DataManager Basics User Guide

Table of Contents

DataManager Basics	. 1
About DataManager Basics	. 1
System Requirements	. 2
Sign In to DataManager	. 3
Sign Out of DataManager	. 5
Reset Your Password	. 6
Password Guidelines	. 8
Navigate DataManager	. 9
Header	. 9
Body	. 9
Footer	11
Use Digital Resources	13
Start an Application	16

DataManager Basics

About DataManager Basics

This section provides basic information to get you started in *DataManager*[™], including:

- System Requirements
- Signing In and Out
- Starting an application

For a full list of topics, click the table of contents icon (three-bullet list). To conduct a search of the contents of *DataManager* online help, click the search icon (magnifying glass) and type keyword(s) into the search box.

System Requirements

For up-to-date *DataManager*[™] system requirements, including instructions and links for testing student workstations, see the <u>*DataManager* system requirements page</u>.

See <u>Scanner and System Requirements</u> for information about approved scanners and system requirements for use with optical mark recognition (OMR).

Sign In to DataManager

The **Sign In** page provides a single point of entry to *DataManager* applications based on your data package subscription and assigned role.

To begin working with *DataManager*, enter the URL in your browser address field or click a link provided by your Administrator.

Note: For instructions on how to sign in as a Proctor only, see <u>Proctor Sign-In</u>. For instructions on how to create or access an account solely for running reports, see <u>Web</u> <u>Reporting Keys</u>.

After you launch *DataManager*, the **Sign In** page opens.

DataMan	DataManager					
Access DataManager	Proctor a Test Session					
EMAIL ADDRESS	EMAIL ADDRESS					
PAS SWORD Password	PAS SWORD Password					
Sig	Sign In					
Forgot you	Forgot your password?					
Create a new user with a l	Create a new user with a DataManager Reporting Key					

To sign in to *DataManager*:

- 1. In the **EMAIL ADDRESS** field, enter the email address associated with your *DataManager* account.
- 2. In the **PASSWORD** field, enter your password.

Note: If you cannot remember your password, click <u>Forgot your password?</u> and follow the instructions to reset it.

3. Click Sign In. The DataManager Overview page opens.

Sign Out of DataManager

To sign out of DataManager:

→ Click **Sign out** in the upper-right corner of the *DataManager* banner.



The current session ends and the **Sign in** page replaces the last page you were on.

Note: If your *DataManager* session is idle for five minutes, an expiration warning message opens, and a timer counts down from five minutes. Click **Continue** to remain signed in, **Sign Out** to exit *DataManager*.

Session Time-Out Warning				
Your session will expire in:				
4 minute	es 30 seconds			
Click Continue to keep worł finished.	king or Sign Out if you are			
Sign Out	Continue			

Reset Your Password

If you have forgotten your email address or password, or if you enter one or both incorrectly, the following message appears:



To reset your password:

1. Click the Forgot your password? link to open the Forgot Password? modal.

DataManager						
Access DataManager	Proctor a Test Session					
EMAIL ADDRESS						
Password						
Sign In						
Forgot your password? Create a new user with a DateManager Reporting Key						
To reset your password, type your email address and dick						
EMAIL ADDRESS Email address						

- 2. Enter your email address in the **EMAIL ADDRESS** field.
- 3. Click **Submit**.
 - If the email address you entered matches your address on record, an email message with a link to reset your password is automatically sent. Follow the instructions for resetting your password.
 - If the email address you entered does not match the one in the system, you will see one or more of these messages:

Forgot Password?				
To reset your password, type your email address and click Submit.				
EMAIL ADD RESS				
Email address				
Please enter a valid user email. OR:				
This user name is not recognized by the system. Contact your local system Administrator to recover your password. You can also contact the DataManager Support Center for assistance, 7:00 a.m.to 6:00 p.m. (ET) M-F at 1-877-246-8337				
Cancel Submit				

In this case, do one of the following:

- Try again, either by entering your email address in the Forgot Password? modal or by clicking Cancel and returning to the Sign In page.
- Contact your local administrator to recover your user name.
- Contact the *DataManager* Support Center for assistance.

Password Guidelines

DataManager[™] requires a password with a minimum length of 8 characters. Your password must include at least one number. Your password may not include your user name.

How do I create a secure password?

