DATAMANAGER System Administration User Guide

Version 4



Acknowledgments

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System Administration

Chapter 1. Overview

The *DataManager*[™] Administration platform allows Account Holders and Administrators to perform maintenance tasks for the following areas:

- Locations Add new locations or search for and edit existing locations.
- Staff/Users Add new staff/users or search for and edit existing staff/users.
- Students Add students to a roster or search for and edit existing students.
- Rosters Create a new roster, add a student to an existing roster, export a roster, or deactivate a roster.
- Settings and Preferences Adjust audio settings for CogAT upper-level assessments.
- (Account Holders only) Test Activity/Notifications and Licenses View test activity for assessments, edit notifications, and, where relevant, view license information.

Administration features also include providing links to Directions for Administration (DFAs), keys for accessing web reports, and Online Mark Recognition (OMR) scanning functions.

Access to the Administration area of *DataManager* is limited to staff with Account Holder or Administrator status. Only these users see **Administration** in the header.

DataManager 👖				Hello T Resources Help Sign out
Overview	Assessments ∨	Proctoring/Scanning v	Reports	Administration ~

Note: Administration links for these users also appear in the Site Map and, on the Overview page, as a right-column card.

Chapter 2. Downloading DFAs

About Downloading DFAs

The **Directions for Administration** page provides quick access to *Directions for Administration* for paper/pencil testing with catalog or plain-paper answer documents. All documents are provided in PDF format.

Note: To view PDF files, you need Adobe[•] Reader[•]. You can download a free copy from the Adobe website at <u>https://get.adobe.com/reader/</u>. See <u>System Requirements</u> for information regarding the minimum version of Adobe Reader required.

Download DFAs

Data Package: Any

Role: Account Holder or Administrator

To download a document:

- 1. Sign in to your *DataManager* account with your user name and password.
- 2. From the Overview page, select Access Admin in the right-column Administration card.

DataManager 💼	۱ ۱			Hello Tamara Friedman Resources Help Sign out
Overview	Assessments ~	Proctoring/Scanning ~	Reports	Administration \sim
What's new with Datal Welcome to a New Data Ma	Manager? anager	Up dand: 701/19	Getting Assi If you have any contact the Da	stance / questions or need assistance, please itaManager Support Center.
It is a pleasure to bring you t log in and overview screens, creation tools and overall na recent walkthrough of the nei We look forward to providing	this new look and feel for D digital resources library, te vigation are just the start. V w design. even more enhancements	ataManager! Updates to the set event pages, report View the recording drour next year - simplified text	Phone: 1 - 377 Email Contact Hours: 7:00 Al Monday throug	- 246 - 8337 t help@riversidedatamanager.com M=6:00 PM(CST) h Friday
assignment and test session experiences, and more. We a Assessments™ and CogA76 In the coming months.	i worknows, better proctorin are committed to making yo 0 continually better! Watch	ng and OMR scanning ur experience with <i>lo</i> wa for updates on our progress	Digital Reso Access Reso	urces urces for your Open Resources
Newl CogAT 7 and 8 Au dio CogAT online testing with au Instructions that can toggle i to Spanish, there are also no Somail, and Vietnamese. Acc these audio language select set up by visiting our new Au Administration. For more inf Audio language options for for availability later this fail.	Languages for Levels 9 Idio Is now available in skr. between English and an alt w choices for Arabic, Man count Holders and Adminis lons are available for staff idio Language screen unde tomation on audio languag the lower levels are current	I-17/18 new lan guages with onscreen ternate language. In addition darin, Cantonese, Russian, trators can designate which of to choose during test session er Settings and Preferences in es, please see online help. dy in development and targ eted	Assessments	s snage your Go to Assessments
Online Testing Licenses Terms of use for Jowa Asses updated. Test administration 7/1-6/30, and should be used available for the 2019-2020 s license period information in under the Administration me	sments, CogAT and Lograv licenses are now assigner 1 by 6/30 each year. Your cu school year. Account Ho ide the Manag e Testing Activ nu.	nos oni ine testing have been d by school year, defined as urrent on line testing balance is rs can view balance and ity and View Licenses screens	Proctoling Create and ma online test star	Inage your Launoh Prooforing
As you purchase new license year. Beginning in January 2 use through the 2020-2021 s the next school year as part o reconciliation for your accou each test event. If you have any questions, pie	es this fall, they will be appl 2020, you will have the optio chool year. Any unused 110 of your district's renewal pi nt will occur on this annual case feel free to reach out 1	lied to the 2019-2020 school in of purchasing licenses to enses will be rolled over into rocess, and billing i basis as opposed to following to your Assessment	See your stude generate report	ents' results and Go to Reports
Consultant or contact Custon	mer Service at 1-800-323-4	9540. sifications Guides	account settin	gs. Access Admin

3. Click Download Directions for Administration.



Note: You can also select **Download DFAs** from the left-column navigation bar or **Directions for Administration** from the Site Map in the footer.

Overview	Association	Proctoring/Scapping		Penarts	Administrati
Overview	Assessments	Flocioning/Scanning	Ŷ	Reports	Administrati
Manage Reporting Access					
Download DEAs Manage OM Danning Options Manage Lo cations	DIRECTIONS FOR Describes the procedures the	ADMINISTRATION tat test administrators should fo (CogAT®)	llow when ad	ministering the assessn	nents.
Manage Staff Users	😂 Cognitive Abilities T	esz™ (CogAT®) Screening F	orm		
Manage Rosters	🗀 Riverside® Interim A	5 5855 <i>me n</i> 15			
Manage Students	©lowa Assessments™				
Settings and Preferences	😐 Logramos® Tercera I	Edición			

A list of folders for the different assessments appear on the main panel of the page.

- 4. Find your test and directions by browsing the folders and files in the list.
- 5. Click the PDF document for your test and level, and follow your browser's prompts to open or save the file.
- 6. (*Optional*) From your browser window or Adobe Reader, click the **Print** button, make your selections for printing, and print the document.

Chapter 3. Managing Locations

About Managing Locations

A location in *DataManager*[™] refers to the place and scope, in a hierarchical organization, of administering student testing. You must create locations within a school system hierarchy to be able to set up test events, create test assignments, view web reports, and perform other tasks in *DataManager*.

Initially, your district loads its location hierarchy by creating and submitting a Location Data File to the Riverside Insights Data Integration team, which then uploads the Location Data File to *DataManager*. See <u>Creating and Submitting Data Files</u> for more information.

After the initial loading of locations, the *DataManager* **Manage Locations** page allows you to add, edit, export, and in some cases inactivate or delete locations. (For more information about these procedures, see the relevant links below or the online help table of contents to the left of this panel.)

Changes you make through this interface are synchronized with the Riverside Insights Scoring Service and reports.

Add Locations

Data Package: Any

Role: Account Holder or Administrator

To add a location:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.

DataManager I	til 👘			Hello Tamara Friedman Resources Help Sign out
Overview	Assessments 🗸	Proctoring/Scanning ~	Reports	Administration \land
				Manage Students
What's new with Da	ataManager?	Ugdalied: 1/2 1/19	Getting Assistance	Manage Staff Manage Locations
Welcome to a New D)ataManage r		the Datamanager support of	
It is a pleasure to brin for DataManager! Up digital resources libra	ng you this new look an dates to the login and ary, test event pages, re	d feel overview screens, port creation	Phone: 1 - 877 - 246 - 8337 Email Contact: help@riversid	Manage OMR

The Manage Locations page opens.

A	NAGE LOCATIONS
	View/Manage Locations Click on this link to search for and add/edit/delete locations.
	Export Prepopulated Location Template Export a location import template prepopulated with all of the locations you already have entered in DataManager. You can use this template to help prepare future imports using the exact location names you have entered previously.
	Location Import Template Choose this option to download a template for uploading locations.
	Bad

3. Click View/Manage Locations. The View/Manage Locations page opens to a display of your hierarchy.

View/Manage Locations													
Name				Туре	Code	Grade	Status	Add	Edit	Del.			
		UAT SYST	SYSTEM			Active	+	1					
		+ -	APPLE DIST	DISTRICT			Active	+	1				
		- · -	Dist 12	DISTRICT			Active	+	1				
		- · -	Hadley 201	DISTRICT			Active	+	1				
		· -	Hadley 202	DISTRICT			Active	+	1				
					1				В	lack			

4. Search the hierarchy until you find the parent location of your new entry. For instructions, see <u>Searching for Locations</u>.

5. Click the plus sign (+) *above the level* of the location you want to add.

lame			Туре	Code	Grade	Status	Add	Edit	Del.
	UAT SYSTEM		SYSTEM			Active	+	1	
	+ -	APPLE DIST	DISTRICT			Active	+	1	
	- +	Dist 12	DISTRICT			Active	+	1	
	• -	Hadley 201	DISTRICT	RICT		Active	+	1	
	• -	Hadley 202	DISTRICT			Active	÷	1	
								E	ack

The add location form appears below the parent level you selected.

