DataManager™

System Administration User Guide

Version 4

Riverside Insights™

Acknowledgments

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Riverside Insights™

Table of Contents

System Administration

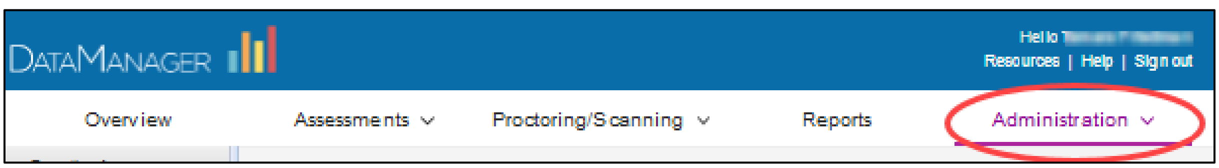
Chapter 1. Overview

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.



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.

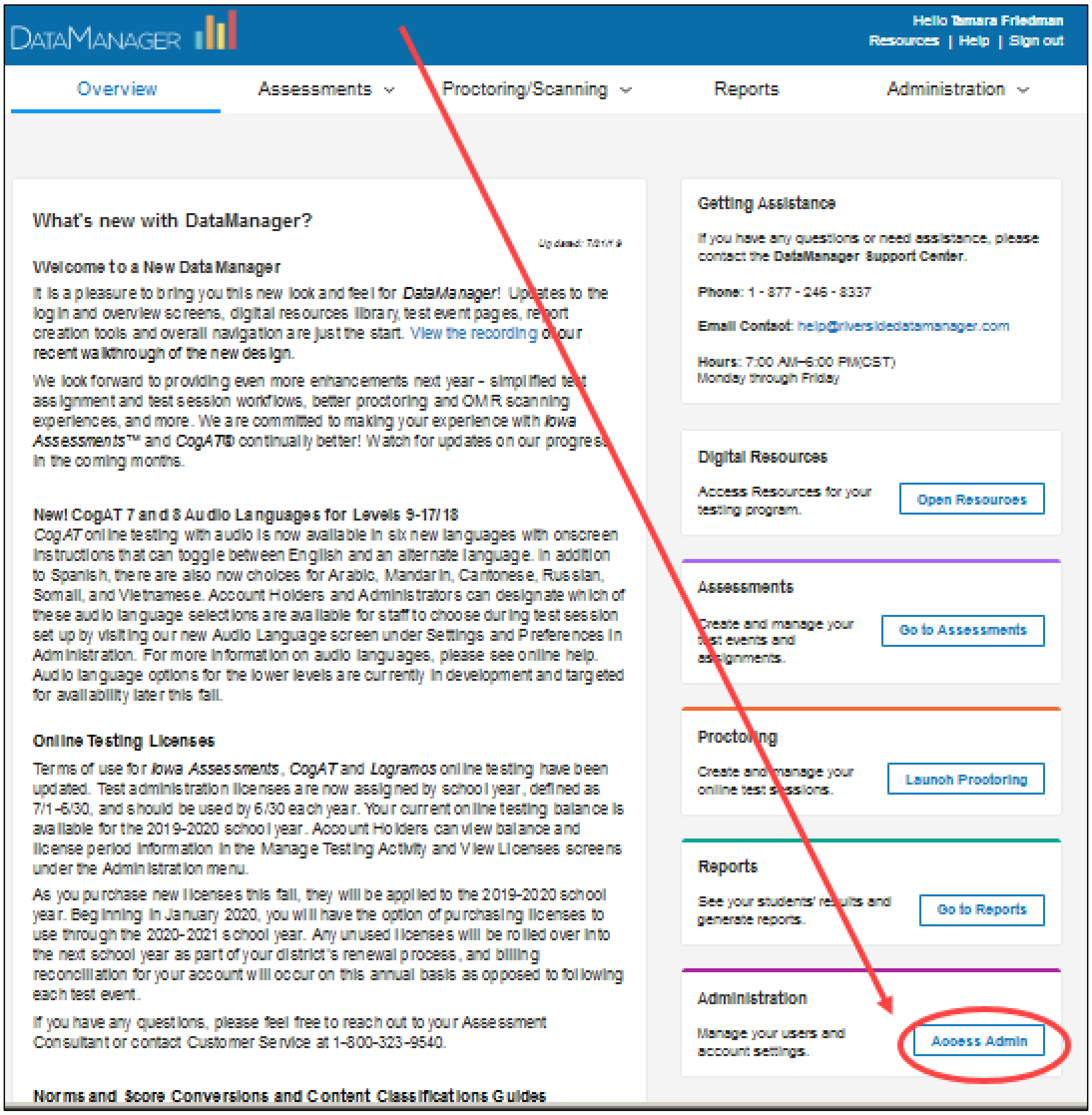
Note: To view PDF files, you need Adobe® Reader®. You can download a free copy from the Adobe website at https://get.adobe.com/reader/. See System Requirements for information regarding the minimum version of Adobe Reader required.

Download DFAs

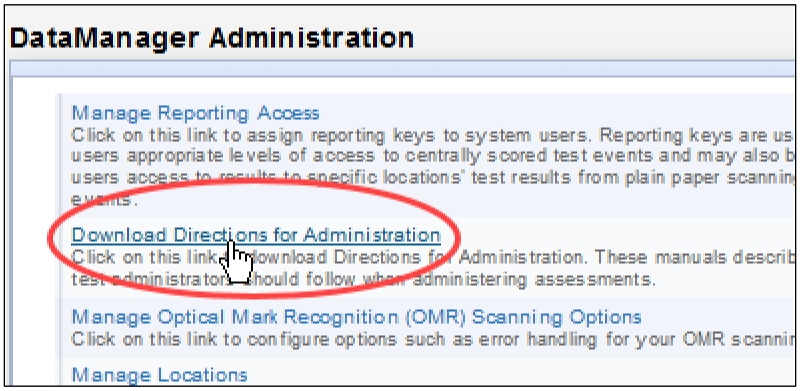
Data Package: Any **Role:** Account Holder or Administrator

To download a document:

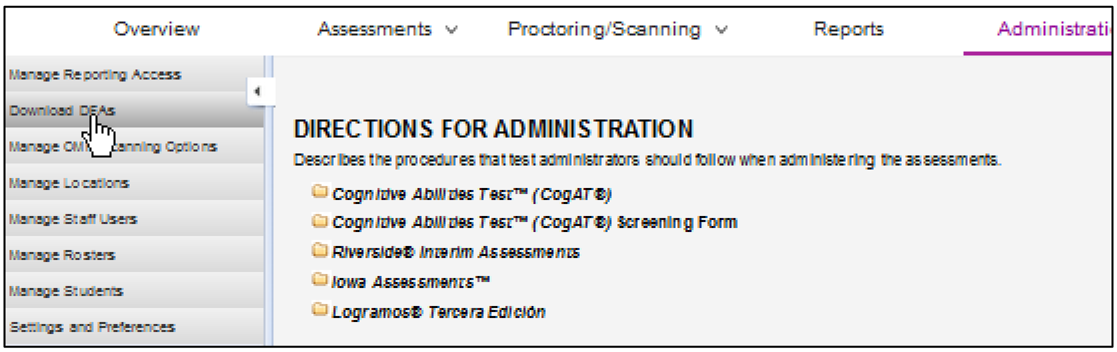
1. Sign in to your *DataManager* account with your user name and password.
2. From the Overview page, select **Access Admin** in the right-column **Administration** card.



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.



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 Creating and Submitting Data Files 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.)

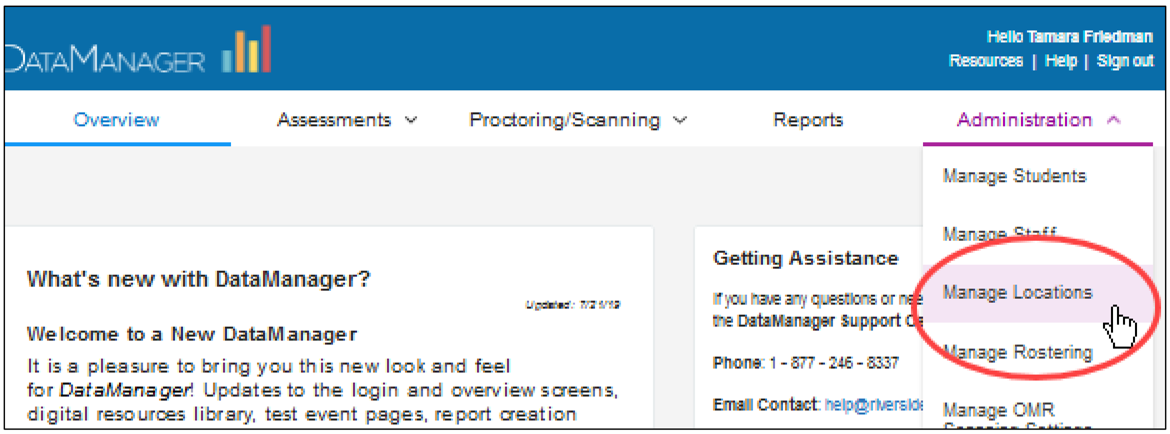
Changes you make through this interface are synchronized with the Riverside Insights Scoring Service and reports.

Add Locations

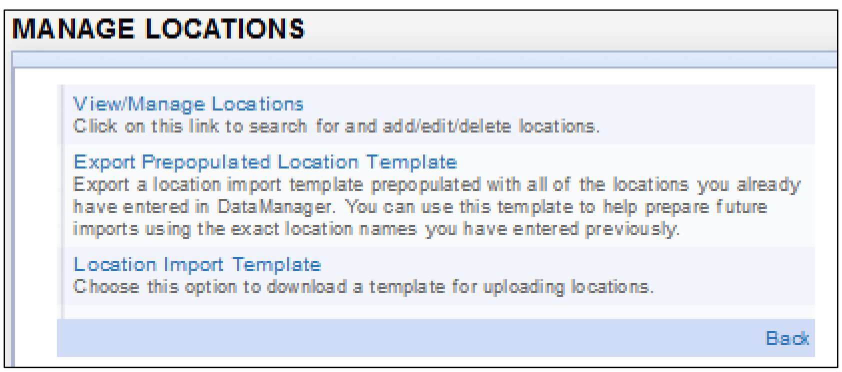
Data Package: Any **Role:** Account Holder or Administrator

To add a location:

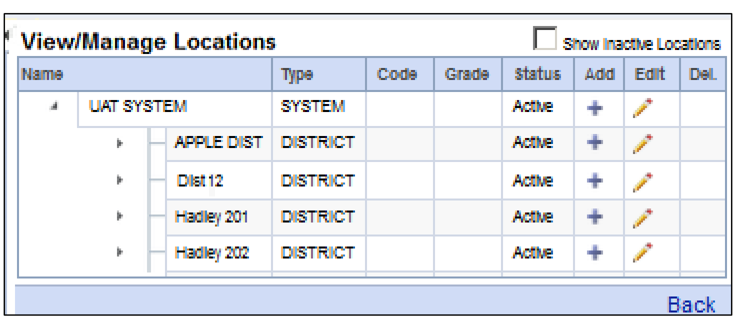
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.



The **Manage Locations** page opens.