- Include punctuation marks and/or numbers in your password. Example: universe!one
- Mix capital and lowercase letters. Example: Universe!One
- Include similar looking substitutions, such as the number zero for the letter "O" or "\$" for the letter "S." Example: Univer\$e!0n3
- Create a unique acronym. Don't use acronyms that can be found in a dictionary.
- Include phonetic replacements, such as "Luv2Laf" for "Love to Laugh." If you aren't sure how to do this ask someone who is fluent in text messaging for suggestions.

Are there passwords I should avoid?

- Don't use passwords that are listed as an example of good passwords (example: don't just use our "Univer\$e!0ne" or "Luv2Laf" suggestion).
- Don't use passwords that contain any personal information (name, birth date, etc.).
- Don't use letter patterns that are shown on a computer keyboard (example: asdf) or sequential numbers (1234).
- Don't make your password all letters, all numbers, all uppercase letters or all lowercase letters.
- Don't use repeating characters (aa or 11).

I've created a secure password. Now what?

- Don't let anyone else know your password.
- Don't write your password down on a piece of paper.
- Don't e-mail your password to anyone (and yes, that means even sending an e-mail to yourself).
- Get in a habit of changing your password on a regular basis (for example, at the start of a new semester).

Navigate DataManager

DataManager pages include a header, a body, and a footer. The header and footer stay the same throughout the application, while the body area changes according to the application you are using.

Header

The Banner contains the *DataManager* logo on the left, the user name on the right, and links to the **Resources** library, the online **Help**, and signing out. You are currently using the online help. See more information <u>about the resources library</u>.

The top navigation bar contains anywhere from two to five menu headings, depending on your role and the functions you perform in *DataManager*. If you have reporting privileges only, for example, the **Overview** and **Reports** menu appear in the bar. The active menu is highlighted, as in the **Overview** example below.

Body

On the Overview page (shown below), the body consists of *DataManager* announcements and right navigation cards, which link to the various functional areas of the platform.

- Announcements contain information about new features and notifications related to system requirements.
- The right navigation cards match the top navigation bar menus and link to the same pages. They are subject to the same restrictions by role (login credentials). For example, the **Administration** card appears only if you are an Administrator or an Account Holder.

					Header
DataManager I	lil 👘			Hello Texas User Resources Help Sign out	← Banner
Overview	Assessments ~	Proctoring/Scanning ~	Reports	Administration 🗸 🖪	Top navigation bar (menu items vary)
What's new with Data Coming Soon: DataMa DataManager is getting are releasing updates to resources library, test et improving navigation the announcements on oppi- coming weeks. We look forward to bring - simplified test assignm proctoring and OMR sca your patience as we cor your high stakes testing New! CogAT 7 & 8 Aud This fall, CogAT Forms online testing. In additio your choice of Arabic, C Somali, and Vietnamese are currently in developi coming months. Updated System Requ Beginning this July, Data Windows 10 and Internet	aManager? nager Redesign a new look and feel! Beg the login and overview s vent pages and creating oughout the site. Watch riturities to preview thes ging you even more enha- ent and test session wor ning experiences, and tituue to evolve in best su programs. lio Languages Levels 9 7 & 3 will offer six new ar n to English and Spanish hinese (Mandarin and Ci . Audio language option: ment and targeted for avail irements aManager will require a r t Explorer 11 when acce	Updated: 87079 inning in July we screens, digital reports. We are also for further e changes in the noements next year kflows, better more. Thank you for upporting you during -17/18 udio languages for b, you will also have antonese). Russian, s for the lower levels allability within the ninimum of ssed on PC's.	Getting Assistance If you have any questions of contact the DataManager Phone: 1 - 877 - 246 - 833 Email Contact: help@rive Houra: 7:00 AM-6:00 PM(Monday through Friday Digital Resources Access Resources for your testing program. Digital Resources Create and manage your test events and assignments. Proctoring Create and manage your test sessions. Reports See your students' results; generate reports. Administration Manage your users and ac settinos.	or need assistance, please support Center. 7 rsidedatamanager.com CST) Go to Assessments Launch Proctoring and Go to Reports	Body Announcements (Overview page only) Right navigation cards (Overview page only)
			-		
🔆 Riverside Insight	s		Terms of Use P	rivacy Policy Site Map 🗸	FOOTER

On the **Administration** pages and the **Assessments** pages, a left navigation column presents administrative users options for defining assessment parameters and setting up rosters and users.

