creating a new testing session. 3. Allow students a few minutes of rest. If students will be allowed to leave their computers during the break, make sure students return to the same computers they used before the break. Click the Proctor Led tab to administer the test.

If you want to...	Then follow these instructions...
End testing for this period	1. Click the session tab. 2. Click End Testing All in the Approved Students area to close the test. A confirmation dialog box appears. Do one of the following: – Click OK to close the test. The Log In page appears in the student view. Log out of <i>DataManager</i>. – Click Cancel to return to the session tab without ending testing for this period.

Pausing and Resuming a Proctor-Led Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

As a proctor, you can pause and resume a test session for all students using the procedures below.

Notes:

Audio tests follow the same procedures as self-paced tests. See “Pausing and Resuming a Self-Paced Testing Session” on page 44 for information about pausing and resuming audio tests.

If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To pause a testing session for all students:

1. Click the session tab.
2. In the **Approved Students** area, click **Pause All** on the **Approved Students** bar. The students' testing sessions are paused and the **Pause All** button becomes a **Resume All** button.
3. When you pause a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. The **Draw Here** page appears in the student view until the testing session resumes.

To resume a testing session for all students:

1. In the **Approved Students** area, click **Resume All** on the **Approved Students** bar.
2. Click the **Proctor Led** tab.
3. Continue to proctor the testing session from the question that students were working on when you paused the testing session.

To pause and resume a testing session for an individual student:

You can pause and resume a testing session for an individual student during self-paced sections of a proctor-led test. See “Pausing and Resuming a Self-Paced Testing Session” on page 44 for instructions.

Important: If a student's testing session is paused in a self-paced section of a proctor-led test, you must resume the student's testing session before advancing the test to the next proctor-led section. Confirm that all students are on the same question before administering the next proctor-led section of the test.

Saving and Closing a Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To save and close a testing session for an individual student:

1. Click the session tab.
2. Click the save and close button (✖) in the **Approved Students** area on the row where the student's name appears. The student is removed from the **Approved Students** area, and that student's testing session ends.
3. When you save and close a testing session, a confirmation dialog box appears in the student view. Instruct the student to click **OK**. The student returns to the *DataManager Log In* page.

Note: When you save and close a student's testing session, the student's completed test answers and testing status are saved in the system. When the student resumes testing, the test will continue at the question the student was attempting during the previous testing session.

To save and close a testing session for all students:

1. Click the session tab.
2. In the **Approved Students** area, click **Exit All** on the **Approved Students** bar. All of the students are removed from the **Approved Students** area and their testing sessions are ended.
3. When you save and close a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. Students return to the *DataManager Log In* page.

Note: When you save and close a testing session for all students, the students' completed test answers and testing status are saved in the system. When students resume testing, the test will continue at the question each student was attempting during the previous testing session.

Canceling a Proctor-Led Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To cancel a testing session for an individual student:

1. Click the session tab.
2. Click the cancel button (🚫) in the **Approved Students** area on the row where the student's name appears. The student is removed from the **Approved Students** area, and that student's testing session ends.
3. When you cancel a testing session, a confirmation dialog box appears in the student view. Instruct the student to click **OK**. The student returns to the *DataManager Log In* page.

Note: Canceling a testing session for a student erases all completed test answers and returns the student to the testing pool. Use this action with discretion.

To cancel a testing session for all students:

1. Click the session tab.
2. Click **Cancel All** on the **Approved Students** bar. The session ends for all students in the testing session.
3. When you cancel a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. Students return to the *DataManager Log In* page.

Note: Canceling the testing session erases all completed test answers and returns the students to the testing pool. Use this action with discretion.

Part 5

Administering Self-Paced Tests

About Self-Paced Tests

Self-paced tests are tests that **do not require** the proctor to read the directions and/or test questions to students. Students read the directions and questions and work on their own, advancing through the questions at their own pace.

Note: Audio tests follow the same procedures as self-paced tests.

Important: Follow the instructions in the *Directions for Online Administration* booklet for the test and level you are administering.

The session tab allows you to approve or deny students and proctor online testing sessions.

The screenshot displays the 'Proctor Session' interface for 'Kennedy 7 Self Paced Reading 1'. It includes a session header, an exceptions table, a 'Waiting for Approval' table, and an 'Approved Students' table. Circled numbers 1, 2, and 3 highlight the Exceptions, Waiting for Approval, and Approved Students sections respectively.