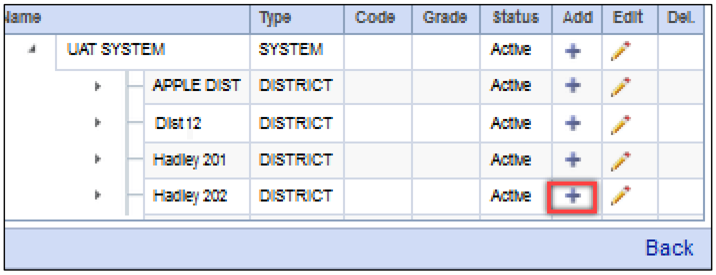


3. Click **View/Manage Locations**. The **View/Manage Locations** page opens to a display of your hierarchy.

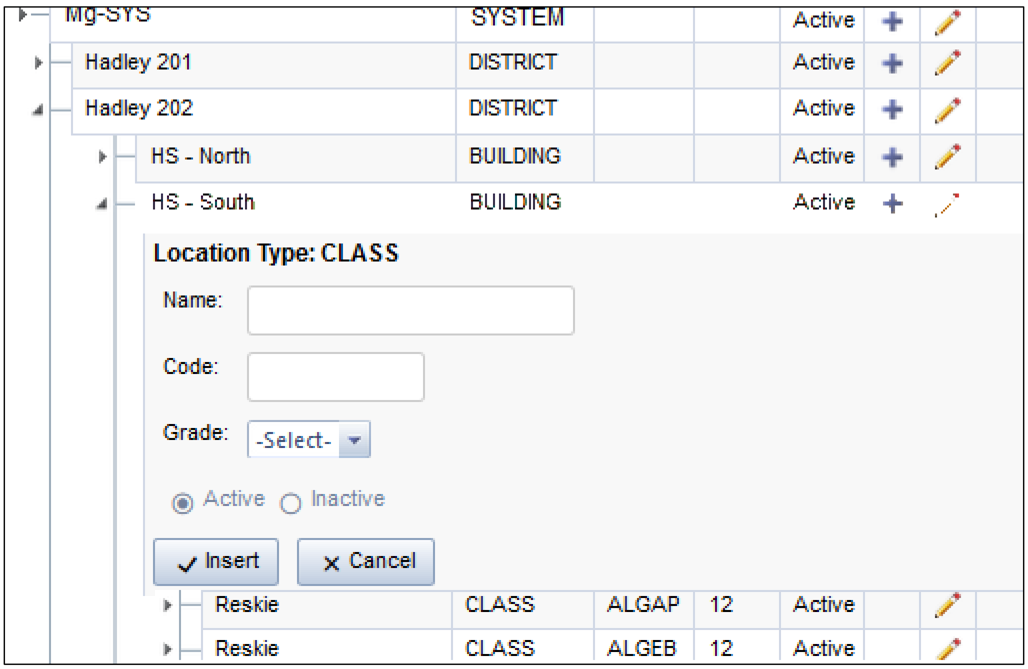


4. Search the hierarchy until you find the parent location of your new entry. For instructions, see Searching for Locations.

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



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

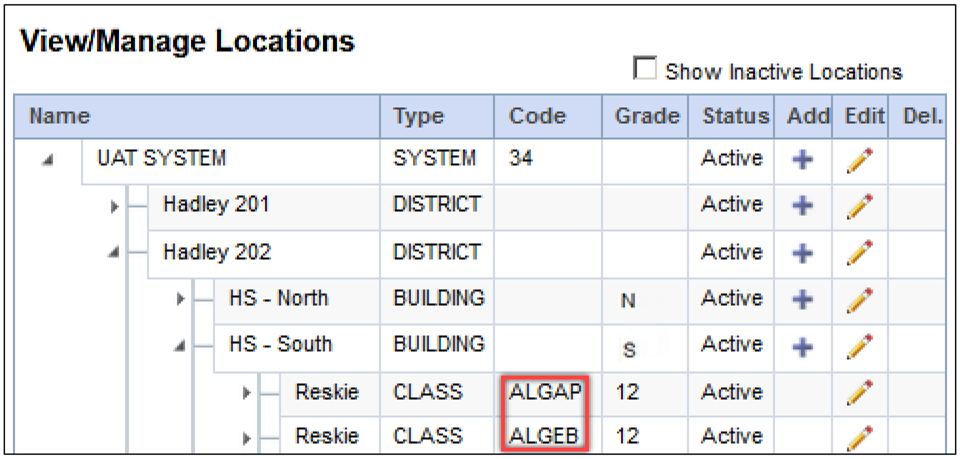


All location types display a field for **Name**. Locations also provide an additional **Code** entry option. Classes also provide a **Grade** selection list (**0-12**).The first time you view the View/Manage Locations page, all locations default to **Active**.

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.



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 Edit Locations.)

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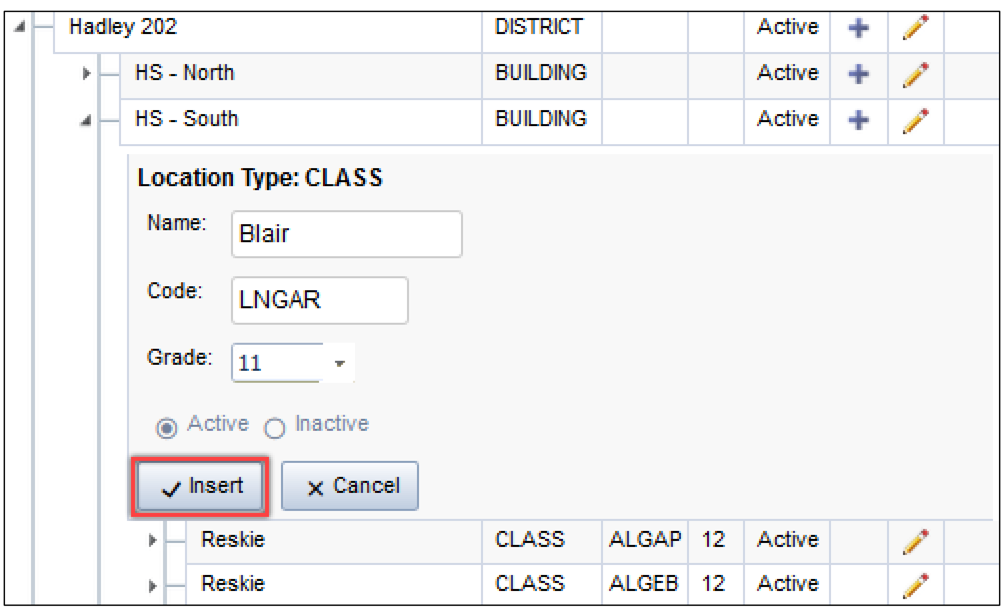
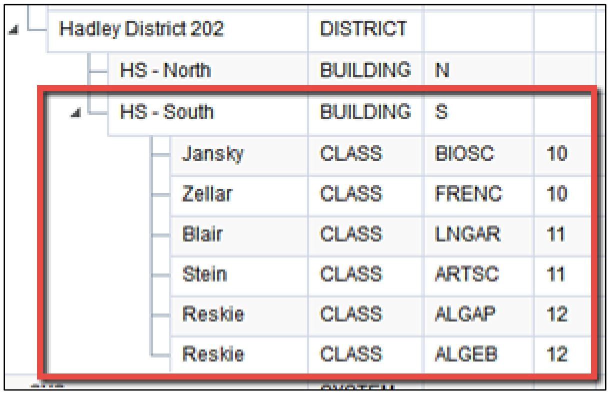
7. Click the **Insert** button when you have finished entering information for the location.



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.



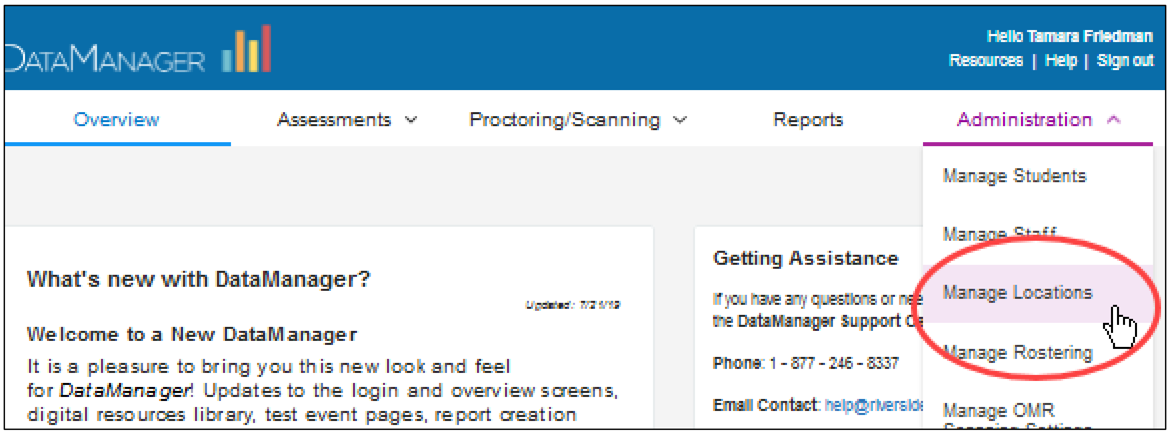
8. To add another location, repeat Steps 5 - 7.

Search for Locations

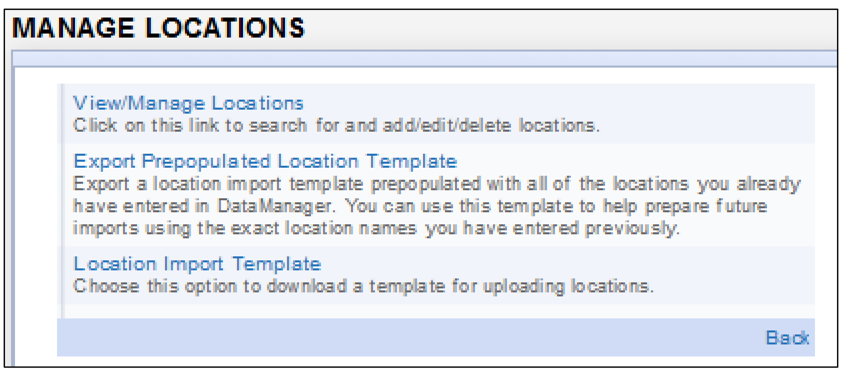
Data Package: Any **Role:** Account Holder or Administrator

To search for a location:

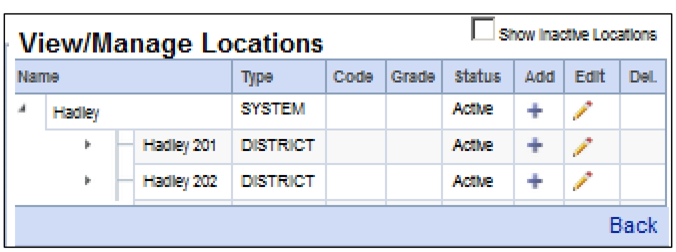
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.



The **Manage Locations** page opens.



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



4. Search for a location by opening and closing sub-locations in the hierarchy. Click the right arrow ( ) to expand a node in the hierarchy. Click the down arrow ( ) to collapse a node in the hierarchy.

View/Manage Locations

Name	Type	Code	Gra
Hadley	SYSTEM		
Hadley District 201	DISTRICT		
HS East	BUILDING	E	
HS West	BUILDING	W	
Hadley District 202	DISTRICT		
HS - North	BUILDING	N	
Art Studio	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

☑ Show Inactive Locations

Name	Type	Code	Grade	Status	Add	Edit	Del.
Hadley	SYSTEM			Active			
Hadley - 200	DISTRICT			Inactive			
Hadley 201	DISTRICT			Active			
Hadley 202	DISTRICT			Active			
ISA DIST Contract	DISTRICT			Inactive			

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**.

View/Manage Locations

Name	Type	Code	Grade
Hadley	SYSTEM		
Hadley District 201	DISTRICT		
HS East	BUILDING	E	
HS West	BUILDING	W	
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:

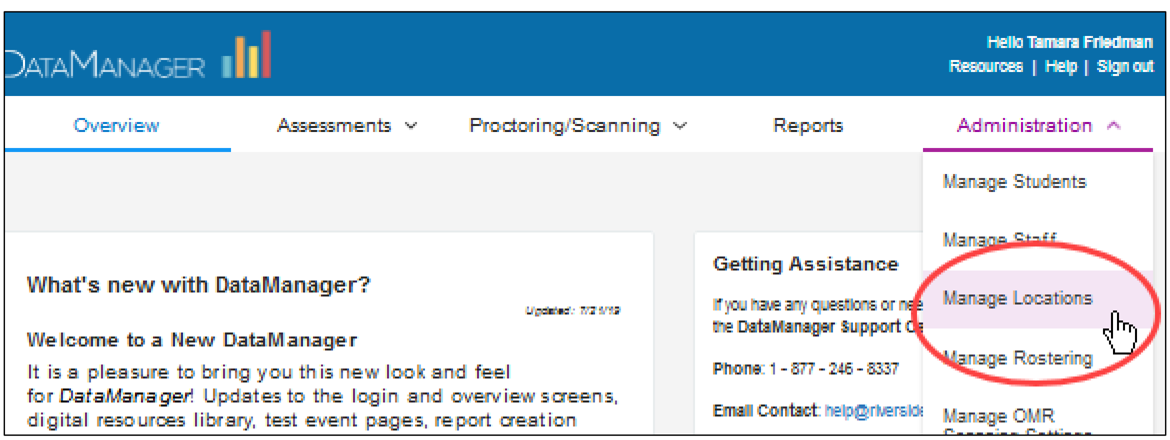
- Locations that appear in the hierarchy table include historical locations that may be used for longitudinal reporting. These locations can be edited/inactivated, provided they (and the locations residing underneath them) are not associated with any open test events or assignments. They cannot, however, 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.

