

# **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*<sup>™</sup>, 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*<sup>™</sup> system requirements, including instructions and links for testing student workstations, see the [DataManager system requirements page](#).

See [Scanner and System Requirements](#) 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.

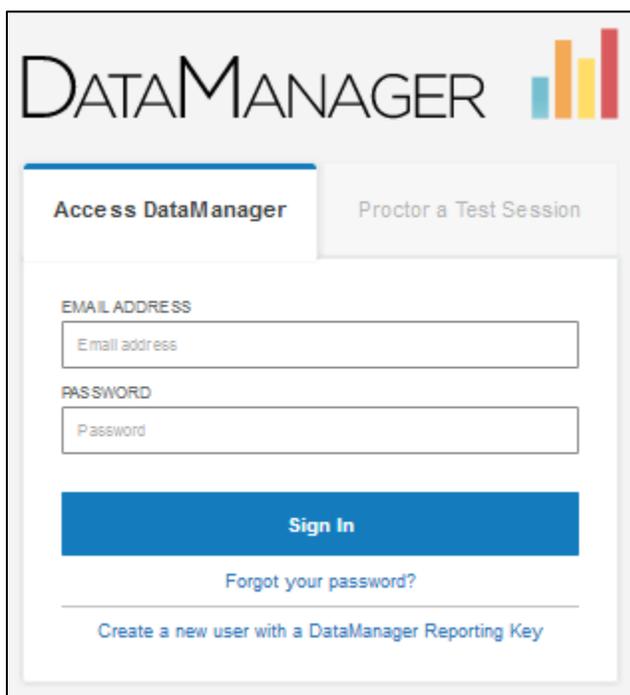
To begin working with *DataManager*, enter the URL in your browser address field or click a link provided by your Administrator.

---

**Note:** For instructions on how to sign in as a Proctor only, see [Proctor Sign-In](#). For instructions on how to create or access an account solely for running reports, see [Web Reporting Keys](#).

---

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



### 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 [Forgot your password?](#) 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.

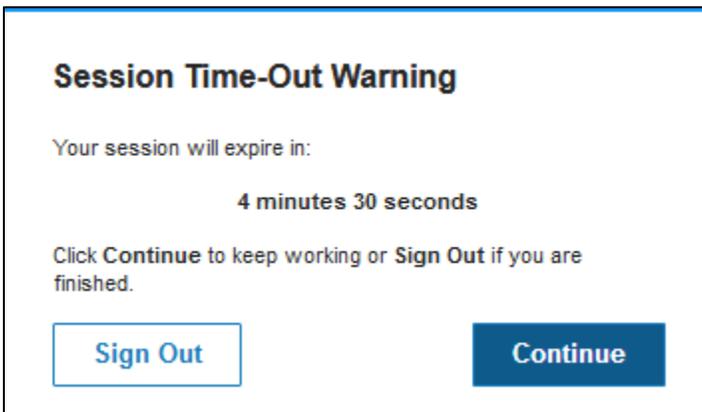


The current session ends and the **Sign in** page replaces the last page you were on.

---

**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*.

---



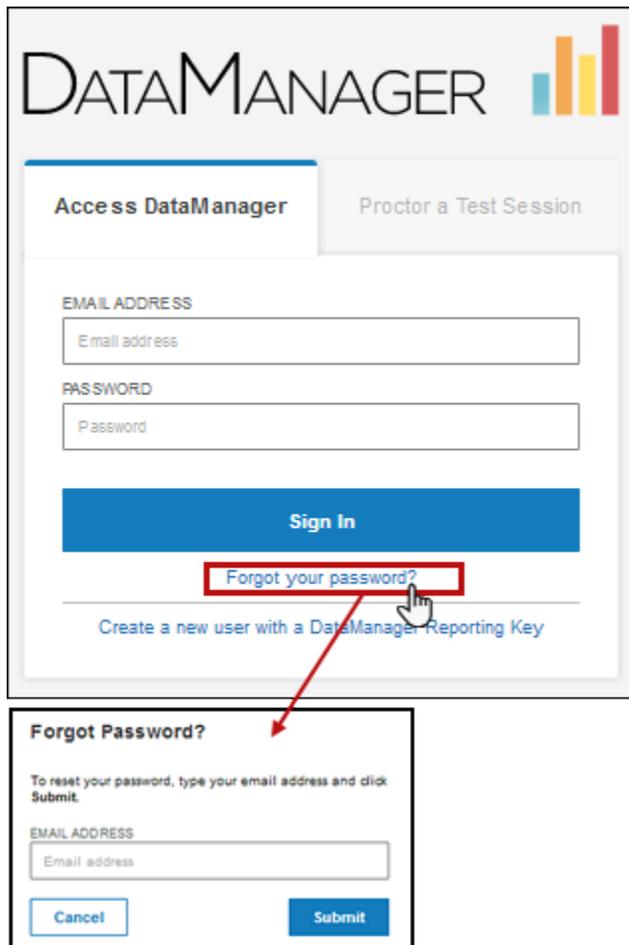
## Reset Your Password

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

You have entered an incorrect email address (user name) and/or password. Please try again. If you have forgotten your password, click the "Forgot your password" link below.