► Mg-SY	8	SYSTEM			Active	+	1	
→ Hadle	ey 201	DISTRICT			Active	+	1	
.∡ — Hadle	ey 202	DISTRICT			Active	+	1	
- ×	HS - North	BUILDING			Active	+	1	
-	HS - South	BUILDING			Active	+	1	
	Location Type: CLASS							
	Name:							
	Code:							
	Grade: -Select- 💌							
	Active O Inactive							
	✓ Insert X Cancel							
	► Reskie	CLASS	ALGAP	12	Active		1	
	▶ — Reskie	CLASS	ALGEB	12	Active		1	

All location types display a field for **Name**. Locations also provide an additional **Code** entry option. Classes also provide a **Grade** selection list (**0-12**). The first time you view the View/Manage Locations page, all locations default to **Active**.

- 6. Enter values for the available fields, as specified below.
 - a. Name (text box entry) required for all locations. Enter a unique name for the location. Tip: Follow your school's or district's existing naming conventions.
 - b. Code (text box entry) recommended for all locations. Required when Name is duplicated (or Name and Grade, for classes) for the same parent location.

View/Manage Locations									
Name	Туре	Code	Grade	Status	Add	Edit	Del.		
▲ UAT SYSTEM	SYSTEM	34		Active	+	1			
Hadley 201	DISTRICT			Active	+	1			
A — Hadley 202	DISTRICT			Active	+	1			
→ HS - North	BUILDING		N	Active	+	1			
HS - South	BUILDING		s	Active	+	1			
▶ — Reskie	CLASS	ALGAP	12	Active		1			
▶ — Reskie	CLASS	ALGEB	12	Active		1			

c. **Grade** (drop-down selection, **0-12**) - available for classes. Defaults to zero (**0**). Identifies unique class when **Name** and **Code** are duplicated at the class level for the same parent location.

Notes:

Grade entries cannot be changed after a class has been added to the hierarchy. If you must change a grade level for a class, you must delete the current location and re-enter the **Name** and the new **Grade** for the location.

All new locations are added with a status of **Active**. To change an active location to an inactive one, use the Edit (pencil) feature. (See <u>Edit Locations</u>.)

7. Click the **Insert** button when you have finished entering information for the location.

I Hadle	y 202		DISTRICT			Active	+	1	
+	HS - North	ı	BUILDING			Active	+	1	
-	HS - Sout	h	BUILDING			Active +		1	
	Location	Type: CLASS							
	Name:	Blair							
	Code:	LNGAR							
	Grade:	11 -							
	Activ	ve O Inactive							
	🗸 Inse	rt 🗙 Cancel							
	► Re	skie	CLASS	ALGAP	12	Active		1	
	▶ — Re	skie	CLASS	ALGEB	12	Active		1	

Your new location appears in the hierarchy level you chose in Step 5.

Note: Classes under the same parent location display in order of **Grade** first, then **Name.** See example below.

⊿	Hadley Distr	ict 202	DISTRICT		
Ι.	- HS -	North	BUILDING	N	
	⊿ - HS-	South	BUILDING	S	
		Jansky	CLASS	BIOSC	10
		Zellar	CLASS	FRENC	10
		Blair	CLASS	LNGAR	11
		Stein	CLASS	ARTSC	11
		Reskie	CLASS	ALGAP	12
		Reskie	CLASS	ALGEB	12

8. To add another location, repeat <u>Steps 5 - 7</u>.

Search for Locations

Data Package: Any

Role: Account Holder or Administrator

To search for a location:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.

DataManager I	til 👘			Hello Tamara Friedman Resources Help Sign out
Overview	Assessments 🗸	Proctoring/Scanning	 Reports 	Administration \land
				Manage Students
What's new with D	ataManager?	Updated: 1/2 1/19	Getting Assistance	Manage Staff Manage Locations
Welcome to a New D)ataManage r		the DataManager Support O	
It is a pleasure to brin	ng you this new look an	d feel	Phone: 1 - 877 - 246 - 8337	Manage Rostering
for DataManager! Up digital resources libra	dates to the login and a ary, test event pages, re	overview screens, port creation	Email Contact: help@riversid	Manage OMR

The Manage Locations page opens.

MA	NAGE LOCATIONS
	View/Manage Locations Click on this link to search for and add/edit/delete locations.
	Export Prepopulated Location Template Export a location import template prepopulated with all of the locations you already have entered in DataManager. You can use this template to help prepare future imports using the exact location names you have entered previously.
	Location Import Template Choose this option to download a template for uploading locations.
	Back

3. Click View/Manage Locations. The top levels of your locations appear in the View/Manage Locations table.

View/Manage Locations									ations	
Nar	me			Туре	Code	Grade	Status	Add	Edit	Del.
4	Hadley			SYSTEM			Active	+	1	
	Þ	F	Hadley 201	DISTRICT			Active	÷	1	
	÷	┝	Hadley 202	DISTRICT			Active	+	1	
Back										Back

4. Search for a location by opening and closing sub-locations in the hierarchy. Click the right arrow (

 I) to expand a node in the hierarchy. Click the down arrow (

 I) to collapse a node in the hierarchy.

View/Manage Locat	ions		
Name	Туре	Code	Grad
- Hadley	SYSTEM		
- Hadley District 20	1 DISTRICT		
 HS East 	BUILDING	E	
HS West	BUILDING	w	
- Hadley District 20	2 DISTRICT		
- HS - North	BUILDING	N	
Art Studi	0 CLASS		

Note the following display rules to help you find a location:

- All locations loaded, entered, and saved in the system appear in this table, including historical locations that may be used for longitudinal reporting.
- To search for locations that have been inactivated (in addition to all active locations), click the **Show Inactive Locations** check box.

View/Manage Locations				I	Show I	nactive	Locati	ons
Name		Туре	Code	Grade	Status	Add	Edit	Del.
	Hadley	SYSTEM			Active	+	1	
	Hadley - 200	DISTRICT			Inactive	+	1	
	Hadley 201	DISTRICT			Active	+	1	
	► — Hadley 202	DISTRICT			Active	+	1	
	ISA DIST Contract	DISTRICT			Inactive	+	1	
								Back

• Locations that share a parent location appear in alphabetical order by **Name** under the parent location, with the exception of class-level (bottom-level) locations. Class-level locations under the same parent location are ordered numerically by **Grade**, then alphabetically by **Name**.

/iew/Ma	nage Locations			
Name		Туре	Code	Grade
i − Ha	adley	SYSTEM		
4	Hadley District 201	DISTRICT		
	 HS East 	BUILDING	E	
	HS West	BUILDING	w	
<u> </u>	Hadley District 202	DISTRICT		
	 HS - North 	BUILDING	N	
	Art Studio	CLASS		
	- HS - South	BUILDING	S	
	Jansky	CLASS	BIOSC	10
	Zellar	CLASS	FRENC	10
	Blair	CLASS	LNGAR	11
	Stein	CLASS	ARTSC	11

Edit Locations

Data Package: Any	Role: Account Holder or Administrator

You can edit the name, code, class level (where relevant), and active/inactive status of a location using the Edit feature.

Important:

- Locations that appear in the hierarchy table include historical locations that may be used for longitudinal reporting. These locations can be edited/inactivated, provided they (and the locations residing underneath them) are not associated with any open test events or assignments. They cannot, however, be deleted.
- Do not modify class names to reflect staff changes. Doing so will overwrite the class names in reports from previous test administrations with the new class name. Instead, inactivate the former classes and add the new classes.

Example 1:

Ms. Smith and Mr. Jones have retired and been replaced by Ms. Clark and Mr. Addison. To update the locations, you must first inactivate the locations "Smith" and "Jones," and then add Clark and Addison to the system as new locations.

Example 2:

Ms. Shea taught grade 3 last year but now teaches grade 4. To update the location, add "Shea" as a grade 4 class location, and then edit Ms. Shea's staff/user record to associate her with the new location. (Inactivate the location of Shea, grade 3.)

To edit a location:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.

DataManager I	lil 👘			Hello Tamara Friedman Resources Help Sign out
Overview	Assessments 🗸	Proctoring/Scanning $ \smallsetminus $	Reports	Administration \land
				Manage Students
What's new with D	ataManager?	Ugdeted: 7/21/19	Getting Assistance	Manage Staff Manage Locations
Welcome to a New D It is a pleasure to brin for DataManager! Up digital resources libra	lataManager ng you this new look an dates to the login and iry, test event pages, re	nd feel overview screens, port creation	Phone: 1 - 877 - 246 - 8337 Email Contact: help@riverside	Manage Rostering

The Manage Locations page opens.



3. Click **View/Manage Locations** to open the locations hierarchy table.

Vi	View/Manage Locations									
Name			Туре	Code	Grade	Status	Add	Edit	Del.	
4	Hadley			SYSTEM			Active	+	1	
	÷	H	Hadley 201	DISTRICT			Active	+	1	
		Н	Hadley 202	DISTRICT			Active	+	1	
Back										

- 4. Use the arrows to browse to the location that you want to edit. See <u>Searching for Locations</u> for detailed instructions.
- 5. Click the pencil icon (\swarrow) in the row of the location you want to edit.