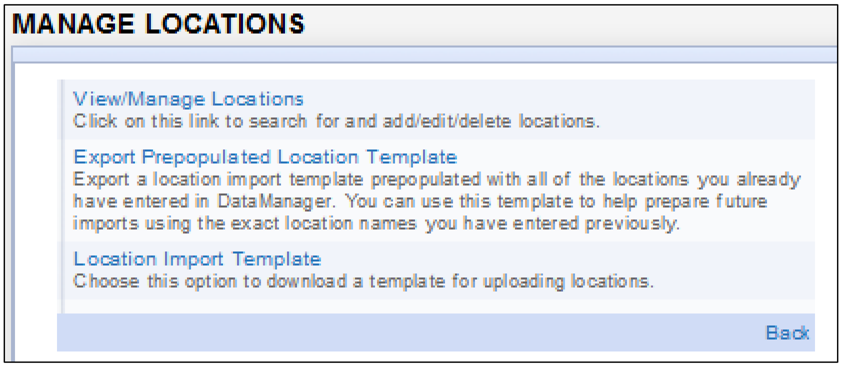
  Example 2:
  Ms. Shea taught grade 3 last year but now teaches grade 4. To update the location, add "Shea" as a grade 4 class location, and then edit Ms. Shea's staff/user record to associate her with the new location. (Inactivate the location of Shea, grade 3.)

To edit a location:

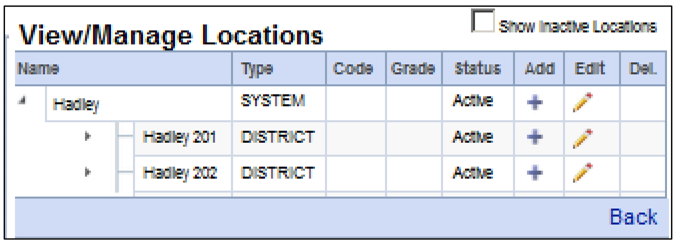
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.



The Manage Locations page opens.

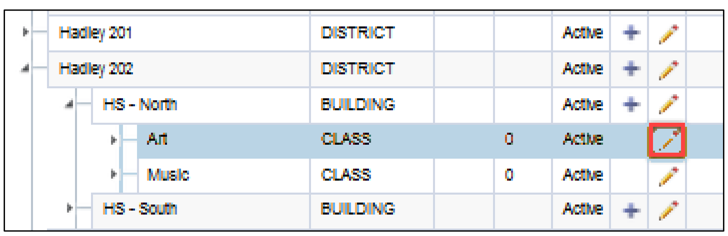


3. Click **View/Manage Locations** to open the locations hierarchy table.

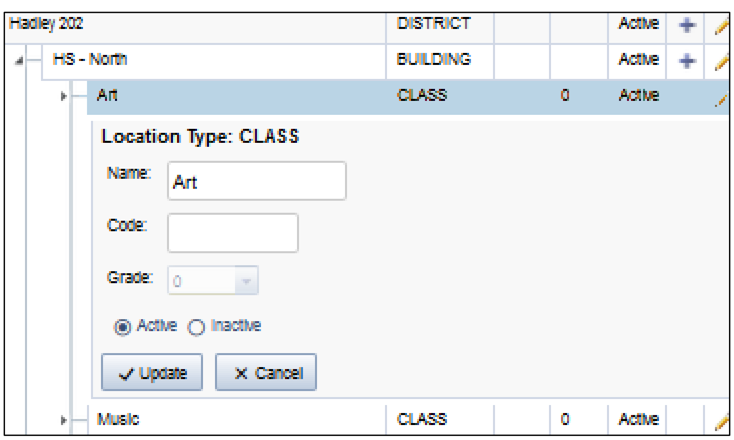


4. Use the arrows to browse to the location that you want to edit. See [Searching for Locations](#) for detailed instructions.

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

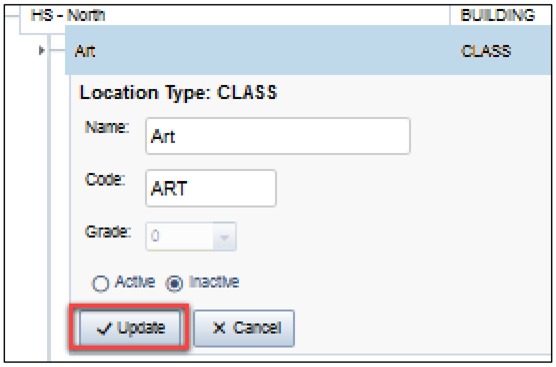


The form for the location opens below the entry.



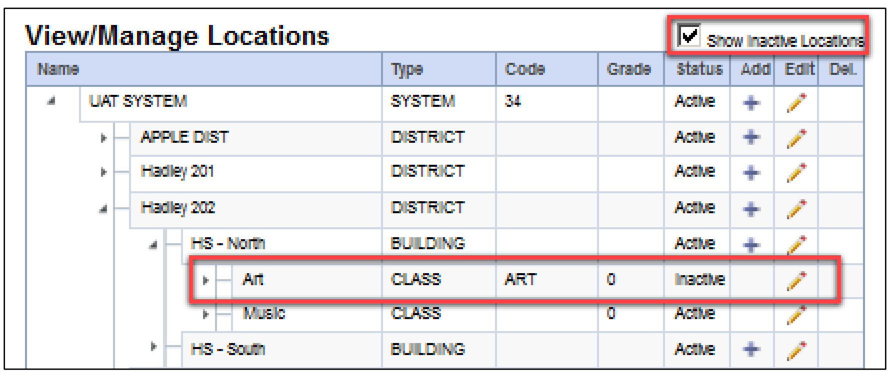
Note: The **Grade** field, present at the class-level only, cannot be changed after the initial entry of the class in the locations hierarchy.

6. Make edits to the location. See Adding Locations 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.)



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.



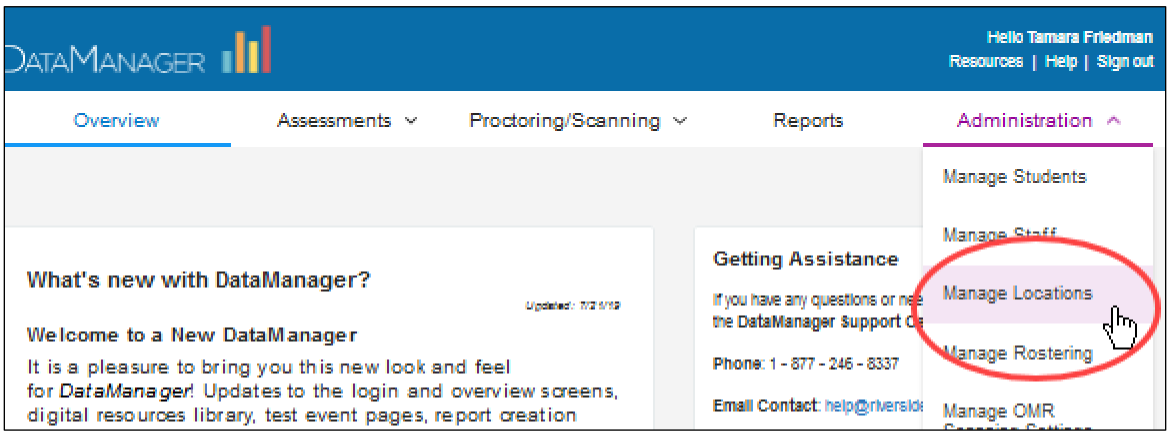
Delete Locations

Data Package: Any **Role:** Account Holder or Administrator

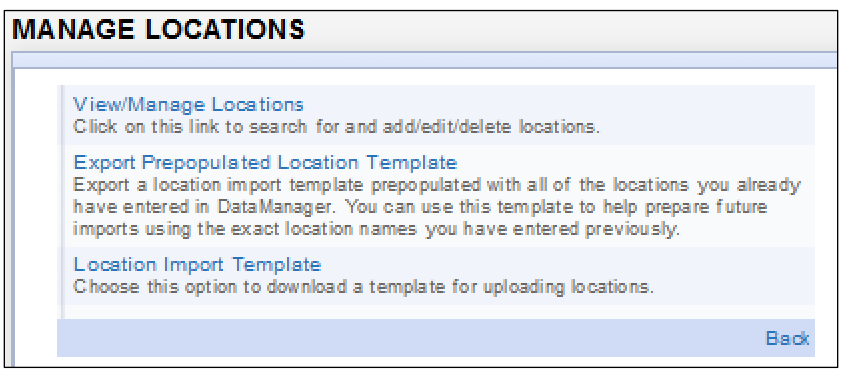
Note: Locations that appear in the hierarchy table include historical locations that may be used for longitudinal reporting. These locations may be inactivated but not deleted.

To delete a location:

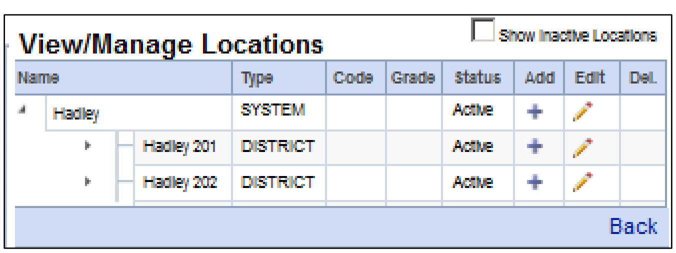
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.



The Manage Locations page opens.

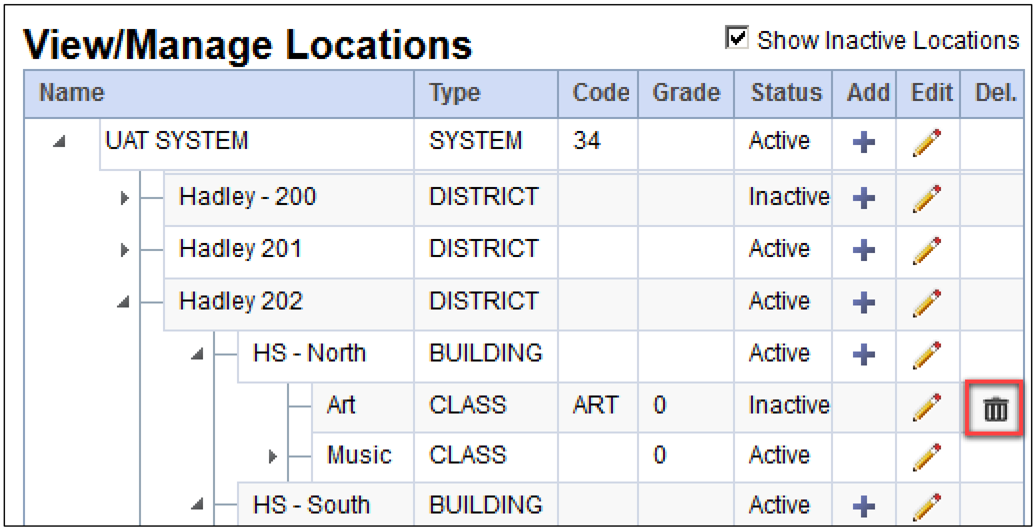


3. Click **View/Manage Locations** to open the locations hierarchy table.



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

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



View/Manage Locations

Show Inactive Locations

Name	Type	Code	Grade	Status	Add	Edit	Del.
UAT SYSTEM	SYSTEM	34		Active			
Hadley - 200	DISTRICT			Inactive			
Hadley 201	DISTRICT			Active			
Hadley 202	DISTRICT			Active			
HS - North	BUILDING			Active			
Art	CLASS	ART	0	Inactive			
Music	CLASS		0	Active			
HS - South	BUILDING			Active			

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.