Proctor Session Kennedy 7 Self Paced Reading 1

The student has been approved to take the test.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Kennedy 7 Self Paced Reading 1	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 13	Reading 1	19-3592

Exceptions (0 of 3)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Waiting for Approval (1 of 3)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
Neal	Amir		07/09/2000	M	7 - Seven	Reading 1	✓ ✗

Approved Students (2 of 3)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Acevedo	Drew		05/31/2000	M	7 - Seven	Reading 1	Starting 0 min	⏸ ⏹ ⏴ ⏵
Calhoun	Ulysses		06/06/2000	M	7 - Seven	Reading 1	Starting 0 min	⏸ ⏹ ⏴ ⏵

The session tab includes a session header, which contains information about the testing sessions, and the following three areas containing student information:

- 1 Students appear in the **Exceptions** area if they are not assigned to the testing session.
- 2 The **Waiting for Approval** area shows students that have logged in for the session and who are waiting for approval to begin the test.

3 The **Approved Students** area shows students who have been approved to begin testing. You can:

- Monitor a student's status and see the question number the student is currently answering.
- Extend time for a testing session.
- Pause or resume testing for an individual student or for all students in the session.
- Cancel testing for an individual student or for all students in the session.

Administering the Getting Started Tutorials

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

The Getting Started tutorials introduce students to the online testing format, navigation, and tools. It is recommended that all students take the appropriate Getting Started tutorial prior to taking a test. Schedule a session for the Getting Started tutorial as you would any other testing session. The tutorial can be taken as the first test on the day of testing. Students can repeat the Getting Started tutorial if you think it would be beneficial for students to review the information more than once.

Note: You must set up a separate testing session for the Getting Started tutorial.

The table below lists the Getting Started tutorials available for each product and level.

Product	Mode
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Levels 5, 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Screening Form Levels 5, 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test</i> [™] (CogAT [®]) Screening Form Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Iowa Assessments</i> [™] Levels 5, 5/6, 7, and 8	Proctor-led
<i>Iowa Assessments</i> [™] Levels 9–17/18*	Self-paced

Product	Mode
Riverside® Interim Assessments for Math Grades 2–11	Self-paced
Riverside® Interim Assessments for English Language Arts (ELA) Grades 2–11	Self-paced

* While the Getting Started tutorial is self-paced, the proctor must read instructions to students before they begin. See *Iowa Assessments* Upper-level Getting Started Tutorial (below) for the proctor instructions.

Iowa Assessments Upper-level Getting Started Tutorial

You must read the test instructions to students before they begin the *Iowa Assessments* upper-level Getting Started tutorial. Because the Getting Started tutorial is self-paced, these instructions do not appear in the session tab. Please refer to the *Iowa Assessments Directions for Online Administration* booklet for Levels 9–17/18 for more information about the Getting Started tutorial instructions.

Opening a Self-Paced Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

To open a self-paced testing session:

Note: Audio tests follow the same procedures as self-paced tests.

1. On the **Manage** tab, find the self-paced testing session you want to open by sorting the list by any of the columns with a sort button (↕).
 2. In the **Session Name** column, click the name of the testing session you want to open. The session tab (bearing the name of the session) appears. See “About Self-Paced Tests” on page 35 for instructions on how to administer self-paced testing sessions.
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Note: You can administer more than one self-paced testing session at a time. Each testing session opens in a separate tab. The **Merged** tab displays session information for up to five self-paced testing sessions. See Managing Multiple Testing Sessions for more information.

Managing Multiple Testing Sessions

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

If you are administering self-paced tests (*Iowa Assessments*™ Levels 9–17/18 tests, except the Level 9 Word Analysis and Listening tests, *Riverside*® *Interim Assessments*, or any audio tests), you can administer multiple tests simultaneously by opening multiple sessions from the **Manage** tab (see “Opening a Self-Paced Testing Session” on page 37 for instructions on starting testing sessions). Sessions can be different test levels and different test families; however, only self-paced tests can be administered in multiple simultaneous sessions.

When a second session is started, the Proctor application automatically displays the **Merged** tab in addition to the individual tabs for each session. The **Merged** tab allows you to view information and perform most tasks for multiple testing sessions from a single tab, rather than switching between various session tabs. For example, you can approve students to begin testing in all sessions. However, you cannot enable students to continue to the next test in the series from the **Merged** tab; you can continue testing only from an individual self-paced testing session tab. The **Merged** tab displays session information for up to five self-paced testing sessions.