**To reset your password:**

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



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 ADDRESS

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*<sup>™</sup> 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!One" 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

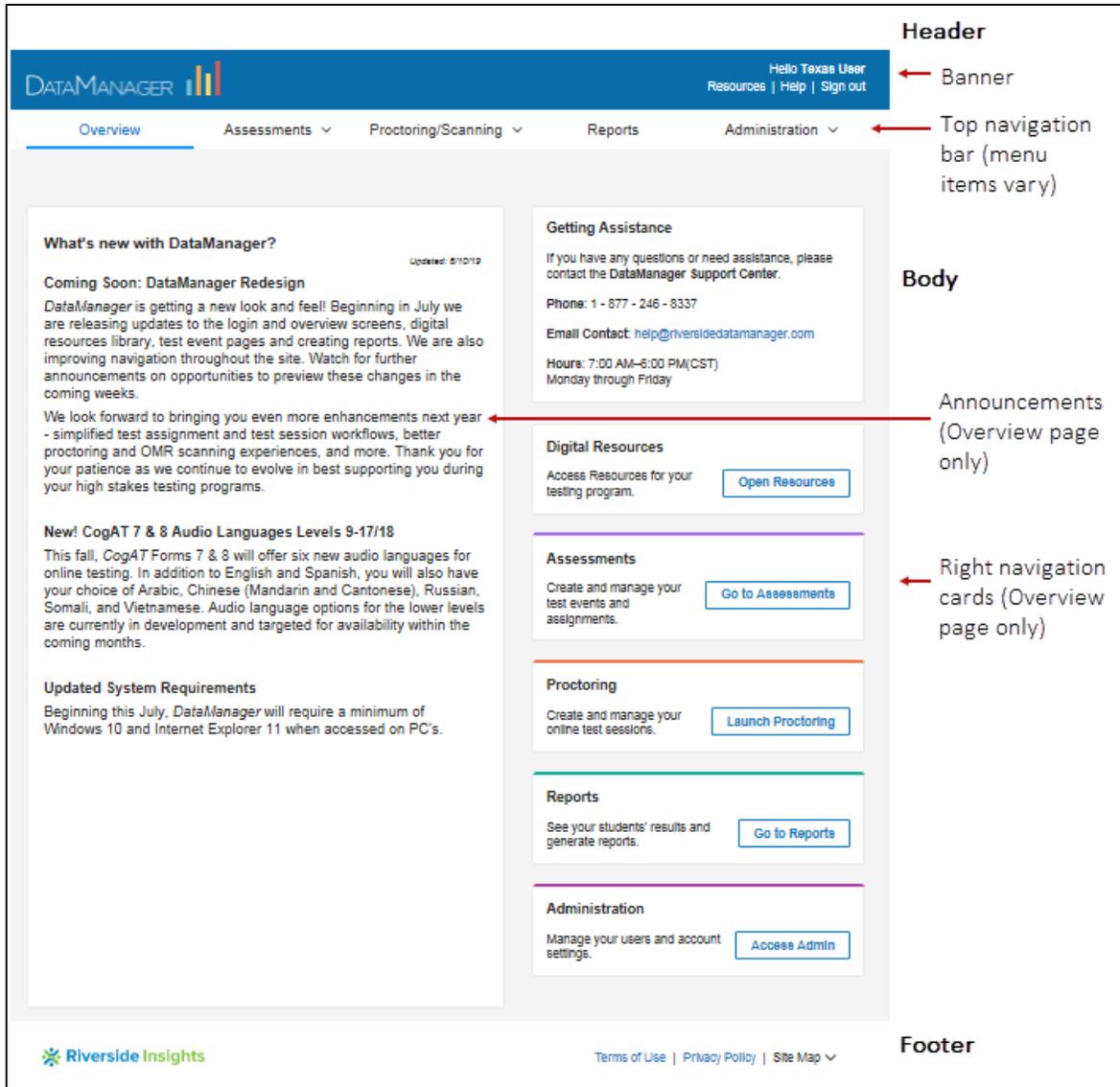
The Banner contains the *DataManager* logo on the left, the user name on the right, and links to the **Resources** library, the online **Help**, and signing out. You are currently using the online help. See more information [about the resources library](#).

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.