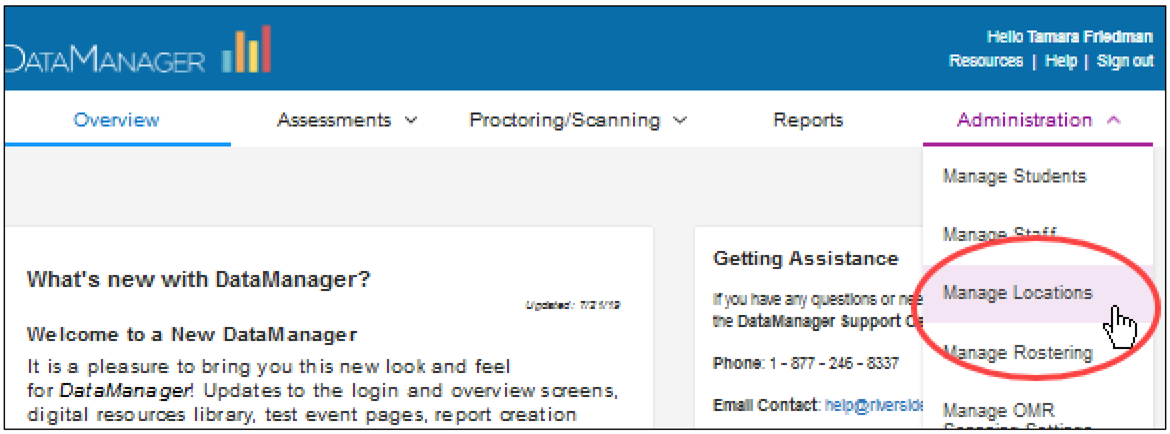
Export Prepopulated Templates

Data Package: Any **Role:** Account Holder or Administrator

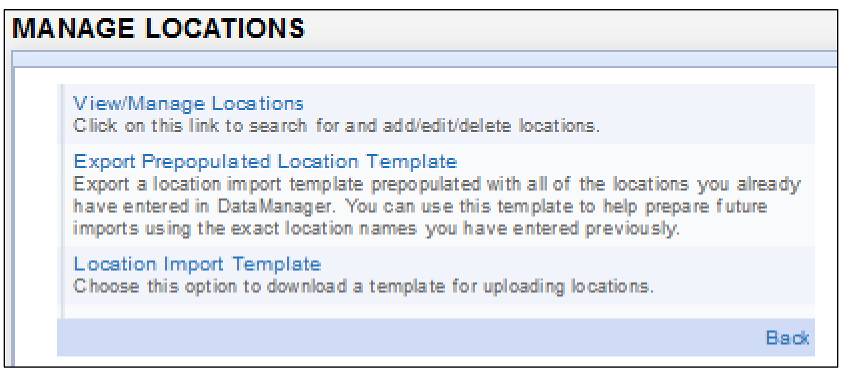
Exporting a prepopulated template allows you to review the existing locations in your system.

To export a prepopulated location template:

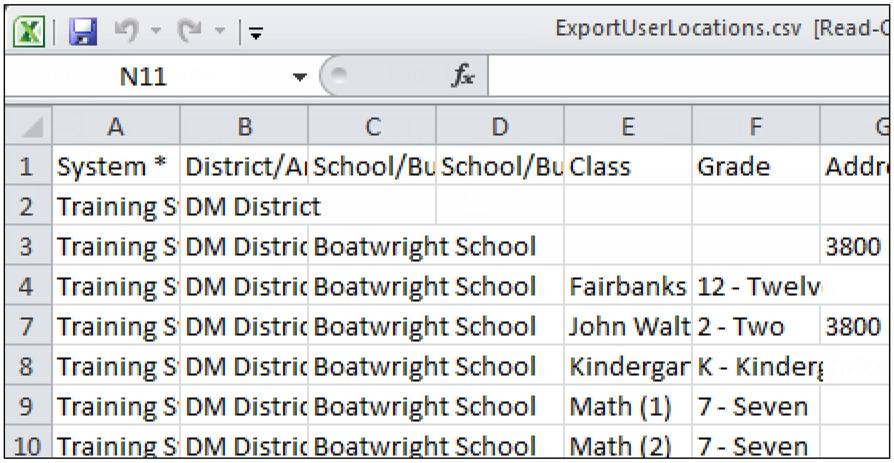
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Locations**.



The **Manage Locations** page opens.



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.



ExportUserLocations.csv [Read-C

N11

	A	B	C	D	E	F	G
1	System *	District/A	School/Bu	School/Bu	Class	Grade	Addr
2	Training S	DM District					
3	Training S	DM Distric	Boatwright School				3800
4	Training S	DM Distric	Boatwright School		Fairbanks	12 - Twelv	
7	Training S	DM Distric	Boatwright School		John Walt	2 - Two	3800
8	Training S	DM Distric	Boatwright School		Kindergar	K - Kinder	
9	Training S	DM Distric	Boatwright School		Math (1)	7 - Seven	
10	Training S	DM Distric	Boatwright 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 Updating Location Data 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 Understanding Roles and Permissions 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 Creating and Submitting Data Files for more information.

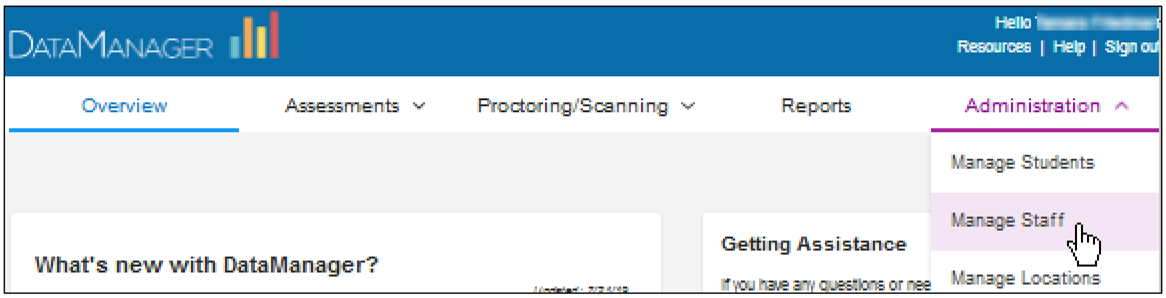
After the initial creation of staff/user profiles, the **Manage Staff** page allows you to add, edit, and delete staff/users, such as administrators, teachers, and proctors. You can also run a report from this page that allows you to view a staff user's last date accessing the system and the number of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

Add Staff/Users

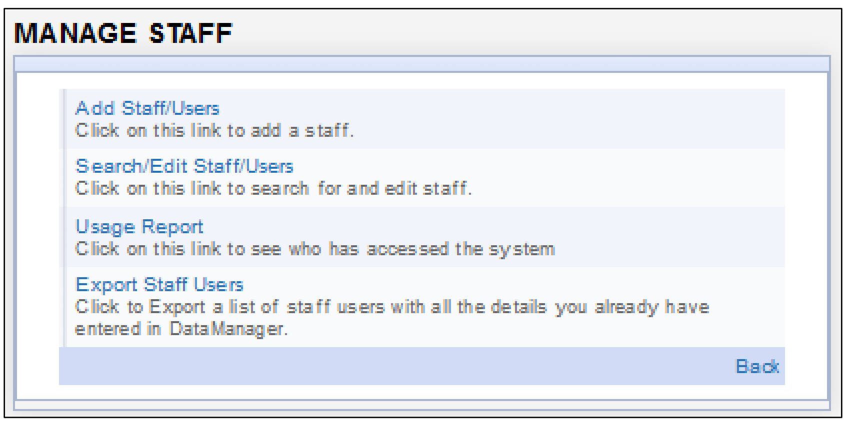
Data Package: Any **Role:** Account Holder or Administrator

To add a staff/user:

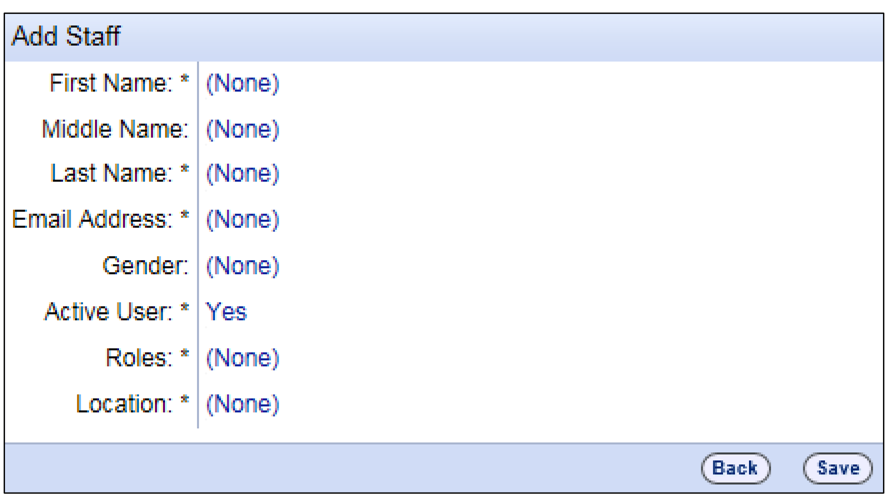
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.



The Manage Staff page opens.



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



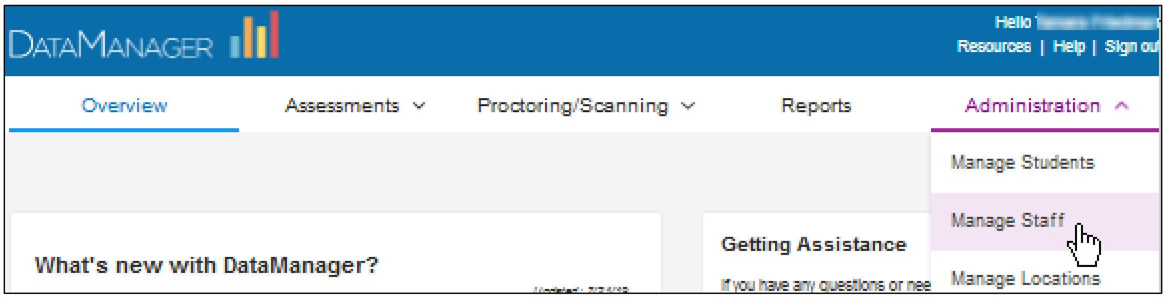
4. Click **(None)** to make fields editable, and then type in the boxes as follows:
   - **First Name**, **Middle Name** *(Optional)*, **Last Name**
   - **Email Address**: The staff/user will use this email address to log on to *DataManager*.
   - **Gender** *(Optional)*
   - **Active User**: Defaults to **Yes**. Selecting **No** prevents the user from accessing *DataManager*.
   - **Roles**: Determines access to information and actions. For more information, see Understanding Roles and Permissions.
   - **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

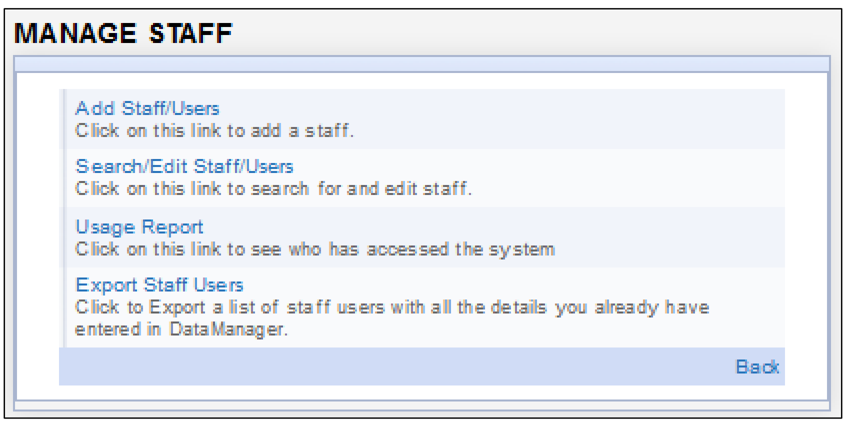
Data Package: Any **Role:** Account Holder or Administrator

To search for a staff/user:

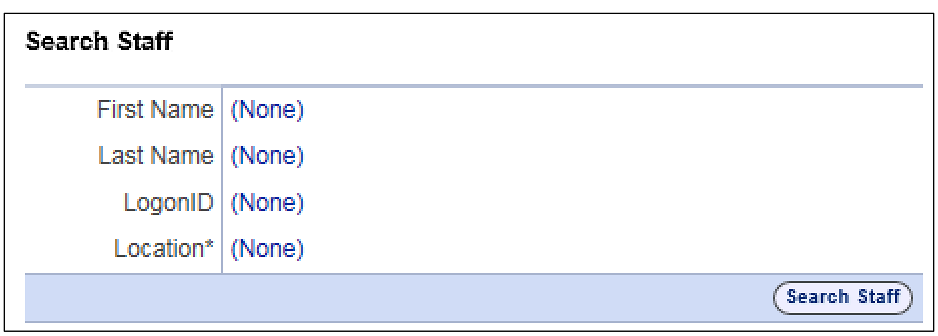
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.