Proctor Session

Manage Johnson 6 Reading 1 Kennedy 7 Mathematics 1 Lincoln 8 Written Expression Johnson 6 Reading 1 Link 2 **Merged (0)** Student Lookup

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Johnson 6 Reading 1	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 12	Reading 1	61-5017
Kennedy 7 Mathematics 1	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 13	Mathematics 1	13-6837
Lincoln 8 Written Expression	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 14	Written Expression	75-2519
Johnson 6 Reading 1 Link 2	Self Paced	Iowa Fall 2013 Adams Middle School	Iowa Form E Complete	Level 12	Reading 2	68-5236

Exceptions (0 of 4) 1

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Waiting for Approval (0 of 4) 2 Approve All Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Approved Students (4 of 4) 3 All Pause All Exit All Cancel All Extend Time All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Calhoun	Ulysses		06/06/2000	M	7 - Seven	Mathematics 1	2 of 34 29 min	   
Winters	Rae		10/16/1998	F	8 - Eight	Written Expression	1 of 48 40 min	   
Woodard	Ryder		03/08/2001	M	6 - Six	Reading 1	Completed	
Woodard	Ryder		03/08/2001	M	6 - Six	Reading 2	1 of 22 30 min	   

No of Records: 25

The **Merged** tab includes a session header, which contains information for each testing session, and the following three areas containing student information:

- ① Students appear in the **Exceptions** area if they are ineligible to take the *CogAT* Post-Screening form for one or more of the following reasons:
 - The student completed the *CogAT* Screening form more than 30 days from taking the *CogAT* Post-Screening form.
 - The student was assigned a different level in the *CogAT* Screening form and does not match the level assigned in the *CogAT* Post-Screening form.
 - The student was assigned a different grade in the *CogAT* Screening form and does not match the grade assigned in the *CogAT* Post-Screening form.

Note: Click the link in the **Exceptions** title bar to view a detailed Exceptions Report.

- ② The **Waiting for Approval** area shows students that have logged in for the session and who are waiting for approval to begin the test.
- ③ Once students are approved, their names appear in the **Approved Students** area. Students can start testing immediately after they have been approved.

The **Merged** tab allows you to perform most testing session tasks for an individual student or all students that you would in a single testing session tab. For example, you can approve students to begin testing in all sessions; however, you cannot enable students to continue to the next subtest in the series from the **Merged** tab; you can continue testing only from an individual self-paced testing session tab.

See below to view information about each task:

- “Approving and Denying Students for Testing” on page 42
- “Pausing and Resuming a Self-Paced Testing Session” on page 44
- “Canceling a Self-Paced Testing Session” on page 46
- “Extending Testing Time” on page 47
- “Completing the Testing Session” on page 42

Instructing Students to Log In

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To instruct students to log in:

1. Hand out student login information. Student login information consists of the first name, last name, birth month, and birth day of each student or the student’s unique ID number. See “Printing Student Login Information” in the *DataManager Assessments User’s Guide* for instructions on how to print student login information for the current session.
2. Write the testing session code on the board to make it easy for students to enter it on the **Log In** page.
3. Instruct students to log in to the test.
 - Mobile device users must first launch the app and tap **Take a Test** to access the Log In page.
 - Students using their names and birthdays to log in must type their names *exactly as they appear on their login information slips*. After they fill in the **First Name** and **Last Name** boxes on the student Log In page, tell them to click the down arrow in the **Birth Month** box and select their birth month from the list, then click the down arrow in the **Birth Day** box and select their birth day from the list.
 - Students using their unique student ID numbers must type their student ID numbers *exactly as they appear on their login information slips* into the **Student ID** box on the student Log In page.

4. Tell students to type the session code shown on the board into the **Session Code** box.
5. Tell students to click the **Login** button. Students should see the **Draw Here** page.

Note: If students remain on the **Draw Here** page for 20 minutes, their session will time out. They will be re-directed to the **Login** page, where they can sign on again using the same personal identification information and session code.

Troubleshooting Student Login

If students are having trouble logging in using their names and birthdays, have them log in using their unique ID numbers. If a student cannot log in, verify the following:

- The student has not attempted to log in to the testing session before the proctor has opened the testing session. (In this case, the student receives the message: “The proctor has not started this test session. Please wait until the proctor starts the test session and then try to log in again.”)
- The student is logging in with either a unique name/birth day combination or a unique student ID number.
- The student is assigned to take the test.
- The student is assigned to take the test at the level being tested.
- The student has not already completed the test.
- If the student is taking part 2 of a two-part test, the student has completed part 1.
- The student is eligible to take the Post-Screening Form.

Note: The Post-Screening Form must be administered within 30 days from the initial Screening Form administration. For example, if you administer the Screening Form September 15, you must administer the Post-Screening Form between September 16 and October 15.