Left navigation menu (for creating test assignments					
Overview	Assessments 🗸	Proctoring/Scanning V	Repo		
Home					
Assign by Location and Grade			_		
Assign by Student	Assign by Location a	and Grade			
View Test Assignments	Test Event Multiple Grade/Level selections				
	Administration Mode	Online Testing			
	Location	VTCS			

On the **Reports** and **Proctoring** pages, the body area consists of functional layouts without navigation columns or cards.

Overview	Assessments v Proctoring/Scanning v Reports Admin	istra
	- Add Benefine Ke	
EPORTS CENTE	R Add reporting rej	
Create a	Report Saved Criteria Report Librar	У
Report Criteria for	VTCS	Reports
		page
ASSESSMENT	Iowa Assessments	(REPORTS
TEST ADMIN DATE	08/14/2018 - Texas Iowa	CENTER)
REPORT TYPE	Group Profile	
GRADE/LEVEL	Grade 5 / Level 11	
LEVEL OF ANALYSIS		
DISPLAY OPTIONS	Bar Graph	
SCORE(8)	National Percentile Rank/National Stanine	
	Include Students Coded in Office Use	
	Include Math Computation In Math Total	
	Include Extended ELA Total In Core and Complete Composite Calculation	
CONTENT SCOPE	12 selected	
DISTRICT	All	
POPULATION FILTER8	None selected Change	
Reset Criteria	Save Criteria Run Report in Background Run Report	

Footer

The footer is the same for all pages. It contains links to the Riverside Insights **Terms of Use** and **Privacy Policy**. It also provides a site map based on your role and the pages and functions available to you. Click the **Site Map** arrow to open lists of links organized by function.



Use Digital Resources

The Digital Resources page provides access to detailed documents for administering tests and interpreting results. These ancillaries are provided in PDF format.

Note: See <u>System Requirements</u> for information regarding the minimum version of Adobe Reader® required to view PDF files.

To find and download the document you need:

- 1. Sign in to DataManager with your unique user name (email address) and password. Your Overview page will vary according to your user role.
- 2. Select **Resources** from the banner, the right-column card (**Open Resources**), or the Site Map. (View diagram below.)

DataN	1anager 📊					Resources 1 Velp	as User : Sign out :
	Overview	Assessment	s v	Proctoring/Scanning	 Reports 	Administration ~	
What	's new with DataManage	nager? er Redesign			Getting Assis If you have any o contact the Data	tance ruestions or need assistance, Manager Support Center.	please
DataM and ov improv these We loo test se	fanager is getting a ner rerview screens, digita ring navigation through changes in the coming ok forward to bringing y ission workflows, bette	w look and feelt Begint I resources library, test rout the site. Watch for I weeks. you even more enhance in proctoring and OMR	ting in July t tevent page further anno ements next scanning ex	we are releasing updates to s and creating reports. We ouncements on opportunitie t year - simplified test assig periences, and more. Than	B Phone: 1-877-24 B Email Contact: 1 Hours: 7:00 AM Monday through	id-8337 ₄ 0 help@riversidedatamanager.c -8:00 PM (CST) Friday	om
your p progra	atience as we continue ms.	anguages Levels 2-12	porting you o	furing your high stakes test	Digital Resource	noes as for your Open Res	
This fa Englisi Russia develo	II, CogAT Forms 7 & 8 h and Spanish, you wil in, Somali, and Vietna opment and targeted fo	will offer six new audi I also have your choice mese. Audio language r availability within the	o languages e of Arabio, o options for t coming more	for online testing. In additi Chinese (Mandarin and Car the lower levels are current oths.	testing program.	1 million	\mathcal{I}
Updat Beginn when	ed System Requirem ning this July, DataMar accessed on PC's.	ents tager will require a mir	imum of Wi	ndows 10 and Internet Expl	Create and man test events and assignments.	Go to Assess	ments
	3 access	s points:			Proctoring Create and man online test sessio	ige your Launch Prov	ctoring
	- head	er			Reports		
	- card				See your student generate reports.	s' results and Go to R	eports
	- site n	nap			Administration Manage your use settings.	n Access	Admin
* Rive	erside Insights				Term	of Use Privacy Policy Si	Map A
Navigati Overview Test Eve Proctorin OMR Reports	e Administrati v Manage Staf ng Manage Loo Manage Roo Manage Roo Manage Roo Manage Test View License	n Ints ions iting Scanning Settings rts Access ng Activity	Tools I Produce Directio User 0 Help Contac • by pl • by er	LAssistance Elessurges Tooles E DataManager Support Cente trone (877) 245-8337 (2) mail help@riversidedatamanager	More Terms of Use Privacy Policy Sign out	Company Riverside Insights One Pierce Piece, Sv Itasoa, IL: 60143 www.riversideinsight	uite 900W s.com
		1					
1	RESOURCE	S					
	Select a resou product or fea	irce category fro iture type.	m the dr	op-down list to find	associated doc	uments by	
	Iowa Assess	sments™)		
	Cognitive A	bilities Test™					
	Cognitive A	bilities Test™ Scr	eening Fo	orm	ucuon procedure	s Ior IoWa	
	Logramos®)		rwa Assessments™ ∕ Iowa Assessments™			
	Gates-Mac	Ginitie Reading Te er	ests® (Cognitive Abilities Test ^{ra} Cognitive Abilities Test ^{ra} Scree	ning form _hed	arison Study for to technical	
			-	.ogramos® Dates-MacGinitie Reading Test	. Y-		
P	Technical Sum Provides impor aspects of norr assessment.	mary Form F.pdf tant information a ms and score inte	bout the operation	ataManager areanger of the forwar Ha related to the technic	sessments Form al construction o	F and supports f the	LC.
	Technical Sum Provides impor aspects of norr	many F tant inf ms and	DURCE	ES	/		