The Manage Staff page opens.

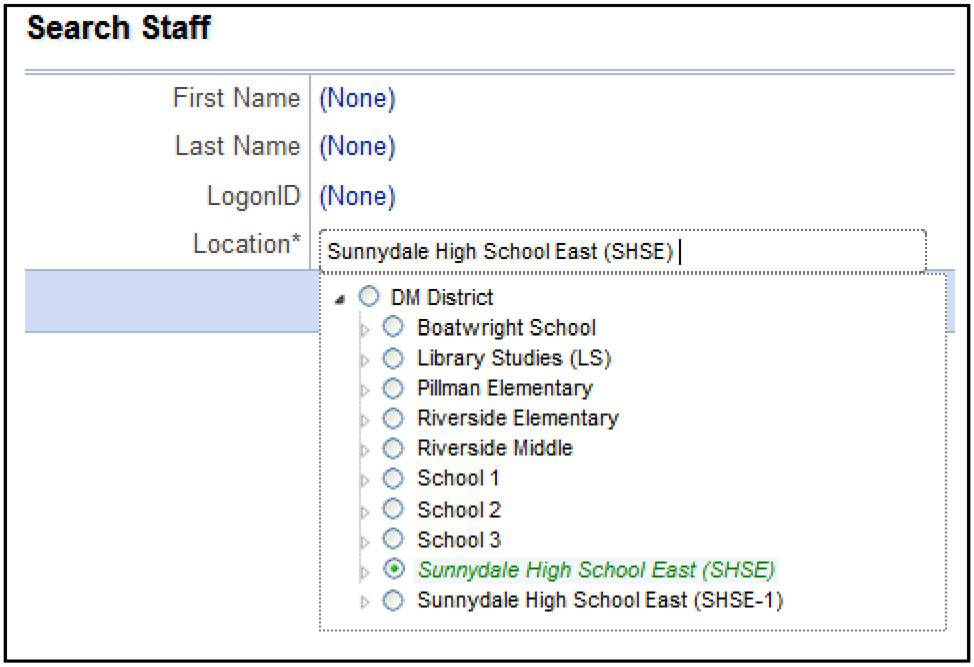


3. Click **Search/Edit Staff/Users** on the main area of the page. The Search Staff page opens. Fields with an asterisk (*) are required.

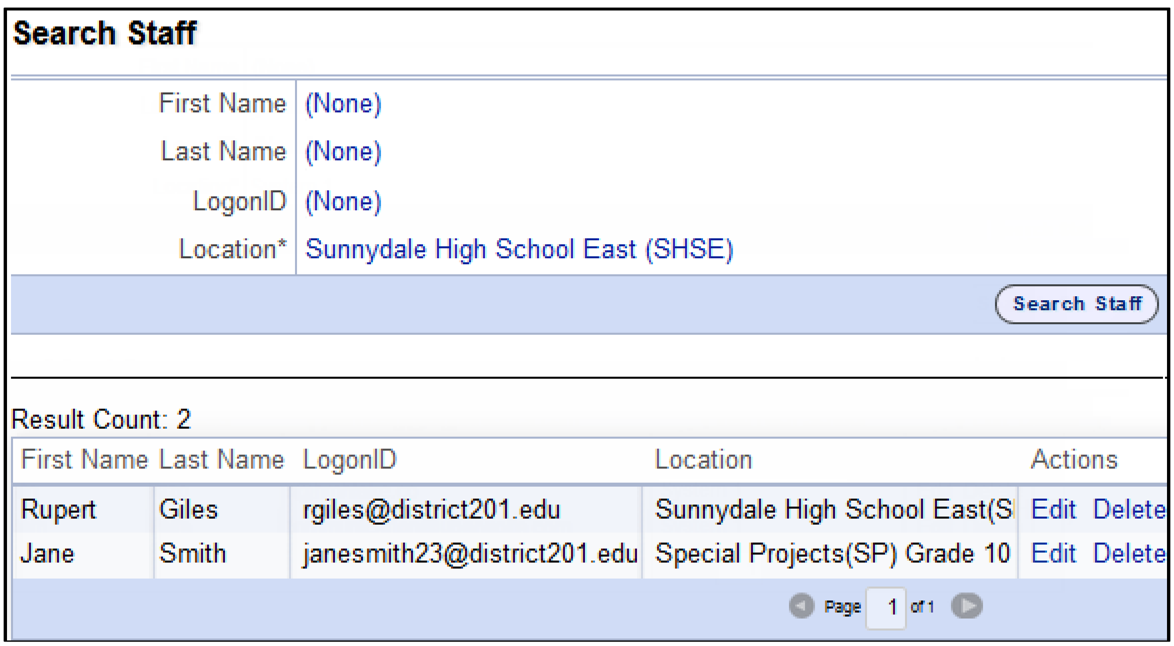


4. Specify the criteria for the search by doing the following:
   - (Optional) In the **First Name**, **Last Name**, and/or **LogonID** (user email address) fields, click **(None)** and then type all or part of the value in the box.

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



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

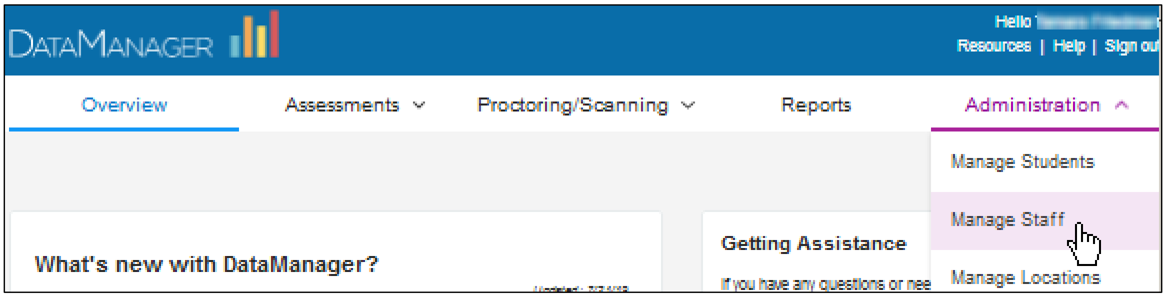


Edit Staff/User Information

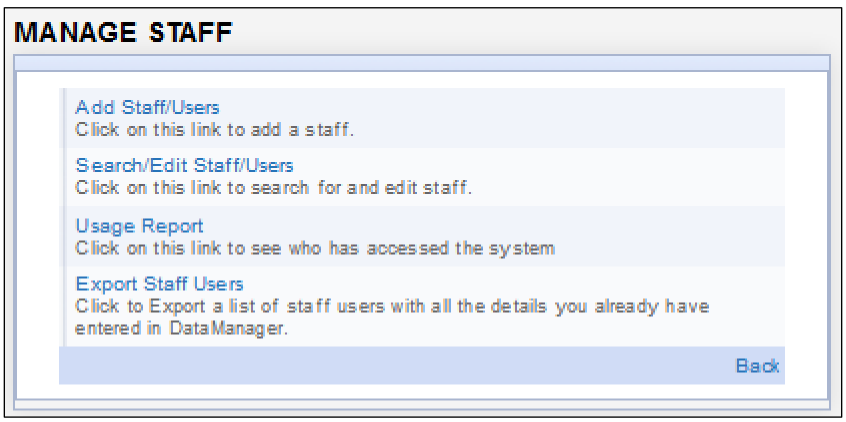
Data Package: Any **Role:** Account Holder or Administrator

To edit staff/user information:

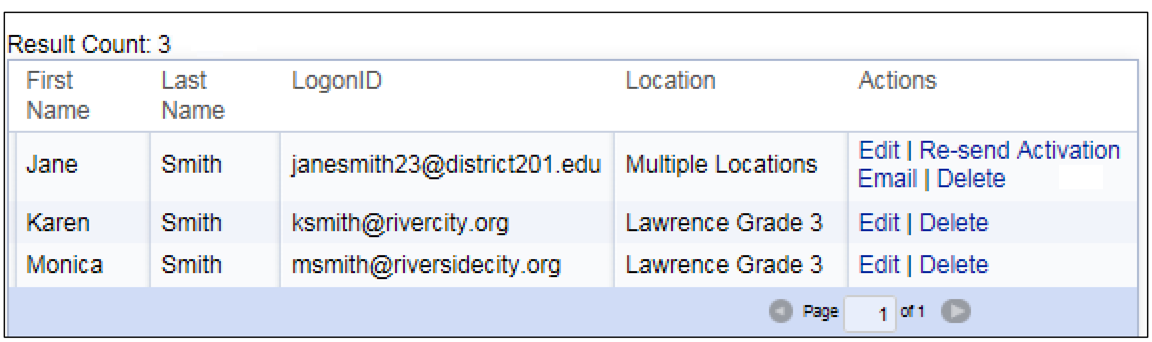
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.



The Manage Staff page opens.



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

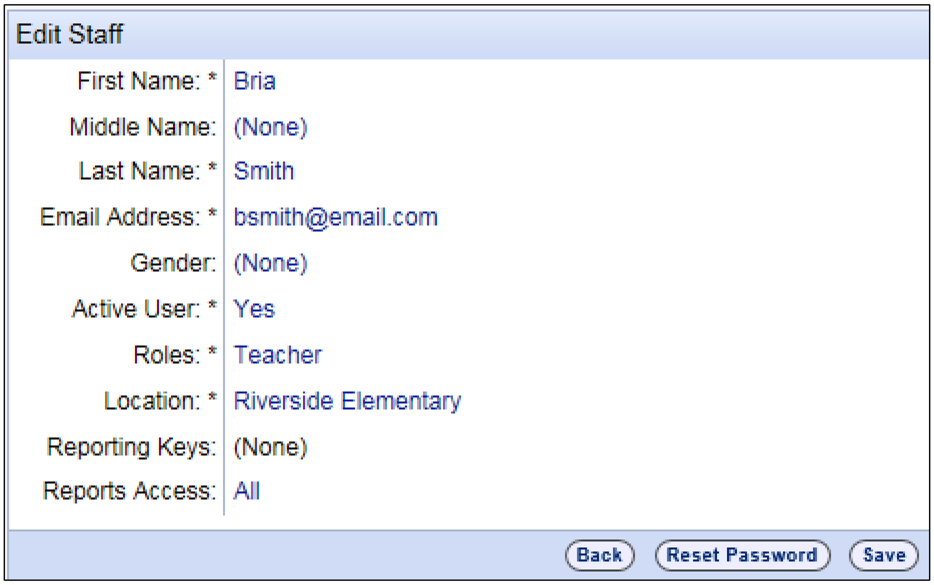


Result Count: 3

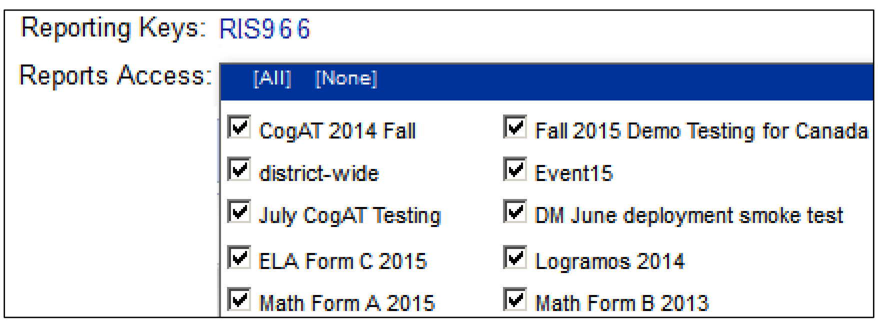
First Name	Last Name	LogonID	Location	Actions
Jane	Smith	janesmith23@district201.edu	Multiple Locations	Edit | Re-send Activation Email | Delete
Karen	Smith	ksmith@rivercity.org	Lawrence Grade 3	Edit | Delete
Monica	Smith	msmith@riversidecity.org	Lawrence Grade 3	Edit | Delete

Page 1 of 1

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.