Hadley 201	DISTRICT		Active	÷	1	
A Hadley 202	DISTRICT		Active	+	1	
HS - North	BUILDING		Active	+	1	
→ Art	CLASS	0	Active		\square	
+ Music	CLASS	0	Active		1	
HS - South	BUILDING		Active	÷	1	

The form for the location opens below the entry.

Hadley 202	DISTRICT	Activ	e 🕂 🥖
HS - North	BUILDING	Activ	e 🕂 🥖
→— Art	CLASS	0 Activ	e /
Location Type: CLASS			
Name: Art			
Code:			
Grade: 0			
Active O inactive			
✓ Update X Cancel			
Music	CLASS	0 Activ	e 🥖

Note: The **Grade** field, present at the class-level only, cannot be changed after the initial entry of the class in the locations hierarchy.

- 6. Make edits to the location. See <u>Adding Locations</u> for details about fields. (To inactivate a location, click the **Inactive** selection near the bottom of the form.)
- 7. Click the Update button. (Click Cancel to close the form without saving changes.)

- HS - North	BUILDING
▶ — Art	CLASS
Location Type: CLASS	
Name: Art	
Code: ART	
Grade: 0	
O Active () inactive	
✓ Update × Cancel	

The locations hierarchy table reloads, and your edits appear for the location you edited.

Note: If you inactivated a location, it will not appear in the hierarchy table until you select the **Show Inactive Locations** check box.

liev	w/Manage Locations	Show inactive Locations						
Name	9	Туре	Code	Grade	Status	Add	Edit	Del.
4	UAT SYSTEM	SYSTEM	34		Active	+	1	
	APPLE DIST	DISTRICT			Active	+	1	
	+ Hadley 201	DISTRICT			Active	+	1	
	∡ — Hadley 202	DISTRICT			Active	÷	1	
	A - HS - North	BUILDING			Active	+	1	
	▶ — Art	CLASS	ART	0	Inactive		1	T
	Music	CLASS		0	Active		1	-
	HS - South	BUILDING			Active	+	1	

Delete Locations

Data Package: Any

Role: Account Holder or Administrator

Note: Locations that appear in the hierarchy table include historical locations that may be used for longitudinal reporting. These locations may be inactivated but not deleted.

To delete a location:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.

DataManager I	ld 👘			Helio Tamara Friedman Resources Help Sign out
Overview	Assessments 🗸	Proctoring/Scanning \sim	Reports	Administration \land
				Manage Students
What's new with D	ataManager?	Updated: 7/21/19	Getting Assistance	Manage Staff Manage Locations
Welcome to a New D It is a pleasure to brin for DataManager! Up digital resources libra	D ataManager ng you this new look an dates to the login and ary, test event pages, re	d feel overview screens, port creation	the DataManager Support O Phone: 1 - 877 - 246 - 8337 Email Contact: help@riversid	Manage Rostering

The Manage Locations page opens.

MA	NAGE LOCATIONS					
	View/Manage Locations Click on this link to search for and add/edit/delete locations.					
	Export Prepopulated Location Template Export a location import template prepopulated with all of the locations you already have entered in DataManager. You can use this template to help prepare future imports using the exact location names you have entered previously.					
	Location Import Template Choose this option to download a template for uploading locations.					
	Back					

3. Click View/Manage Locations to open the locations hierarchy table.

Vi	View/Manage Locations									
Nar	ne			Туре	Code	Grade	Status	Add	Edit	Del.
4	Hadley			SYSTEM			Active	+	1	
	÷	F	Hadley 201	DISTRICT			Active	+	1	
	+	ŀ	Hadley 202	DISTRICT			Active	+	1	
									E	Back

4. Use the arrows to browse to the location that you want to delete. See <u>Searching for Locations</u> for detailed instructions on finding a location.

Vie	View/Manage Locations									ations		
Nam	ne					Туре	Code	Grade	Status	Add	Edit	Del.
	UA	T S	SYSTEM	M		SYSTEM	34		Active	+	1	
	Þ		Hadle	ey - 20	0	DISTRICT			Inactive	+	P	
	Þ	\vdash	Hadle	ey 201		DISTRICT			Active	+	1	
		\vdash	Hadle	ey 202	2	DISTRICT			Active	+	1	
			-	HS-	North	BUILDING			Active	+	1	
				-	Art	CLASS	ART	0	Inactive		1	面
				•	Music	CLASS		0	Active		1	_
			-	HS-	South	BUILDING			Active	+	1	

5. Click the delete icon ()) in the row of the location you want to delete.

Note: Only locations that display a delete icon () in their row can be deleted. Classes containing students, test events, or test assignments cannot be deleted.

A confirmation box appears.

6. Click **OK** to confirm the deletion. The location is removed from the hierarchy.

Export Prepopulated Templates

Data Package: Any

Role: Account Holder or Administrator

Exporting a prepopulated template allows you to review the existing locations in your system.

To export a prepopulated location template:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.

DataManager I	ld 👘			Helio Tamara Friedman Resources Help Sign out
Overview	Assessments 🗸	Proctoring/Scanning $ \sim $	Reports	Administration \land
				Manage Students
What's new with D	ataManager?	Updaled: 7/2 9/19	Getting Assistance	Manage Staff Manage Locations
Welcome to a New D)ataManage r		the DataManager Support O	
It is a pleasure to brin for DataManager! Up digital resources libra	ng you this new look an dates to the login and ary, test event pages, re	d feel overview screens, port creation	Phone: 1 - 877 - 246 - 8337 Email Contact: help@riverside	Manage OMR

The Manage Locations page opens.

MAN	AGE LOCATIONS	
	View/Manage Locations Click on this link to search for and add/edit/delete locations.	
	Export Prepopulated Location Template Export a location import template prepopulated with all of the locations you alrew have entered in DataManager. You can use this template to help prepare future imports using the exact location names you have entered previously.	ady
	Location Import Template Choose this option to download a template for uploading locations.	
	1	Back

3. Click **Export Prepopulated Location Template**, and follow your browser's prompts to open and save the template file.

The template file is in a comma-separated-values (.csv) format that opens in Microsoft Excel^{*}. This file contains all previously added locations, including historical locations entered from previous administrations of paper-and-pencil tests submitted to Riverside Insights Scoring Service.

	X 🛃 🔊 → (≌ → ↓ ExportUserLocations.csv [Read-							
	N11	•	0	f _x				
	А	В	С	D	E	F	G	
1	System *	District/A	School/Bu	School/Bu	Class	Grade	Addr	
2	Training S	DM Distric	t					
3	Training S	DM Distric	Boatwrigh	t School			3800	
4	Training S	DM Distric	Boatwrigh	t School	Fairbanks	12 - Twelv	N	
7	Training S	DM Distric	Boatwrigh	t School	John Walt	2 - Two	3800	
8	Training S	DM Distric	Boatwrigh	t School	Kindergar	K - Kinder	E	
9	Training S	DM Distric	Boatwrigh	t School	Math (1)	7 - Seven		
10	Training S	DM Distric	Boatwrigh	t School	Math (2)	7 - Seven		

If changes are needed, do one of the following:

- Submit the changes in a .csv file through your SFTP site (see <u>Updating Location Data</u> section in the *Creating and Submitting Data Files* guide.
- Make the changes manually using the options on the **Manage Locations** page.

CAUTION:

Longitudinal reporting uses these historical locations. Locations can be inactivated but should not be deleted.

Chapter 4. Managing Staff/Users

About Managing Staff/Users

Before staff members and teachers can use *DataManager*[™], administrators must set up a profile for each user. The profile contains identification information, such as first and last names and email addresses. The profile links each user to one or more locations and assigns each user a role, such as administrator, teacher, or proctor. See <u>Understanding Roles and Permissions</u> for more information about roles.

Initially, your district loads staff user profiles by creating and submitting a staff/user data file to Riverside Insights, which then uploads the file to *DataManager*. See <u>Creating and Submitting Data</u> <u>Files</u> for more information.

After the initial creation of staff/user profiles, the **Manage Staff** page allows you to add, edit, and delete staff/users, such as administrators, teachers, and proctors. You can also run a report from this page that allows you to view a staff user's last date accessing the system and the number of times a user has logged in to the system.

Add Staff/Users

Data Package: Any

Role: Account Holder or Administrator

To add a staff/user:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select Administration > Manage Staff.

DataManager I	lil 👘			Hello 1 Resources Help Sign ou
Overview	Assessments ~	Proctoring/Scanning $ \smallsetminus $	Reports	Administration \land
				Manage Students
			Getting Assistance	Manage Staff
What's new with D	ataManager?	Hodeled - 7/2 4/12	If you have any questions or nee	Manage Locations

The Manage Staff page opens.