- 3. From the dropdown box, select your test, or select **DataManager** if you need a resource specific to a feature in the *DataManager* platform. Document folders and files below the box change according to your selection.
- 4. Scroll, as necessary, and browse the folders and files until you find the document you need.
- 5. Click the name of the document to open or save the PDF file.

Start an Application

Use one of the following to start a *DataManager* application:

- Top navigation bar
- Right navigation cards (Overview page only)
- Site map

To start an application using one of these selections:

→ Sign in to your *DataManager* account and select a menu item from the top navigation bar.

DataManager 📗					Helio AW\$ \$TAGE CU: Resources Help
Overview	Assessments 🗸	Proctoring	/Scanning \land	Reports	Administration ~
		Proctoring	÷		
		Scanning			

→ Sign in to your *DataManager* account and select a button from one of the available cards in the right column.

r II		Hello DataPlus Customers Resources Help Sign out
Overview	Reports	Administration ~
Beginning in July we are releasing proces library, test event pages and coughout the site. Watch for furth- these changes in the coming weet enhancements next year - simplifi	Updated: 6/10/10 g updates to d creating er eks. ed test	Getting Assistance If you have any questions or need assistance, please contact the DataManager Support Center. Phone: 1 - 877 - 246 - 8337 Email Contact: help@riversidedatamanager.com Hours: 7:00 AM-6:00 PM(CST) Monday through Friday
ter proctoring and OMR scanning e continue to evolve in best supp	experiences, orting you	Digital Resources Access Resources for your testing program. Open Resources
rels 9-17/18		
w audio languages in addition to l n and Cantonese), Russian, Soma lower levels are currently in deve nths.	English and li, and lopment and	Reports See your students' results and generate reports.
		Administration
ninistration of <i>Iowa Assessments</i> nird Edition is now easier than eve	Forms er when you	Manage your users and account settings.

→ Sign in to your *DataManager* account, click the **Site Map** link, and select a page, activity, or tool.

* Riversid	le Insights		Terms of Us	e Privacy Policy Site Map
Navigate Overview Test Events Proctoring Scanning Reports	Administration Manage Students Manage Staff Manage Locations Manage Rostering Manage OMR Scanning Manage OMR Scanning Manage Reports Access Manage Testing Activity View Licenses Settings and Preferences	Tools & Assistance Product Resources Directions for Administratic User Guides Help Contact DataManager Sup • by phone (877) 246-833 • by email help@riversider	More Terms of Use Privacy Policy Sign out	Company Riverside Insights One Pierce Place, Suite 900W Itasca, IL 60143 www.riversideinsights.com