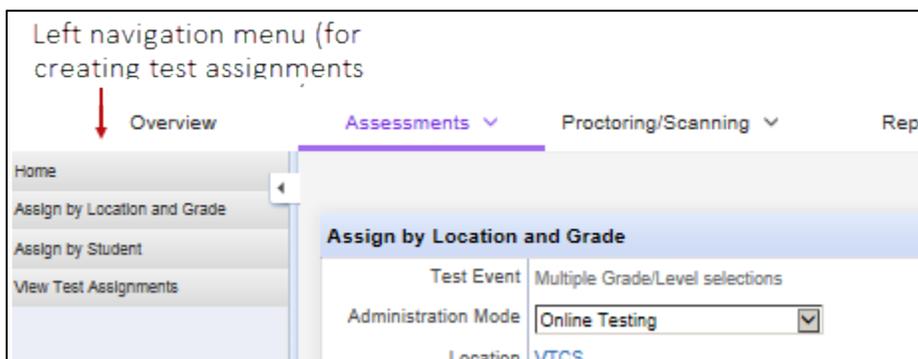
### Body

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.



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.



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

The screenshot displays the 'REPORTS CENTER' interface. At the top, there are navigation tabs: 'Overview', 'Assessments', 'Proctoring/Scanning', 'Reports' (highlighted), and 'Administra...'. Below the tabs, there is a header area with 'REPORTS CENTER' on the left and an 'Add Reporting Key' button on the right. The main content area is divided into three sections: 'Create a Report', 'Saved Criteria', and 'Report Library'. The 'Create a Report' section is active and shows 'Report Criteria for VTCS'. This section contains several form fields: 'ASSESSMENT' (Iowa Assessments), 'TEST ADMIN DATE' (08/14/2018 - Texas Iowa), 'REPORT TYPE' (Group Profile), 'GRADE/LEVEL' (Grade 5 / Level 11), 'LEVEL OF ANALYSIS' (Test and Composite Analysis), 'DISPLAY OPTIONS' (Bar Graph), 'SCORE(S)' (National Percentile Rank/National Stanline), 'CONTENT SCOPE' (12 selected), and 'DISTRICT' (All). There are also checkboxes for 'Include Students Coded In Office Use' (checked), 'Include Math Computation In Math Total' (checked), and 'Include Extended ELA Total In Core and Complete Composite Calculation' (unchecked). At the bottom, there are buttons for 'Reset Criteria', 'Save Criteria', 'Run Report in Background', and 'Run Report'. A red box highlights the 'Add Reporting Key' button and the 'Run Report' button. To the right of the screenshot, the text 'Reports page body (REPORTS CENTER)' is written vertically.

## 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.

**Riverside Insights** [Terms of Use](#) | [Privacy Policy](#) [Site Map ^](#)

<b>Navigate</b> <a href="#">Overview</a> <a href="#">Test Events</a> <a href="#">Proctoring</a> <a href="#">Scanning</a> <a href="#">Reports</a>	<b>Administration</b> <a href="#">Manage Students</a> <a href="#">Manage Staff</a> <a href="#">Manage Locations</a> <a href="#">Manage Rostering</a> <a href="#">Manage OMR Scanning</a> <a href="#">Manage Reports Access</a> <a href="#">Manage Testing Activity</a> <a href="#">View Licenses</a> <a href="#">Settings and Preferences</a>	<b>Tools &amp; Assistance</b> <a href="#">Product Resources</a> <a href="#">Directions for Administratic</a> <a href="#">User Guides</a> <a href="#">Help</a> <a href="#">Contact DataManager Sup</a> <ul style="list-style-type: none"><li>• by phone (877) 246-8333</li><li>• by email <a href="mailto:help@riverside">help@riverside</a></li></ul>	<b>More</b> <a href="#">Terms of Use</a> <a href="#">Privacy Policy</a> <a href="#">Sign out</a>	<b>Company</b> Riverside Insights One Pierce Place, Suite 900W Itasca, IL 60143 <a href="http://www.riversideinsights.com">www.riversideinsights.com</a>
---	--	--	---	--

## 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 [System Requirements](#) 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.)

**3 access points:**

- header
- card
- site map

**Navigation Bar:** Overview, Assessments, Proctoring/Scanning, Reports, Administration, Resources, Help, Sign out

**Getting Assistance:** If you have any questions or need assistance, please contact the DataManager Support Center. Phone: 1-877-245-8337, Email Contact: help@riversidedatamanager.com, Hours: 7:00 AM-5:00 PM (CST) Monday through Friday

**Digital Resources:** Access Resources for your testing program. [Open Resources](#)

**Assessments:** Create and manage your test events and assignments. [Go to Assessments](#)

**Proctoring:** Create and manage your online test sessions. [Launch Proctoring](#)

**Reports:** See your students' results and generate reports. [Go to Reports](#)

**Administration:** Manage your users and account settings. [Access Admin](#)

**Footer:** Riverside Insights, Terms of Use, Privacy Policy, Site Map

**Tools & Assistance:** Product Resources, Directions for Administration, User Guides, Help, Contact DataManager Support Center

**RESOURCES**

Select a resource category from the drop-down list to find associated documents by product or feature type.