5. Update the staff/user information as necessary. See Adding Staff/Users 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.



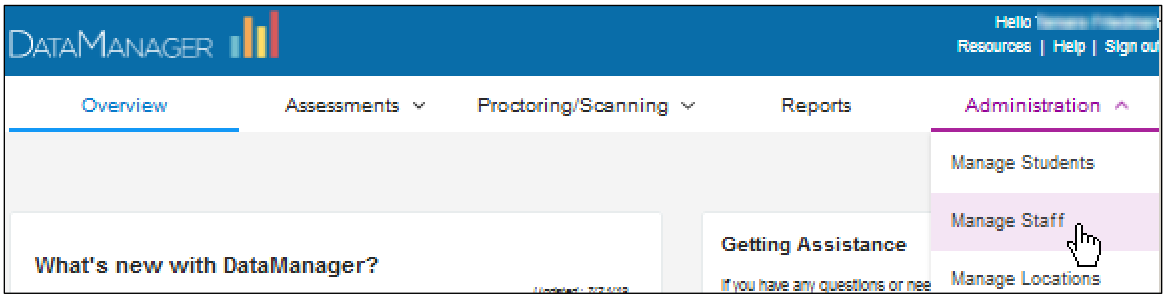
6. Do one of the following.
   - Click **Save**. A **User Saved** confirmation message appears. Click **Ok** to finalize edits to the user's record.
   - To return to the Search Staff page without editing this user's record, click the **Back** button.

Delete Staff/User Profiles

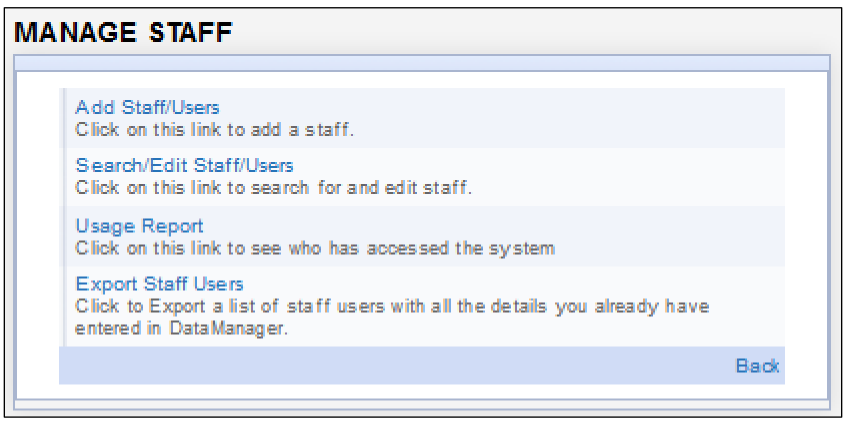
Data Package: Any **Role:** Account Holder or Administrator

To delete a staff/user profile:

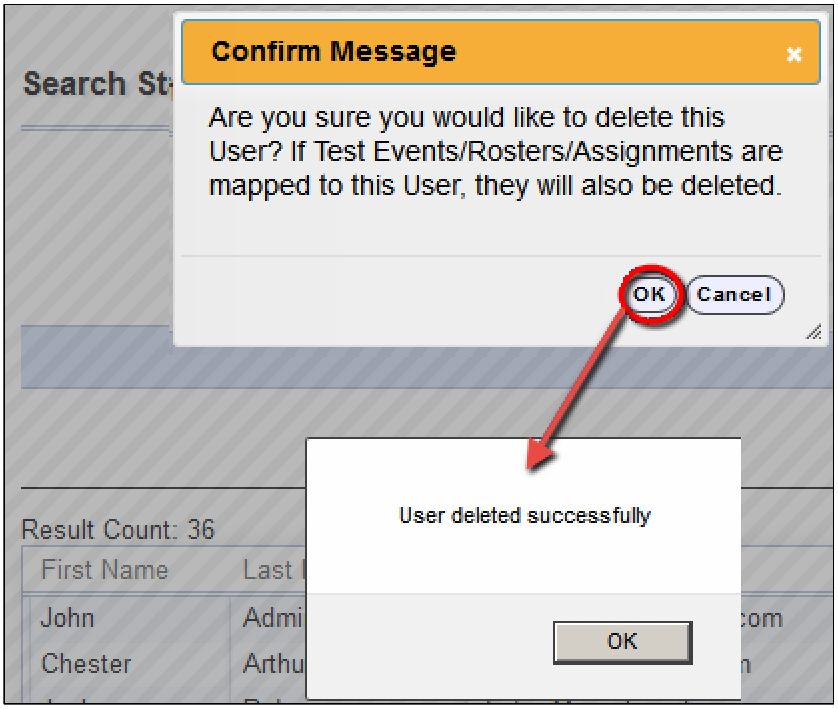
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.



The Manage Staff page opens.



3. Search for the staff member you want to delete. See [Searching for Staff/Users] 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.


Confirm Message
Are you sure you would like to delete this User? If Test Events/Rosters/Assignments are mapped to this User, they will also be deleted.
OK
Cancel
User deleted successfully
OK
Result Count: 36
First Name
John
Chester

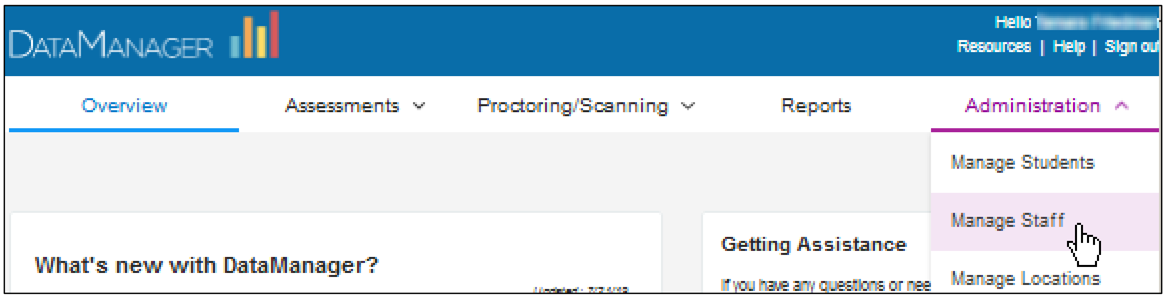
Staff Usage Report

Data Package: Any **Role:** Account Holder or Administrator

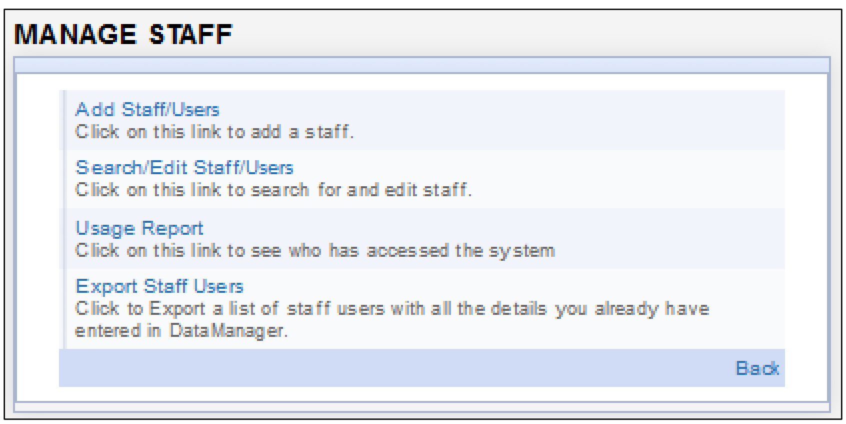
Usage reports provide you with staff users' last login dates as well as the number of times users have logged on to *DataManager*. When you create the report, you can filter by users and locations. The report itself can be sorted by any of its headings (see below).

To run a staff usage report:

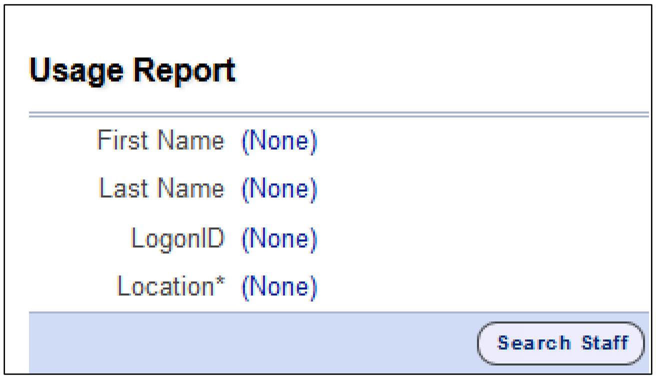
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Staff**.



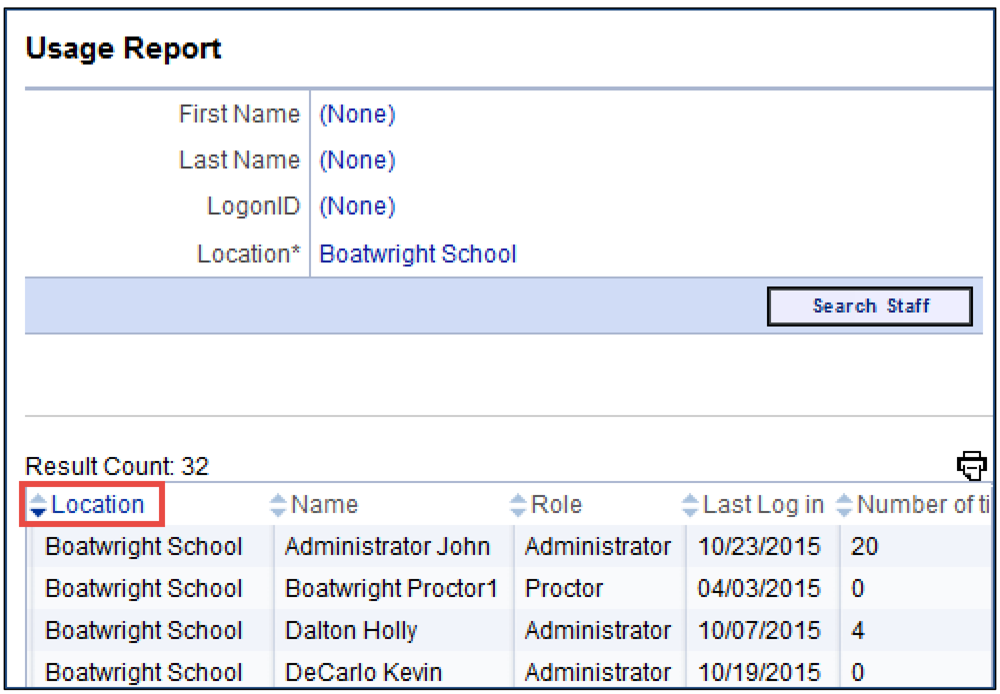
The Manage Staff page opens.