MA	NAGE STAFF	
	Add Staff/Users Click on this link to add a staff.	
	Search/Edit Staff/Users Click on this link to search for and edit staff.	
	Usage Report Click on this link to see who has accessed the system	
	Export Staff Users Click to Export a list of staff users with all the details you already have entered in DataManager.	
		Back

3. Click Add Staff/Users on the main area of the page. The Create/Edit User form opens. Fields with an asterisk (*) are required.

Add Staff	
First Name: *	(None)
Middle Name:	(None)
Last Name: *	(None)
Email Address: *	(None)
Gender:	(None)
Active User: *	Yes
Roles: *	(None)
Location: *	(None)
	(Back) (Save)

- 4. Click (None) to make fields editable, and then type in the boxes as follows:
 - First Name, Middle Name (Optional), Last Name
 - Email Address: The staff/user will use this email address to log on to DataManager.
 - Gender (Optional)
 - Active User: Defaults to Yes. Selecting No prevents the user from accessing DataManager.
 - Roles: Determines access to information and actions. For more information, see <u>Understanding Roles and Permissions</u>.
 - Location: Places the user within your district's hierarchical structure for setting up, administering, and reporting on assessments. Use the following tips:
 - Click the right arrow (▶) to expand the hierarchy, the down arrow (▲) to collapse the hierarchy.
 - Select the check boxes for one or more locations.
- 5. Do one of the following.
 - Click Save. A User Saved confirmation message appears. Click Save to finalize the new user and open a new blank Add Staff page.
 - To return to the Manage Staff page without adding the user, click the **Back** button.

Search for Staff/Users

Data Package: Any

Role: Account Holder or Administrator

To search for a staff/user:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.

DataManager I	li 👘			Hello 1 Resources Help Sign ou
Overview	Assessments v	Proctoring/Scanning $ \smallsetminus $	Reports	Administration \land
				Manage Students
What's new with D	ataManager?		Getting Assistance	Manage Staff
	-	(Indeled) 7/2 4/49	If you have any questions or nee	Manage Locations

The Manage Staff page opens.

MA	NAGE STAFF	
	Add Staff/Users Click on this link to add a staff.	
	Search/Edit Staff/Users Click on this link to search for and edit staff.	
	Usage Report Click on this link to see who has accessed the system	
	Export Staff Users Click to Export a list of staff users with all the details you already have entered in DataManager.	
		Back

3. Click **Search/Edit Staff/Users** on the main area of the page. The Search Staff page opens. Fields with an asterisk (*) are required.

Search Staff	
First Name	(None)
Last Name	(None)
LogonID	(None)
Location*	(None)
	Search Staff

- 4. Specify the criteria for the search by doing the following:
 - (Optional) In the First Name, Last Name, and/or LogonID (user email address) fields, click (None) and then type all or part of the value in the box.

- In the **Location** field, click **(None)** and select a location from the hierarchy list.

First Name	(None)
Last Name	(None)
LogonID	(None)
Location*	Sunnydale High School East (SHSE)
	 DM District Boatwright School Library Studies (LS) Pillman Elementary Riverside Elementary Riverside Middle School 1 School 2 School 3 Sunnydale High School East (SHSE) Sunnydale High School East (SHSE-1)

5. Click **Search Staff**. A list of staff members that meet your search criteria appears below the search request.

Search St	taff			
	First Name	(None)		
	Last Name	(None)		
	LogonID	(None)		
	Location*	Sunnydale High School East	(SHSE)	
				Search Staff
Result Coun	t: 2			
First Name	Last Name	LogonID	Location	Actions
Rupert	Giles	rgiles@district201.edu	Sunnydale High School East(S	Edit Delete
Jane	Smith	janesmith23@district201.edu	Special Projects(SP) Grade 10	Edit Delete
			🔇 Page 🚹 of 1 🕟	

Edit Staff/User Information

Data Package: Any

Role: Account Holder or Administrator

To edit staff/user information:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select Administration > Manage Staff.

DataManager I	li 👘			Hello Resources Help Sign ou
Overview	Assessments ~	Proctoring/Scanning \sim	Reports	Administration \land
				Manage Students
What's new with D	ataManager?		Getting Assistance	Manage Staff
	-	(Indeted) - 7/2 (/10	If you have any questions or nee	Manage Locations

The Manage Staff page opens.

MA	NAGE STAFF	
	Add Staff/Users Click on this link to add a staff.	
	Search/Edit Staff/Users Click on this link to search for and edit staff.	
	Usage Report Click on this link to see who has accessed the system	
	Export Staff Users Click to Export a list of staff users with all the details you already have entered in DataManager.	
		Back

3. Search for the staff member that you want to edit. See <u>Searching for Staff/Users</u> for instructions. *DataManager* returns one or more users matching your search criteria. (See sample table below.)

Result Coun	t: 3			
First Name	Last Name	LogonID	Location	Actions
Jane	Smith	janesmith23@district201.edu	Multiple Locations	Edit Re-send Activation Email Delete
Karen	Smith	ksmith@rivercity.org	Lawrence Grade 3	Edit Delete
Monica	Smith	msmith@riversidecity.org	Lawrence Grade 3	Edit Delete
			O Page	1 of 1 Ď

4. In the **Actions** column for the staff member you want to edit, click **Edit**. The Edit Staff page opens. Fields with an asterisk (*) are required.

Edit Staff	
First Name: *	Bria
Middle Name:	(None)
Last Name: *	Smith
Email Address: *	bsmith@email.com
Gender:	(None)
Active User: *	Yes
Roles: *	Teacher
Location: *	Riverside Elementary
Reporting Keys:	(None)
Reports Access:	All
	(Back) (Reset Password) (Save)

- 5. Update the staff/user information as necessary. See <u>Adding Staff/Users</u> for information on required fields. Note the following:
 - To reset a user's password, click the **Reset Password** button. A confirmation message appears.
 An email is automatically sent to the user with a link allowing the user to reset the password.
 - In the **Reporting Keys** field, click any key to view more details and activate its check box. Clear or select check box(es) to change the user's ability to create reports for this test.
 - In the Reports Access list, click All or any existing test events to view a list of available tests; in the drop-down list that opens, click [All], [None], or individual check boxes to clear or select the ability of this user to access reports.

Reporting Keys:	RIS966	
Reports Access:	[All] [None]	
	CogAT 2014 Fall	Fall 2015 Demo Testing for Canada
	district-wide	Event15
	July CogAT Testing	DM June deployment smoke test
	ELA Form C 2015	Logramos 2014
	Math Form A 2015	Math Form B 2013

- 6. Do one of the following.
 - Click Save. A User Saved confirmation message appears. Click Ok to finalize edits to the user's record.
 - To return to the Search Staff page without editing this user's record, click the **Back** button.

Delete Staff/User Profiles

Data Package: Any

Role: Account Holder or Administrator

To delete a staff/user profile:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.

DataManager I	li 👘			Hello Resources Help Sign ou
Overview	Assessments ~	Proctoring/Scanning \sim	Reports	Administration \land
				Manage Students
What's new with D	ataManager?		Getting Assistance	Manage Staff
	-	(Indeted) - 7/2 (/10	If you have any questions or nee	Manage Locations

The Manage Staff page opens.

MA	NAGE STAFF	
	Add Staff/Users Click on this link to add a staff.	
	Search/Edit Staff/Users Click on this link to search for and edit staff.	
	Usage Report Click on this link to see who has accessed the system	
	Export Staff Users Click to Export a list of staff users with all the details you already have entered in DataManager.	
		Back

- 3. Search for the staff member you want to delete. See <u>Searching for Staff/Users</u> for instructions.
- 4. In the **Actions** column for the user you want to delete, click **Delete**. A confirmation box appears.
- 5. Click **OK** to delete the staff/user, and then **OK** to confirm the deletion. The user is removed from the search results area.

Search St	Confirm	Message	×
	Are you so User? If Te mapped to	ure you would like to delete this est Events/Rosters/Assignments a o this User, they will also be delete	are ed.
			el) _/.
Result Count: 3	36	User deleted successfully	
First Name	Last I		
John	Admi		om
Chester	Arthu	n	

Staff Usage Report

Data Package: Any Role: Account Holder or Administrator

Usage reports provide you with staff users' last login dates as well as the number of times users have logged on to *DataManager*. When you create the report, you can filter by users and locations. The report itself can be sorted by any of its headings (see below).

To run a staff usage report:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select Administration > Manage Staff.

DataManager I	li 👘			Hello' Resources Help Sign ou
Overview	Assessments 🗸	Proctoring/Scanning ~	Reports	Administration \land
				Manage Students
			Getting Assistance	Manage Staff
What's new with D	ataManager?	Lindelard - 7/2 4/40	if you have any questions or nee	Manage Locations

The Manage Staff page opens.