If you have questions regarding a student’s eligibility for taking the Post-Screening Form, contact your test coordinator.

Approving and Denying Students for Testing

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Students who have logged in successfully appear in the **Waiting for Approval** area. You can either approve or deny students.

If you want to...	Then do this...
Approve all students	Click Approve All on the Waiting for Approval bar. The students are moved to the Approved Students area, and the Welcome page appears on the students' devices. Students can begin testing.
Approve individual students	Click the approve button (✓) in the Actions column on the row where each student's name appears. The student is moved to the Approved Students area, and the Welcome page appears on the student's device. The student can begin testing.
Deny all students	Click Deny All in the Waiting for Approval bar. The students are removed from the Waiting for Approval area, and the Log In page appears on the students' devices.
Deny individual students	Click the deny button (✗) in the Actions column on the row where each student's name appears. The student is removed from the Waiting for Approval area, and the Log In page appears on the student's device.

Completing the Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To complete the testing session:

Note: Audio tests follow the same procedures as self-paced tests. Follow the procedures below when completing and submitting audio tests.

1. If you are administering a timed test, complete the following steps; otherwise, continue with step 2:

If...	Then follow these instructions...
A student finishes the test before time expires	1. Remind students to click Finished to end the test. A confirmation dialog box appears. Students must do one of the following: – Click OK to close the test. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. Note: Students cannot return to the test after they click OK. Students must click Cancel if they are not finished answering the questions and need to return to the test. – Click Cancel to return to the test. 2. Remind students to click End to close the test. Tests are sent to HMH Scoring Service™ for scoring and the Draw Here page appears in the student view. Note: Students can remain on the Draw Here page for up to 20 minutes. If you do not continue or end the testing session within 20 minutes, then the student automatically returns to the Log In page.
Time expires	Students receive a confirmation dialog informing them that time has expired. 1. Instruct students to click OK. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. 2. Remind students to click End to close the test. Tests are sent to HMH Scoring Service™ for scoring and the Draw Here page appears in the student view. Note: Students can remain on the Draw Here page for up to 20 minutes. If you do not continue or end the testing session within 20 minutes, then the student automatically returns to the Log In page.

2. Check the **Approved Students** area of the session tab to verify that all students who are able have completed testing.

3. Do one of the following:

If you want to...	Then follow these instructions...
Give students a break before continuing to the next test in the series	1. Allow students a few minutes of rest. If students will be allowed to leave their computers during the break, make sure students return to the same computers they used before the break. 2. Ask students to raise their hands if they returned to the Log In page. If a student automatically returned to the Log In page, then that student can log back in using the same session code. 3. Click Continue Testing All in the Approved Students area of the session tab. A confirmation dialog box appears. Do one of the following: – Click OK to create a new testing session. <i>DataManager</i> automatically creates the next testing session in the series, and the session tab (bearing the name of the session) appears. The Welcome page appears in the student view and students can begin testing. Note: <i>DataManager</i> displays session information for up to five linked testing sessions. – Click Cancel to return to the session tab without creating a new testing session.
End testing for this period	1. Click End Testing All in the Approved Students area to close the test. A confirmation dialog box appears. 2. Do one of the following: – Click OK to close the test. The Log In page appears in the student view. Log out of <i>DataManager</i>. – Click Cancel to return to the session tab without ending testing for this period.

Pausing and Resuming a Self-Paced Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Audio tests follow the same procedures as self-paced tests. Follow the procedures below when pausing and resuming audio tests.

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To pause a testing session for an individual student:

1. On the session tab, click the pause button () in the **Approved Students** area in the row where the student's name appears. The student's testing session is paused and the pause button becomes a play button ()
2. When you pause a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. The **Draw Here** page appears in the student view until the testing session resumes.

To resume a testing session for an individual student:

- On the session tab, click the play button () in the **Approved Students** area in the row where the student's name appears. The student's testing session resumes and the play button becomes a pause button ()

To pause a testing session for all students:

1. On the session tab, click **Pause All** on the **Approved Students** bar. The students' testing sessions are paused and the **Pause All** button becomes the **Resume All** button.
2. When you pause a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. The **Draw Here** page appears in the student view until the testing session resumes.

To resume a testing session for all students:

- On the session tab, click **Resume All** on the **Approved Students** bar. The students' testing sessions resume.