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



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.
   - 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 *Iowa 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.

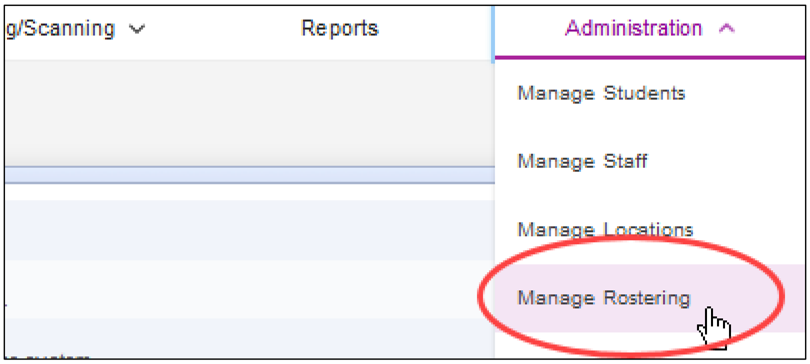
Riverside Insights creates rosters for your organization using the location, staff, and student data files you submit. See Creating and Submitting Data Files for more information. After the initial creation of rosters, the **Manage Rosters** page allows you to add, edit, delete, export, deactivate, and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

Add Rosters

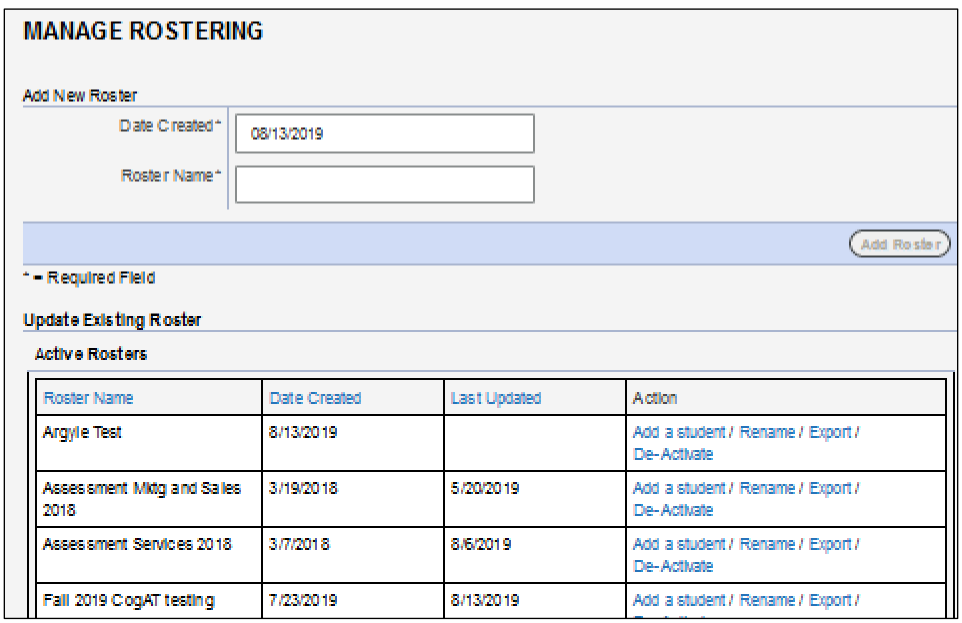
Data Package: Online Testing **Role:** Account Holder or Administrator

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**.



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.

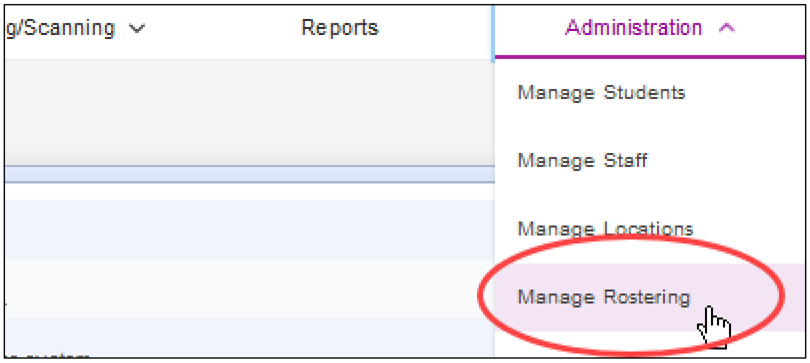
5. Click **Add Roster**. A confirmation message appears at the bottom of the **Add New Roster** section of the page. The new roster is added in alphabetical order to the list of **Active Rosters**.

Add Students to Rosters

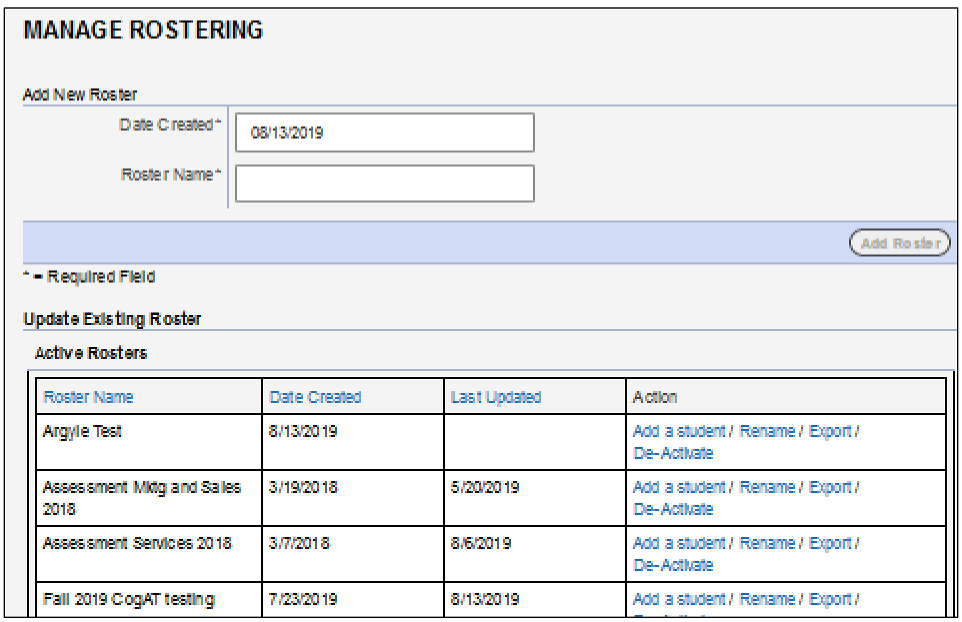
Data Package: Online Testing **Role:** Account Holder or Administrator

To add a student to a roster:

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

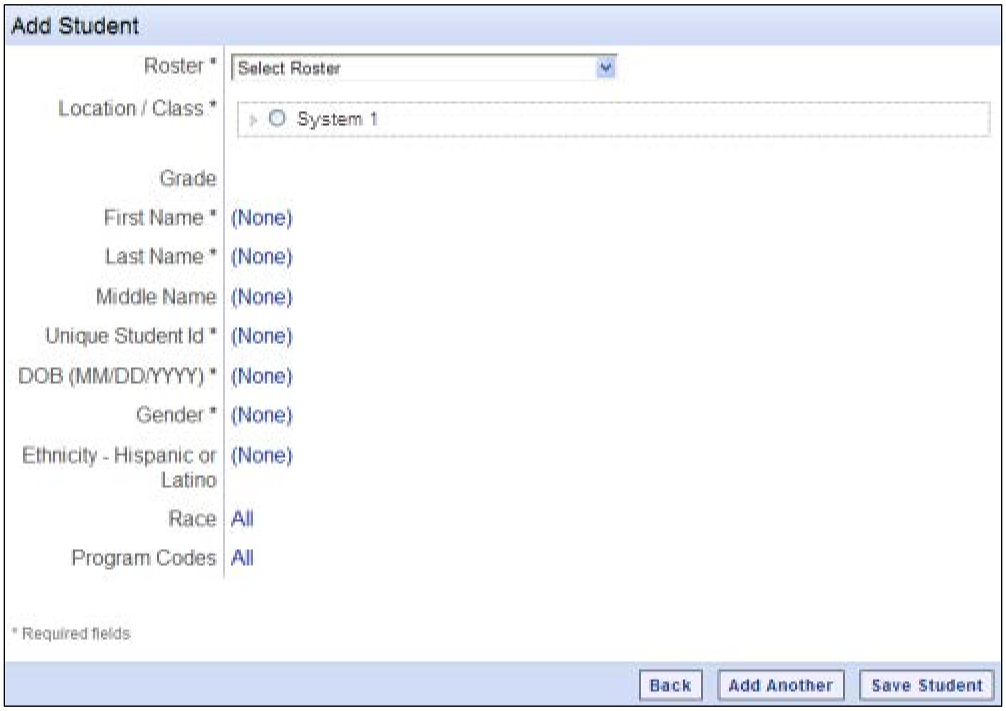


The Manage Rostering page opens.



2. 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.



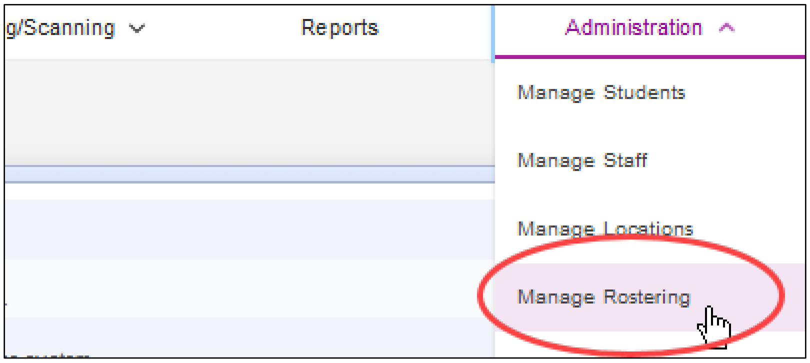
3. In the **Roster** list, select the name of the roster to which you want to add the student.
4. In the **Location/Class** list, select the location level to which you want to assign the student. You must assign the student to a class-level location. Click the right arrow ( ) to expand the hierarchy. 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

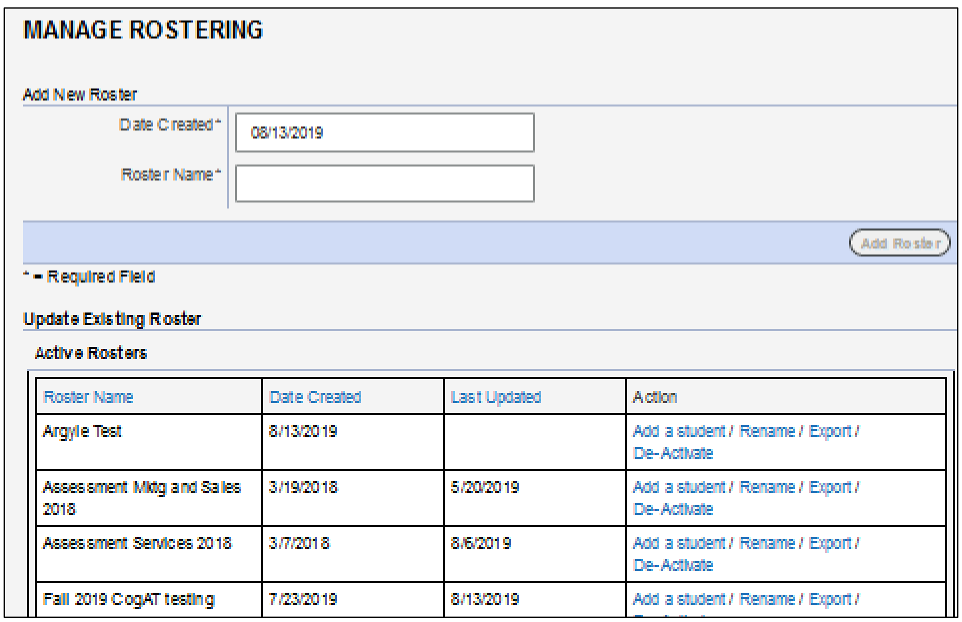
Data Package: Online Testing **Role:** Account Holder or Administrator

To rename a roster:

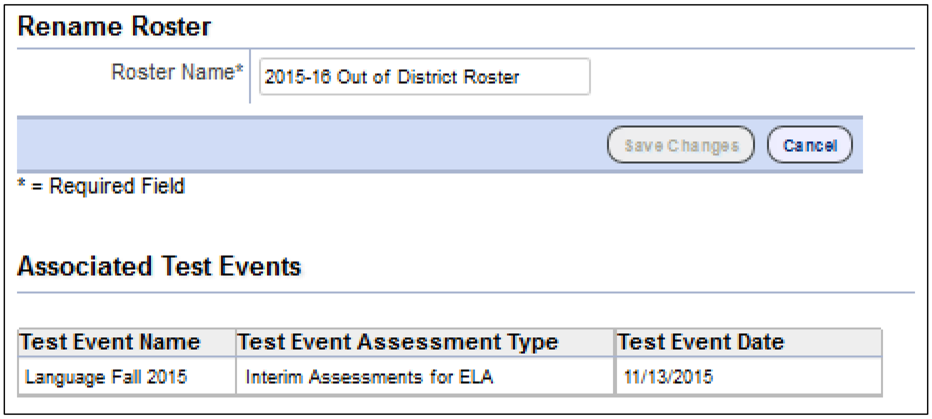
1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.