MA	NAGE STAFF	
	Add Staff/Users Click on this link to add a staff.	
	Search/Edit Staff/Users Click on this link to search for and edit staff.	
	Usage Report Click on this link to see who has accessed the system	
	Export Staff Users Click to Export a list of staff users with all the details you already have entered in DataManager.	
		Back

3. Click **Usage Report**. The **Usage Report** page appears with four available filters (only **Location** is required).

Usage Report	
First Name (None))
Last Name (None))
LogonID (None))
Location* (None))
	Search Staff

- 4. Specify the criteria for the report by doing the following:
 - (Optional) In the First Name, Last Name, and/or LogonID (user email address) fields, click (None) and then type all or part of the value in the box.

Usage Report				
First Name	(None)			
Last Name	(None)			
LogonID	(None)			
Location*	Boatwright Schoo	I		
			Sea	arch Staff
Result Count: 32				ē
	ame	Role	Last Log in	Number of ti
Boatwright School Ac	dministrator John	Administrator	10/23/2015	20
Boatwright School Bo	batwright Proctor1	Proctor	04/03/2015	0
Boatwright School Da	alton Holly	Administrator	10/07/2015	4
Boatwright School De	eCarlo Kevin	Administrator	10/19/2015	0

- In **Location**, click **(None)** and select a location from the hierarchy list.

By default, results sort by **Name**. You can click the up or down arrows in the header of any column to sort by ascending or descending values of that field.

Chapter 5. Managing Rosters

About Managing Rosters

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.

DataManager[™] allows you to create one or more rosters for specific reporting purposes. The scenarios described below will help you decide whether you need a single roster or multiple rosters.

Single Roster

If your school system requires a single reporting structure for all class locations, then you will need a single roster that associates each student with a class location. For example, if your school system is planning to administer *lowa Assessments* Form G to all third graders at Emerson, Longfellow, and Whittier elementary schools, and you want the results reported by classroom teacher in each building, you would need a single roster that associates each student with a single classroom teacher.

Multiple Rosters

If your school system requires a custom reporting structure for each class location, then you must assign multiple rosters that associate students with multiple class locations. For example, your school system is planning to administer the *Riverside Interim Assessments* for English Language Arts (ELA) and the *Riverside Interim Assessments* for Math in the same testing window, and you want results reported by teacher. You would need one roster that associates students with their language arts teachers and another roster that associates students with their math teachers.

Riverside Insights creates rosters for your organization using the location, staff, and student data files you submit. See <u>Creating and Submitting Data Files</u> for more information. After the initial creation of rosters, the **Manage Rosters** page allows you to add, edit, delete, export, deactivate, and activate rosters.

Add Rosters

Data Package: Online Testing

Role: Account Holder or Administrator

To add a roster:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select Administration > Manage Rostering.

g/Scanning 🗸	Reports	Administration 🔺
		Manage Students
		Manage Staff
		Manage Locations
-		(Manage Rostering
		Y I

MANAGE ROSTERING Add New Roster Date C reated 08/13/2019 Roster Name* Add Roster * - Required Field Update Existing Roster Active Rosters Last Updated Roster Name Date Created Action Argyle Test 8/13/2019 Add a student / Rename / Export / De-Activate Assessment Mktg and Sales 3/19/2018 5/20/2019 Add a student / Rename / Export / 2018 De-Activate Assessment Services 2018 3/7/2018 8/6/2019 Add a student / Rename / Export / De-Activate Fall 2019 CogAT testing 7/23/2019 8/13/2019 Add a student / Rename / Export /

The Manage Rostering page opens. Fields with an asterisk (*) are required.

- 3. In the **Date Created** box, type or use the calendar to enter the creation date for the roster. The date defaults to the current date.
- 4. In the **Roster Name** box, type a unique name for the roster.

Note: You can use any combination of alphanumeric characters, special characters, and spaces. For example, you can name a roster "Springfield Elementary - 2014" or "Middleton District - 04/15/15." A maximum of 30 characters is allowed. 5. Click **Add Roster**. A confirmation message appears at the bottom of the **Add New Roster** section of the page. The new roster is added in alphabetical order to the list of **Active Rosters**.

Add Students to Rosters

Data Package: Online Testing Re

Role: Account Holder or Administrator

To add a student to a roster:

1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration 🔺
		Manage Students
		Manage Staff
		Manage Locations
		Manage Rostering
		dim)

The Manage Rostering page opens.

MANAGE ROSTERING	3		
dd New Roster			
Date C reated*	08/13/2019		
Roste r Name*			
			Add Roste
 Required Field 			
ipdate Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Export / De-Activate
Assessment Mitg and Sales 2018	3/19/2018	5/20/2019	Add a student / Rename / Export / De-Activate
Assessment Services 2018	3/7/2018	8/6/2019	Add a student / Rename / Export / De-Activate
Exil 2010 CooAT testing	7/23/2019	8/13/2019	Add a student / Rename / Export /

Locate the roster to which you want to add a student and, in its row, click Add a student.
 The Add Student page opens. Fields with an asterisk (*) are required.

Add Student			
Roster *	Select Roster	<u>×</u>	
Location / Class *	⊳ O System 1		
Grade			
First Name *	(None)		
Last Name *	(None)		
Middle Name	(None)		
Unique Student Id *	(None)		
DOB (MM/DD/YYYY)*	(None)		
Gender *	(None)		
Ethnicity - Hispanic or Latino	(None)		
Race	All		
Program Codes	All		
* Required fields			
		Back Add Another	Save Student

- 3. In the **Roster** list, select the name of the roster to which you want to add the student.
- In the Location/Class list, select the location level to which you want to assign the student. You must assign the student to a class-level location. Click the right arrow (→) to expand the hierarchy. Click the down arrow (→) to collapse the hierarchy. The Grade field automatically displays the grade number based on the class-level location.
- 5. Enter student information by clicking (None) for a field and typing or selecting a value.
 - For the **Unique Student Id** field, the student identification code may be up to 10 characters in length and use any combination of alphanumeric characters, blanks, and dashes.
 - In the **DOB (MM/DD/YYYY)** field, if you enter a date of birth that is out of range for obtaining age-based scores, a warning message appears. Verify the date of birth you entered is correct.
- 6. Do one of the following:
 - If you have other students to enter, click **Add Another**. The new student is added to the system, and a new blank form appears.
 - If you are finished adding students, click Save Student, and then click the Back button to return to the Manage Rostering page.

Rename Rosters

Data Package: Online Testing

Role: Account Holder or Administrator

To rename a roster:

1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration 🔺
		Manage Students
		Manage Staff
		Manage Locations
		Manage Rostering
		dim)

The Manage Rostering page opens.

MANAGE ROSTERING	3		
dd New Roster			
Date C reated*	08/13/2019		
Roste r Name*			
			Add Roster
 Required Field 			
ipdate Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Export / De-Activate
Assessment Mitg and Sales 2018	3/19/2018	5/20/2019	Add a student / Rename / Export / De-Activate
Assessment Services 2018	3/7/2018	8/6/2019	Add a student / Rename / Export / De-Activate
Fall 2019 CogAT testing	7/23/2019	8/13/2019	Add a student / Rename / Export /

- 2. In the **Update Existing Roster** area, locate the active roster you want to rename.
- 3. In the Action column, click Rename. The Rename Roster page opens.

Rename Roster		
Roster Nam	e* 2015-16 Out of District Roster]
		Save Changes Cancel
* = Required Field		
* = Required Field Associated Test I	Events	
* = Required Field Associated Test I Test Event Name	Events Test Event Assessment Type	Test Event Date

4. In the **Roster Name** field at the top, type a new name for the roster.

Note: You can use any combination of alphanumeric characters, special characters, and spaces. For example, you can name a roster "Springfield Elementary - 2014" or "Middleton District - 04/15/15." A maximum of 30 characters is allowed.

5. Click Save Changes. A Roster Upload Results message confirms that the roster has been renamed.

Export Rosters

Data Package: Online Testing Role: Account Holder or Administrator

You can export roster information to a .csv file, which can be opened in a spreadsheet program, such as Microsoft Excel^{*}. The file lists student information, such as name, birthday, and student ID, which are necessary for students to log in for online testing. This allows you to verify the current list of students and help prepare for test administration.

To export a roster:

1.

2. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration 🔺
		Manage Students
		Manage Staff
		Manage Locations
		Manage Rostering

The Manage Rostering page opens.

MANAGE ROSTERING	3		
dd New Roster			
Date C reated*	08/13/2019		
Roste r Name*			
			Add Roste
 Required Field 			
ipdate Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Evourt /
			De-Activate
Assessment Mittg and Sales 2018	3/19/2018	5/20/2019	De-Activate Add a student / Rename / Export / De-Activate
Assessment Mixtg and Sales 2018 Assessment Services 2018	3/19/2018 3/7/2018	5/20/20 19 8/6/2019	De-Activate Add a student / Rename / Export / De-Activate Add a student / Rename / Export / De-Activate

- 3. In the **Update Existing Roster** area, locate the roster you want to export. You can export roster information from the **Active Rosters** and **Inactive Rosters** lists.
- 4. In the **Action** column, click **Export**.
- 5. Follow your browser's prompts and instructions to download or open the file.