Saving and Closing a Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To save and close a testing session for an individual student:

1. On the session tab, click the save and close button () in the **Approved Students** area on the row where the student's name appears. The student is removed from the **Approved Students** area, and that student's testing session ends.
2. When you save and close a testing session, a confirmation dialog box appears in the student view. Instruct the student to click **OK**. The student returns to the *DataManager Log In* page.

Note: When you save and close a student's testing session, the student's completed test answers and testing status are saved in the system. When the student resumes testing, the test will continue at the question the student was attempting during the previous testing session.

To save and close a testing session for all students:

1. On the session tab, click **Exit All** on the **Approved Students** bar. All of the students are removed from the **Approved Students** area and their testing sessions are ended.
2. When you save and close a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. Students return to the *DataManager Log In* page.

Note: When you save and close a testing session for all students, the students' completed test answers and testing status are saved in the system. When students resume testing, the test will continue at the question each student was attempting during the previous testing session.

Canceling a Self-Paced Testing Session

Data Package: Platinum

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will "tap" fields to select options and enter information.

To cancel a testing session for an individual student:

1. On the session tab, click the cancel button (🚫) in the **Approved Students** area on the row where the student's name appears. The student is removed from the **Approved Students** area, and that student's testing session ends.
2. When you cancel a testing session, a confirmation dialog box appears in the student view. Instruct the student to click **OK**. The student returns to the *DataManager Log In* page.

Note: Canceling a student's testing session erases all completed test answers and returns the student to the testing pool. Use this action with discretion.

To cancel a testing session for all students:

1. On the session tab, click **Cancel All** on the **Approved Students** bar. The session ends for all students in the testing session.

2. When you cancel a testing session, a confirmation dialog box appears in the student view. Instruct students to click **OK**. Students return to the *DataManager Log In* page.

Note: Canceling testing sessions erases all completed test answers and returns all students to the testing pool. Use this action with discretion.

Extending Testing Time

Data Package: Platinum

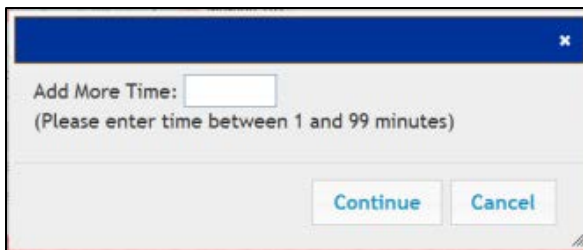
Role: Account Holder, Administrator, Teacher, or Proctor

In self-paced testing sessions, you can extend the testing time for students who may need additional time to complete the test. This should be done only for students who require more time as a testing accommodation. Refer to the *Directions for Online Administration* booklet for information about testing accommodations.

Note: If your test administration is configured for students to use mobile devices, be advised that students will apply touch gestures to perform tasks. For example, students will “tap” fields to select options and enter information.

To extend time in a testing session for an individual student:

1. On the session tab, click the extend time button (🕒) on the row where the student's name appears. The **Add More Time** dialog box appears.



2. In the **Add More Time** box, type the number of minutes you want to extend the test session. You can enter a value between 1 and 99.

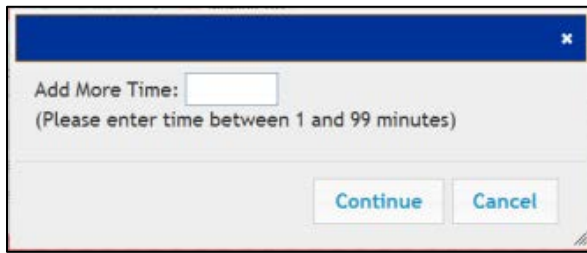
Note: You cannot extend time for a student's test session if the time value in the **Status** column in the session tab is “0.” If you need to extend time after time has expired, contact the *DataManager* Support Center.

3. Click **Continue**. A message displays at the top of the session tab confirming that the student's test session has been extended.

Note: The updated time to complete the test will refresh in the **Status** column after the student clicks the **Next** button to move to the next test question.

To extend time in a testing session for all students:

1. On the session tab, click the **Extend Time All** button on the **Approved Students** bar. The **Add More Time** dialog box appears.



2. In the **Add More Time** box, type the number of minutes you want to extend the test session. You can enter a value between 1 and 99.

Note: You cannot extend time for a student's test session if the time value in the **Status** column in the session tab is "0." If you need to extend time after time has expired, contact the *DataManager* Support Center.

3. Click **Continue**. A message displays at the top of the session tab confirming that the students' test sessions have been extended.

Note: The updated time to complete the test will refresh in the **Status** column after the student clicks the **Next** button to move to the next test question.



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