Iowa Assessments™

✓ Iowa Assessments™

Cognitive Abilities Test™

Cognitive Abilities Test™ Screening Form

Logramos®

Gates-MacGinitie Reading Tests®

DataManager

Technical Summary Form F.pdf  
Provides important information about the design of the Iowa Assessments Form F and supports aspects of norms and score interpretation related to the technical construction of the assessment.

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.

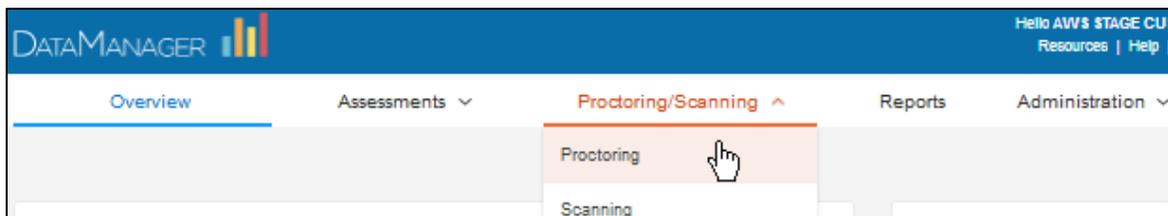
## Start an Application

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

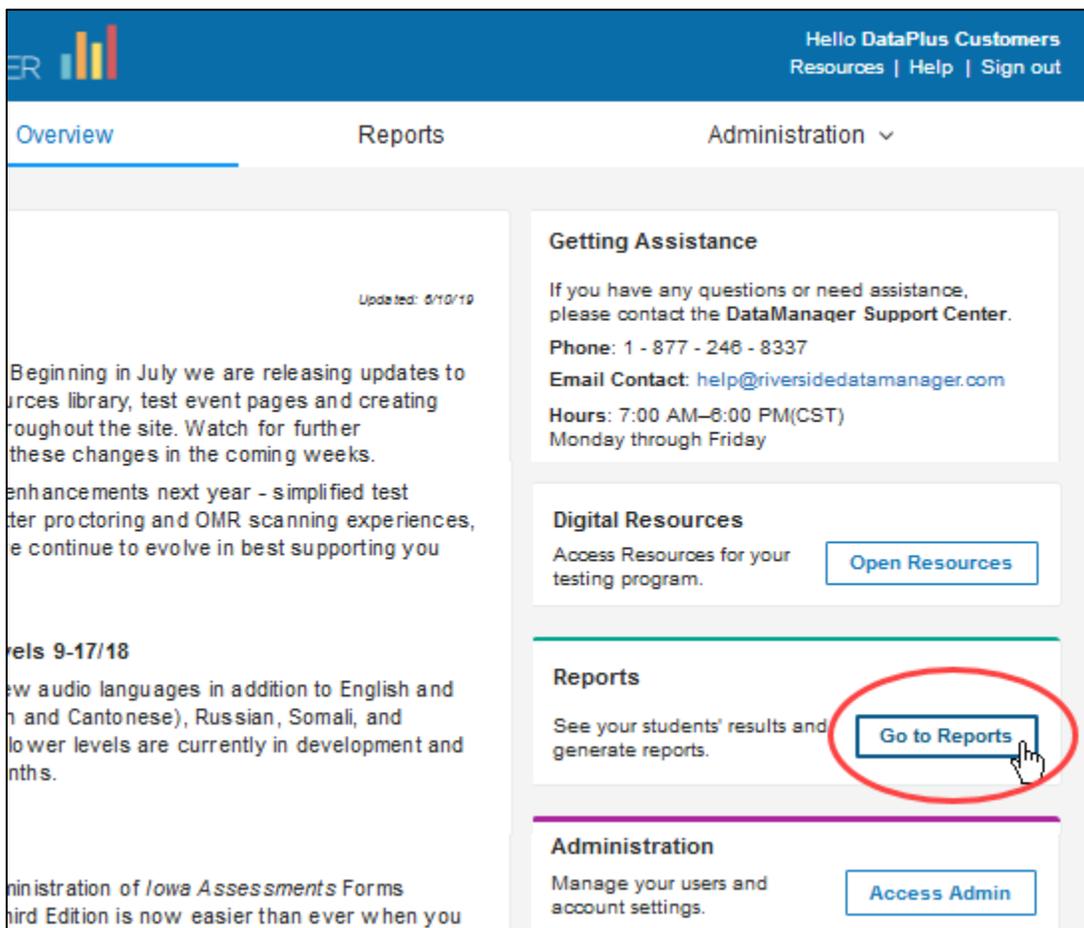
- Top navigation bar
- Right navigation cards (Overview page only)
- Site map

**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.



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



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