DataManager System Administration User Guide

Deactivate Rosters

Data Package: Online Testing

Role: Account Holder or Administrator

When you deactivate a roster, you will no longer be able to select it when you set up new test events. Typically, you deactivate a roster when the data becomes outdated, such as the beginning of a new school year.

For example, in the current school year, students in grade 3 are associated with specific grade and class assignments. In the next school year, most (if not all) students will advance to grade 4 and will be associated with new grade and class assignments. Before you can create a new test event to administer tests in the next school year, you will need to submit a new Student Data File with the new grade and class assignments to Riverside Insights so your roster will be accurate (see <u>Creating</u> and <u>Submitting Data Files</u> or more information). You should also deactivate the outdated roster so it is no longer available to select when you are creating the new test event.

To deactivate a roster:

1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration \land
		Manage Students
		Manage Staff
		Manage Locations
		(Manage Rostering

The Manage Rostering page opens.

MANAGE ROSTERING	6		
Add New Roster			
Date C reated*	08/13/2019		
Roste r Name*			
			Add Roster
* - Required Field			
Update Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Export / De-Activate
Assessment Mitg and Sales 2018	3/19/2018	5/20/2019	Add a student / Rename / Export / De-Activate
Assessment Services 2018	3/7/2018	8/6/2019	Add a student / Rename / Export / De-Activate
Fall 2019 CogAT testing	7/23/2019	8/13/2019	Add a student / Rename / Export /

2. In the **Update Existing Roster** area, locate the roster you want to deactivate in the **Active Rosters** list.

Update Existing Roster			
Active Rosters	_		
Roster Name	Date Created	Last Updated	Action
01-Roycemore Iowa	11/2/2015	11/4/2015	Add a student / Rename / Export / De-Activate
2014 Iowa Fall Roster	9/2/2014	10/7/2015	Add a student / Rename / Export / De-Activate
2015-16 Out of District Roster	9/15/2015		Add a student / Rename / Export / De-Activate
AISD Roster 2015-16 (DM)	8/19/2014	10/23/2015	Add a student / Rename / Export / De-Activate
owa Survey	11/14/2013	5/5/2014	Add a student / Rename / Export / De-Activate
Inactive Rosters			
Roster Name	Date Created	Last Updated	Action
District 065	4/26/2013	6/19/2014	Export / Activate
ITS Roster	6/4/2014	6/19/2014	Export / Activate
			Back

3. In the **Action** column for the roster you want to deactivate, click **De-Activate**. The roster appears in the **Inactive Rosters** list.

MANAGE ROSTER	ING		
Add New Roster			
Date Created*	12/06/2015		
Roster Name*			
			(Add Roster)
* = Required Field			
Update Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
01-Roycemore Iowa	11/2/2015	11/4/2015	Add a student / Rename / Export / De-Activate
2014 Iowa Fall Roster	9/2/2014	10/7/2015	Add a student / Rename / Export / De-Activate
2015-16 Out of District Rosts	er 9/15/2015	100000	Add a student / Rename / Export / De-Activate
AISD Roster 2015-16 (DM)	8/19/2014	10/23/2015	Add a student / Rename / Export / De-Activate
		1 2	
Inactive Rosters			
Roster Name	Date Created	Last Updated	Action
District 065	4/26/2013	6/19/2014	Export / Activate
lowa Survey	11/14/2013	5/5/2014	Export / Activate
ITS Roster	6/4/2014	6/19/2014	Export / Activate
	1250501	1 2 3 4 5	Equal / Admin
1660 6891	80000000 s	SISCO14	Back

Activate Rosters

Data Package: Online Testing

Role: Account Holder or Administrator

You can reactivate a roster that was previously deactivated.

To activate a roster:

1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration \land
		Manage Students
		Manage Staff
		Manage Locations
-		Manage Rostering

The Manage Rostering page opens.

MANAGE ROSTERING	3		
Add N ew Roster			
Date C reated*	08/13/2019		
Roster Name*			
			Add Roster
* - Required Field			
Update Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Export / De-Activate
Assessment Mitg and Sales 2018	3/19/2018	5/20/2019	Add a student / Rename / Export / De-Activate
Assessment Services 2018	3/7/2018	8/6/2019	Add a student / Rename / Export / De-Activate
Fall 2019 CogAT testing	7/23/2019	8/13/2019	Add a student / Rename / Export /

2. In the Inactive Rosters list, locate the roster you want to activate.

MANAGE ROSTER	ING		
Add New Roster			
Date Created*	12/06/2015		
Roster Name*			
1			(Add Roster)
 Required Field 			
Update Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
01-Roycemore Iowa	11/2/2015	11/4/2015	Add a student / Rename / Export / De-Activate
2014 Iowa Fall Roster	9/2/2014	10/7/2015	Add a student / Rename / Export / De-Activate
2015-16 Out of District Rost	er 9/15/2015		Add a student / Rename / Export / De-Activate
AISD Roster 2015-16 (DM)	8/19/2014	10/23/2015	Add a student / Rename / Export / De-Activate
		1 2	
Inactive Rosters			
Roster Name	Date Created	Last Updated	Action
District 065	4/26/2013	6/19/2014	Export / Activate
lowa Survey	11/14/2013	5/5/2014	Export / Activate
ITS Roster	6/4/2014	6/19/2014	Export / Activate
		1 2 3 4 5	Equal / Administration
	Receiver a	S7572014	Back

3. In the Action column for the roster you want to activate, click Activate. The roster appears in the Active Rosters list.

Jpdate Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
01-Roycemore Iowa	11/2/2015	11/4/2015	Add a student / Rename / Export / De-Activate
2014 Iowa Fall Roster	9/2/2014	10/7/2015	Add a student / Rename / Export / De-Activate
2015-16 Out of District Roster	9/15/2015		Add a student / Rename / Export / De-Activate
AISD Roster 2015-16 (DM)	8/19/2014	10/23/2015	Add a student / Rename / Export / De-Activate
owa Survey	11/14/2013	5/5/2014	Add a student / Rename / Export / De-Activate
Inactive Rosters			
Roster Name	Date Created	Last Updated	Action
District 065	4/26/2013	6/19/2014	Export / Activate
ITS Roster	6/4/2014	6/19/2014	Export / Activate
	2/10/2013	3757223.4	Back

Chapter 6. Managing Students

About Managing Students

Before you can create a test event, you must set up student records in *DataManager*[™]. Student records are linked to specific locations so that you can search and view student test information for a particular class, building, and district. A student's test results are reported back to the student's assigned location.

Initially, your district loads student records by creating and submitting a student data file to Riverside Insights, which then uploads the file to *DataManager*. See <u>Creating and Submitting Data Files</u> for more information. After the initial creation of student records, the **Manage Students** page allows you to add, edit, and delete student records.

Unique Student ID Requirement

Each student record must have a student ID that is unique across your school system. The student ID is a critical data element in *DataManager* that aids in matching student results and the accumulation of test results over time. Student IDs are also important for ensuring prompt turnaround of score reports following test administration.

Add Students to Rosters

Data Package: Online Testing Ro

Role: Account Holder or Administrator

To add a student to a roster:

1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.

g/Scanning 🗸	Reports	Administration 🔺
		Manage Students
		Manage Staff
		Manage Locations
		Manage Rostering
		4.00

The Manage Rostering page opens.

MANAGE ROSTERING	3		
Add New Roster			
Date C reated*	08/13/2019		
Roster Name*			
			Add Roster
* = Required Field			
Update Existing Roster			
Active Rosters			
Roster Name	Date Created	Last Updated	Action
Argyle Test	8/13/2019		Add a student / Rename / Export / De-Activate
Assessment Mitg and Sales 2018	3/19/2018	5/20/2019	Add a student / Rename / Export / De-Activate
Assessment Services 2018	3/7/2018	8/6/2019	Add a student / Rename / Export / De-Activate
Fall 2019 CogAT testing	7/23/2019	8/13/2019	Add a student / Rename / Export /

Locate the roster to which you want to add a student and, in its row, click Add a student.
 The Add Student page opens. Fields with an asterisk (*) are required.

Add Student			
Roster *	Select Roster	×	
Location / Class *	> O System 1		
Grade			
First Name *	(None)		
Last Name *	(None)		
Middle Name	(None)		
Unique Student Id *	(None)		
DOB (MM/DD/YYYY)*	(None)		
Gender *	(None)		
Ethnicity - Hispanic or Latino	(None)		
Race	All		
Program Codes	All		
* Required fields			
		Back Add Another	Save Student

- 3. In the **Roster** list, select the name of the roster to which you want to add the student.
- In the Location/Class list, select the location level to which you want to assign the student. You must assign the student to a class-level location. Click the right arrow (→) to expand the hierarchy. Click the down arrow (→) to collapse the hierarchy. The Grade field automatically displays the grade number based on the class-level location.
- 5. Enter student information by clicking (None) for a field and typing or selecting a value.
 - For the **Unique Student Id** field, the student identification code may be up to 10 characters in length and use any combination of alphanumeric characters, blanks, and dashes.
 - In the **DOB (MM/DD/YYYY)** field, if you enter a date of birth that is out of range for obtaining age-based scores, a warning message appears. Verify the date of birth you entered is correct.
- 6. Do one of the following:
 - If you have other students to enter, click **Add Another**. The new student is added to the system, and a new blank form appears.
 - If you are finished adding students, click Save Student, and then click the Back button to return to the Manage Rostering page.

Search for Student Records

Data Package: Online Testing Role: Account Holder or Administrator

To search for a student record:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Students**.

		Hello Resources Help Sign out
g/Scanning 🗸	Reports	Administration \land
		Manage Students

The Manage Students page opens.

MA	NAGE STUDENTS	
	Add Student Click on this link to add a student.	
	Search/Edit Student Click on this link to search for and edit a student	
		Back

3. Click **Search/Edit Student**. The Search Student page opens.



- 4. Enter search criteria by clicking (None) for any of the fields and typing partial or full values.
- 5. Click **Search Student**. A list of students that meets the selected search criteria appears.

Search Studen	t			
F	irst Name	(None)		
L	ast Name	smith		
	StudentID	(None)		
				Search Student
Result Count: 3				
First Name	Last Nam	e StudentID	Roster Name	Actions
DeAngelo	Smith	rpc015	Boatwright Roster	Edit Delete Change_Log
Stephanie	Smith	boat631504	Boatwright Roster	Edit Delete Change_Log
Jim	Smith	0000001	2014 Iowa Roster	Edit Delete Change_Log
			Page	1 of 1 Dack

- 6. Do one of the following:
 - To search for another student, enter new search criteria and click Search Student.
 - If you are finished searching for student records, click Back to return to the Manage Students page.
 - To edit a student's record, delete the student, or view a student's change log, click the relevant link in the Actions column of the search results. For further instructions, see <u>Editing Student</u> <u>Records</u> or <u>Deleting Student Records</u>.

Note: The **Change_Log** lists all of the fields in the student's profile and includes the current value, the previous value, the date of the change, and the user who changed the data. It is created when the student is added to the system either by a batch file or through the **Manage Students** page.

Student Informa	ation Changes			
Data	Current Value	Previous Value	Changed By (Changed On
Student Id	1232		Roster File	
First Name	Bri	Bria	Administrator, District	10/26/2015
Last Name	Smitt	Smith	Administrator, District	10/26/2015
Middle Name			Roster File	
DOB (MM/DD /YYYY)	02/02/2009	02/02/2008	Administrator, District	10/26/2015
Gender	Female	Unknown	Administrator, District	10/26/2015
Roster	Riverside Elementary 07/1			
Location/Class	Pillman Class () Grade 4	Armstrong Gr 2	Administrator, District	10/26/2015
Grade	Grade 4	Grade 2	Administrator, District	10/26/2015
Back to Student	search			

Edit Student Records

Data Package: Online Testing Role: Account Holder or Administrator

To edit a student record:

- 1. Search for the student whose information you want to edit. See <u>Searching for Student Records</u> for instructions.
- 2. In the Actions column for the student you want to edit, click Edit. The Edit Student page opens.

Edit Student	
Student Id	1012
Roster *	Sunnydale 11/13/2015
Location / Class *	Special Projects (SP) Grade 10
	DM District
Grade	Grade 10
First Name *	Cordelia
Last Name *	Smith
Middle Name	(None)
DOB (MM/DD/YYYY) *	12/05/2000
Gender *	Female
Ethnicity - Hispanic or Latino	No
Race	(None)
Program Codes	(None)
* Required fields	
	(Back) (Save)

- 3. Update the student information. Fields with an asterisk (*) are required. For details about the fields on this page, see <u>Adding Students</u>.
- 4. Do one of the following.
 - Click Save. A Student Saved confirmation message appears. Click Ok to confirm the edits.
 - To return to the Manage Students page without editing any of the user's information, click the Back button.

Delete Student Records

Data Package: Online Testing	Role: Account Holder or Administrator	

You can delete a student from one or more rosters.

To delete a student:

- 1. Search for the student whose record you want to delete. See <u>Searching for Student Records</u> for instructions.
- 2. In the **Actions** column for the student you want to delete, click **Delete**. A dialog box appears with a list of rosters with which the student is associated.

	Roster	Building	Location/Class
-	ISG_District_06_06_12	InstrTech School	InstrTech Class Grade 2
	Hilidale_Schools	Fillidale Element	Thompson Grade 2

- 3. Select the rosters from which you want to remove the student.
- 4. Click **OK**. A message appears asking you to confirm that you want to delete the student from the selected rosters.
- 5. Click **OK**. The student is deleted from the selected rosters, but the student record remains in *DataManager*.

Note: If a student with test results is accidentally deleted from *DataManager*, the student's test results will continue to be reported. You can add a student back to the system using the same information and student ID number. *DataManager* will treat the student information as if it had not been deleted.

Chapter 7. Account Administration

About Your DataManager Account

The Manage Account Information page allows you to view and manage your purchased test administration balances, run testing activity reports, and set notifications to alert you when your account balance reaches certain limits. If you purchased a subscription to *Riverside Interim Assessments*, you can also view current license information to determine when you should renew your subscription.

Note: The features, actions, and links related to **Testing Activity/Notifications** and **View License Information** are only available to Account Holders.

Understanding Test Administration Balances

For some assessment groups, test administrations are purchased before testing and appear as a credit balance. For other assessment groups, test administrations are purchased after testing and appear as a debit or negative balance, which is billed and reconciled after testing. For example, if you purchase 150 online testing administrations for the *CogAT* Screening Form, a line item appears on the Manage Account Information page showing the test administration balance for that assessment group. The following guidelines explain how your balances will appear based on the assessment group you purchased.

Assessment Name	Administration Balance	Action
lowa Assessments Core/Complete	150	Manage Notifications / Export Test Activity Detail
Iowa Assessments Survey	75	Manage Notifications / Export Test Activity Detail
CogAT Complete	75	Manage Notifications / Export Test Activity Detail
CogAT Screening Form	100	Manage Notifications / Export Test Activity Detai
Riverside Interim Assessments	75	Manage Notifications / Export Test Activity Detail

Plain-paper Testing

- *Iowa Assessments, CogAT,* and *CogAT* Screening Form testing materials are purchased up front, and scoring is purchased after tests are administered.
 - The test administration balance begins at zero and decreases by one the first time a student's subtest is sent through scoring, resulting in a negative balance.
 - The test administration balance does not decrease for subsequent subtests submitted for the same student as part of the same test event; however, the test administration balance will decrease by one when the same student tests again in a new test event.

- *Riverside Interim Assessments* test administrations are added upon purchase of a testing license, which is issued for a specific number of test administrations within a year.
 - A test administration is deducted from the balance the first time a student's subtest is scored.
 - The student can then be tested an unlimited number of times for all test events within the same license period.

Online Testing

- Test administrations are added upon purchase for all assessment groups.
- *Iowa Assessments, CogAT*, and *CogAT* Screening Form test administrations are deducted from the balance the first time a student's subtest is sent through scoring. The test administration balance does not decrease for subsequent subtests submitted for the same student as part of the same test event; however, the test administration balance will decrease by one when the same student tests again in a new test event.
- *Riverside Interim Assessments* test administrations are deducted from the balance the first time a student's subtest is scored. The student can then be tested an unlimited number of times for all test events within the same license period.

Manage Notifications

Data Package: Online Testing	Role: Account Holder
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When you begin administering tests to students, the test administration balance is adjusted based on the assessment group and mode of administration (plain-paper or online testing). You can set a low-balance threshold for each assessment group that will trigger an email alert when your test administration balance reaches the specified level.

To manage test administration notifications:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. From the top navigation bar (of any page), select **Administration** > **Manage Notifications**. A page appears displaying tables with your account information.

anage Notifications - Per	centage of Administrations Rem	aining
Select Percent Remaining Notifications	10%	
anage Notifications - Nu	nber of Administrations Remaining	ng
Select Number Remaining Notifications	-5, 10	
Notifications		Back Sav

- 3. Locate the assessment for which you want to manage notifications. Assessments are grouped by mode of administration.
- 4. In the **Action** column, click **Manage Notifications**. A page appears displaying the percent and number of remaining notifications.

Select Percent Remaining Notifications	10%		
anage Notifications - Nun	ber of Administrati	ons Remaining	
Select Number Remaining Notifications	5, 10		

- 5. Do one of the following:
 - To set a threshold based on the percentage of test administration credits remaining, in the Percentage of Administrations Remaining list, click the current setting and then select one or more predefined notification threshold values. The default threshold value is five percent.

 To set a threshold based on the number of test administrations remaining, in the Number of Administrations Remaining list, click the current setting, and then type up to six notification threshold values.

Note: A notification threshold can be set to a negative value to accommodate assessment groups in which the starting test administration balance is zero and decreases by one the first time a student's subtest is sent through scoring (for example, *Iowa Assessments* plain-paper testing).

- 6. Click Save.
- 7. To manage notifications for another assessment, click **Back** to return to the **Manage Notifications** page and click **Manage Notifications**.

Export Test Activity Detail

|--|

Role: Account Holder

You can export a test activity detail report that shows your test administration balances for all assessments.

To export test activity detail:

- 1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
- 2. In the left navigation menu, click **Testing Activity/Notification**. A page appears displaying tables with your account information.

Manage Online Testing Account Information						
Assessment Name	Administration Balar	nce Action				
Iowa Form F Core/Complete	{-46}	Manage Notifictns / Export Test Activity Detail				
lowa Form F Survey	814	Manage Notifictns / Export Test Activity Detail				
CogAT Complete	{-1104}	Manage Notifictns / Export Test Activity Detail				
CogAT Screening Form	{-174}	Manage Notifictns / Export Test Activity Detail				
CogAT Post Screening Form	{-3}	Manage Notifictns / Export Test Activity Detail				
Riverside Interim Assessments	902	Manage Notifictns / Export Test Activity Detail				

Manage Plain Paper Scanning Account Information

Assessment Name	Administration Balance	Action
lowa Form E Core/Complete	0	Export Test Activity Detail
lowa Form E Survey	0	Export Test Activity Detail
lowa Form F Core/Complete	0	Export Test Activity Detail
lowa Form F Survey	0	Export Test Activity Detail
CogAT Complete	{-1}	Export Test Activity Detail
CogAT Screening Form	{-18}	Export Test Activity Detail

Manage OMR Scanning Account Information

Assessment Name	Administration Balance	Action
lowa Form E Core/Complete	0	Export Test Activity Detail
lowa Form E Survey	{-3}	Export Test Activity Detail
CogAT Complete	{-11}	Export Test Activity Detail
CogAT Screening Form	0	Export Test Activity Detail
Combined CogAT/lowa Form E	0	Export Test Activity Detail
Combined CogAT/lowa Form F	0	Export Test Activity Detail
Logramos	0	Export Test Activity Detail
		Back

- 3. Locate the assessment for which you want to export test activity detail. Assessments are grouped by mode of administration.
- 4. In the Action column, click Export Test Activity Detail. The Export Test Activity Detail page opens.

Search Student		
First Name	(None)	
Last Name	(None)	
StudentID	(None)	
		Search Student

- 5. In the **From** box, type or use the calendar to enter the start date for the report range.
- 6. In the **To** box, type or use the calendar to enter the end date for the report range.
- 7. Click **Export**. Your browser responds with an Open or Save file dialog box.
- 8. Follow your browser's prompts to open or save the file. The file is formatted as comma-separated values (.csv), which can be opened in a spreadsheet program, such as Microsoft Excel^{*}. The file lists test activity information for assessments, including:
 - Test group, event name, and level
 - Mode of administration
 - Name of your organization
 - Location
 - Administration activity

You can work within your spreadsheet or text application to format and view the data.

1	A	В	C	D	E	J.	К	L	М	N	0	P
1	Date	Test Group	Test Event Name	Test Level	Administr	District Na	Building Name	Class Name	Grade	Withd	Depos	Balance
2	9/1/2015	Iowa Form F Surv	ELL Iowa Testing Aug/Sep	Level 12	Online Te	Riverside	Stephen Austin	SAMS	6	1	0	-1
3	9/15/2015	Iowa Form F Surv	ELL Identification 2015	Level 10	Online Te	Riverside	Riverside Elem	Richard Johnson	4	1	0	-2
4	9/16/2015	Iowa Form F Surv	ELL Identification 2015	Level 8	Online Te	Riverside	Riverside Elem	Daniel Tompkin:	2	1	0	-3
5	9/16/2015	Iowa Form F Surv	ELL Identification 2015	Level 11	Online Te	Riverside	Riverside Elem	George Dallas	5	1	0	-4
6	9/16/2015	Iowa Form F Surv	ELL Identification 2015	Level 9	Online Te	Riverside	Riverside Elem	John Calhoun	3	1	0	-5
7	9/18/2015	Iowa Form F Surv	ELL Identification 2015	Level 11	Online Te	Riverside	Riverside Elem	George Dallas	5	1	0	-6
8	9/24/2015	Iowa Form F Surv	ELL Iowa Testing Aug/Sep	Level 9	Online Te	Riverside	Sam Houston E	SHES	3	1	0	-7
9	9/30/2015	Iowa Form F Surv	ELL Iowa Testing Aug/Sep	Level 10	Online Te	Riverside	Sam Houston E	SHES	4	1	0	-8
10	9/30/2015	Iowa Form F Surv	ELL Iowa Testing Aug/Sep	Level 12	Online Te	Riverside	Stephen Austin	SAMS	6	1	0	-9
11	9/30/2015	Iowa Form F Surv	ELL Identification 2015	Level 11	Online Te	Riverside	Riverside Elem	George Dallas	5	1	0	-10
12	10/2/2015	Iowa Form F Surv	ELL Identification 2015	Level 11	Online Te	Riverside	Riverside Elem	George Dallas	5	2	0	-12
12												

View License Information

Data Package: Online Testing	Role: Account Holder
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Test administration licenses for *Iowa Assessments, CogAT* and *Logramos* online testing are assigned by school year, defined as 7/1-6/30, and should be used by 6/30 each year. As you purchase licenses in the fall, they are applied to the current school year, and beginning each January you have the option of purchasing licenses to use through the next school year. Any unused licenses will be rolled over into the next school year as part of your district's renewal process, and billing reconciliation for your account will occur on an annual basis. As an Account Holder, you can view your license period information on the View Licenses page.

To view license information:

- 1. Sign in to your *DataManager* account.
- 2. In the left navigation menu, click View Licenses.

Note: You must be an Account Holder to see the **View Licenses** selection in the left navigation menu.

Manage Locations	VIEW LICENSES			
Manage Staff Users	Assessment Name	Administration Mode	License Start Date	License End Date
Manage Rosters	Iowa Assessments Core/Complete/Survey	Online	07/01/2019	06/30/2020
Manage Students	CogAT Complete/Screening/Post-Screener	Online	07/01/2019	06/30/2020
Testing Activity/Notifications	Logramos	Online	07/01/2019	06/30/2020
New Licenses	Riverside Interim Assessments	Online	09/19/2018	09/19/2019
Settings and Preferences				Back

The View Licenses page opens with license information for the assessments you purchased.

Chapter 8. Allow Additional Languages for CogAT Upper-Level Tests

Students taking the CogAT upper-level tests can receive audio and written instructions in 6 languages in addition to English and Spanish:

- Arabic
- Chinese-Mandarin*
- Chinese-Cantonese*
- Russian
- Somali
- Vietnamese
- ! *Important: Chinese Mandarin and Chinese Cantonese are two distinct dialects with different spoken (audio) translations. Mandarin is the official spoken and written language of China; Cantonese is spoken in Hong Kong. Your selection should reflect the audio language of your student population.

Students testing in an additional language can toggle between that language and English, as shown below:

Student Name: Matthew Hoy Verbal Classification - Level 11	CogAT	Sample Screen: 1 of 5
English Soomaali		
How are these we	rds alike?	
арр	e orange pear	
English	Sogmaali	
	Sidee erayadaan isugu egyihi	iin?
	apple	e orange pear
		Next ►

Enabling Testing in Additional Audio Languages

The Audio Language feature is available by default when your district initially sets up its account with Riverside Insights. You must enable specific languages in your Administration settings in order for translations to be available for users creating test sessions.

To enable one or more additional audio languages:

- 1. Sign in to DataManager as an Administrator or Account Holder.
- 2. Select the **Administration** link in the top navigation bar or from the Site Map at the bottom of any page.
- 3. Click Settings and Preferences, then select Audio Language.

DataManager I	ılı					I	Hello Tamara Friedman Resources Help Sign out
Overvie w	As	ssessments 🗸	Proctoring/Scar	ning 🗸	Reports		Administration \land
Manage Reporting Access							Manage Students
Download DFAs							
Manage OMR Scanning Options	SEI	TING S AND P	REFERENCES)			Manage Staff
Manage Locations		Audio Language					
Manage Staff Users	Π.	Click on this link to	manage additional la	iguage opti	ions for CogAT audio	tests.	Manage Locations
Manage Rosters					X		Manage Rostering
Manage Students							
Settings and Preferences							Manage OMR Scanning Settings
						\backslash	Man age Reports Access
							Settings and Preferences

The Audio Language page opens. Audio-English is set to On and cannot be changed. Audio-Spanish defaults to On.

The remaining languages default to Off.



DataManager System Administration User Guide

DataManager System Administration User Guide