The Manage Rostering page opens.



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.



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

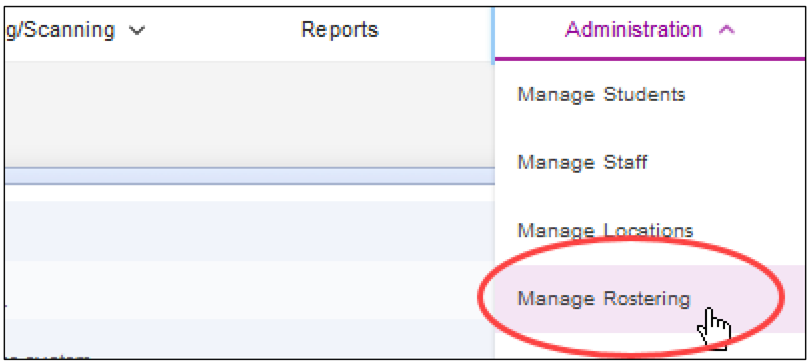
Data Package: Online Testing **Role:** Account Holder or Administrator

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.

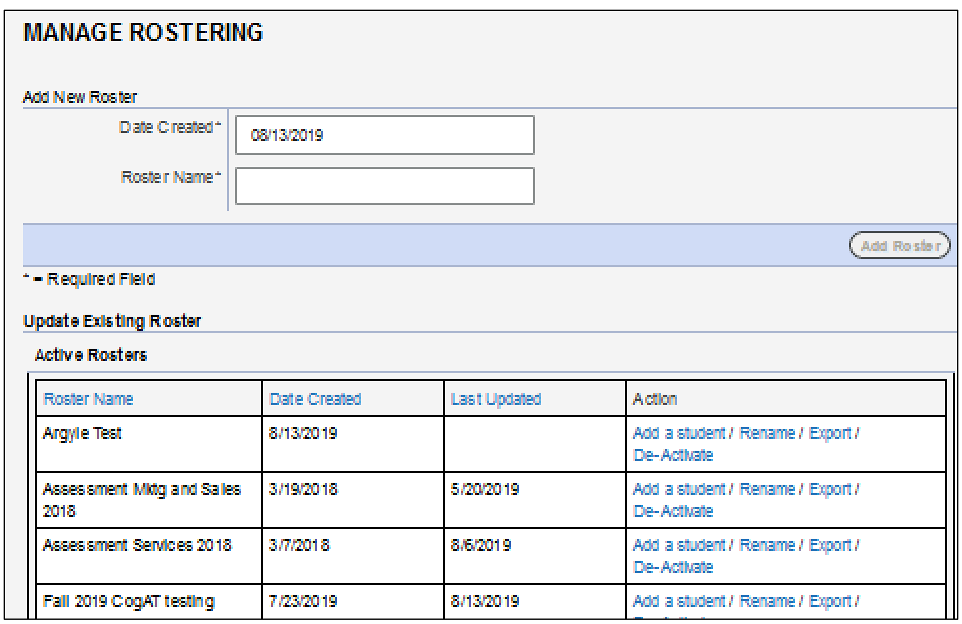
To export a roster:

1.

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



The Manage Rostering page opens.



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.

Deactivate Rosters

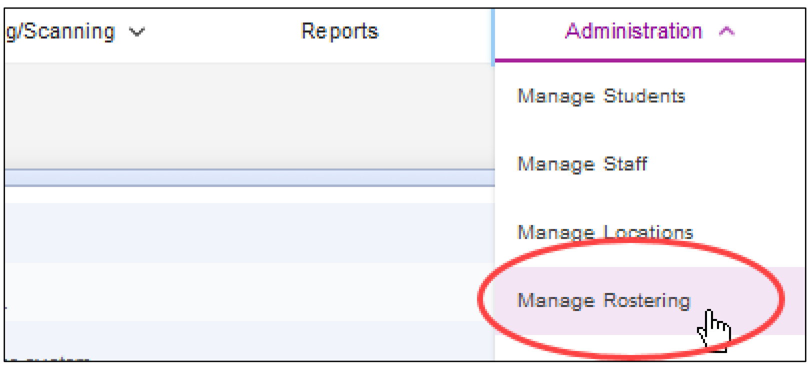
Data Package: Online Testing **Role:** Account Holder or Administrator

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.

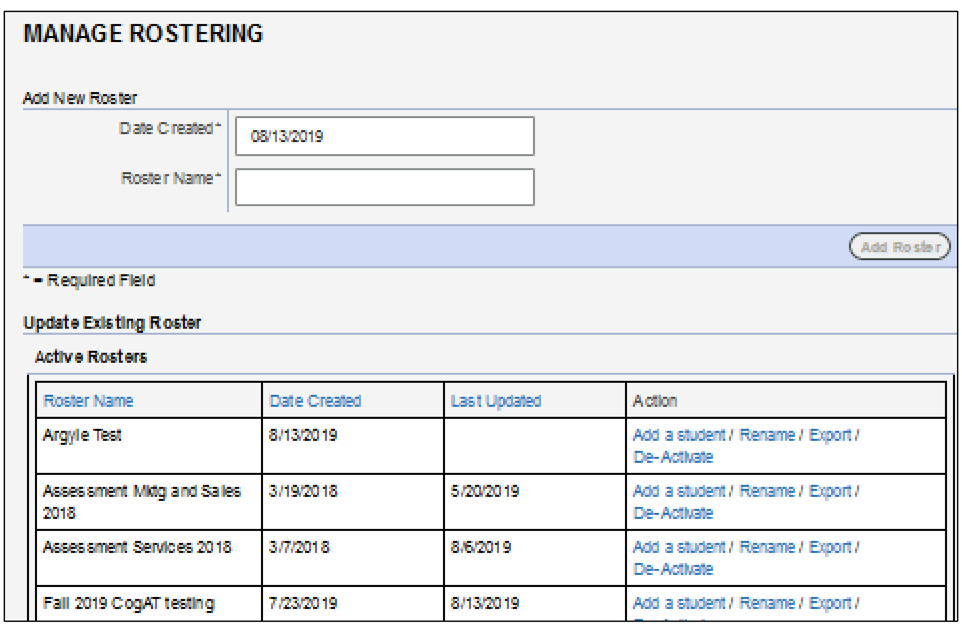
For example, in the current school year, students in grade 3 are associated with specific grade and class assignments. In the next school year, most (if not all) students will advance to grade 4 and will be associated with new grade and class assignments. Before you can create a new test event to administer 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 Creating and Submitting Data Files 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:

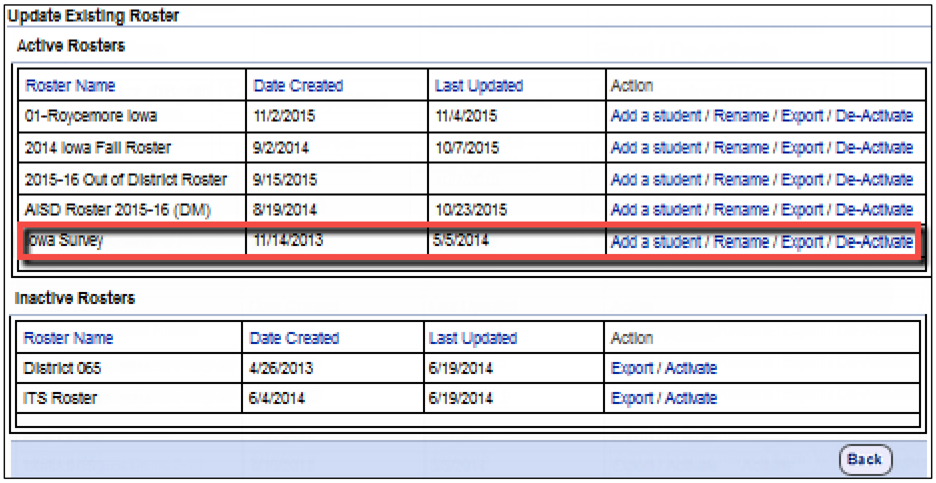
1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.



The Manage Rostering page opens.



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



Update Existing Roster

Active Rosters

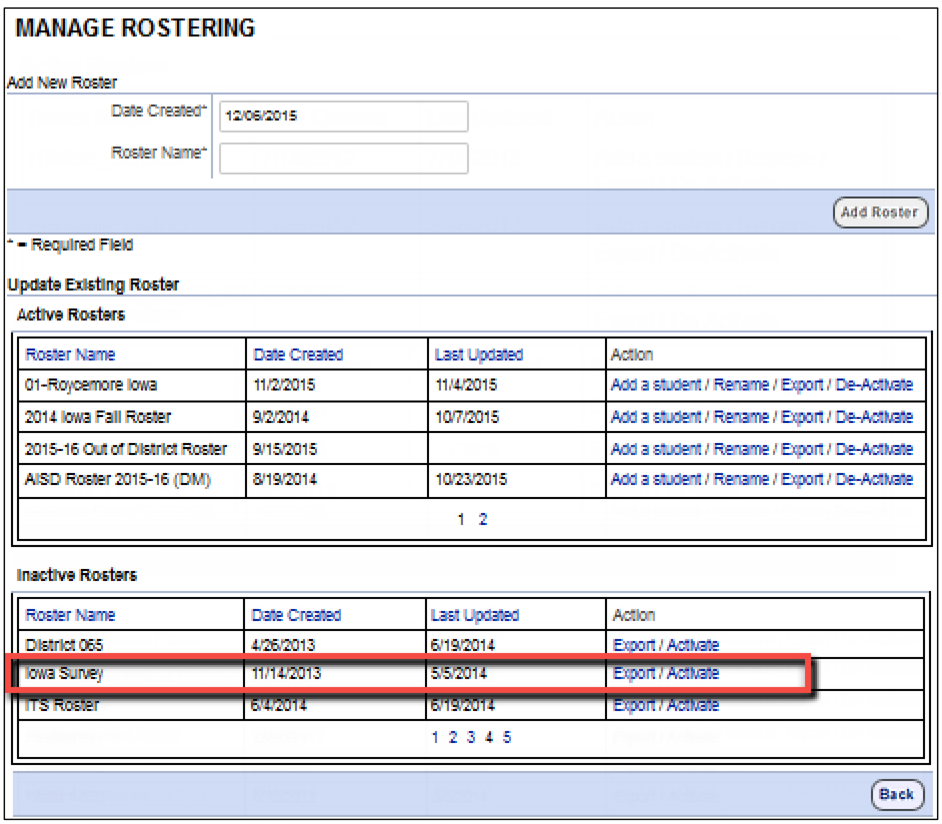
Roster Name	Date Created	Last Updated	Action
01-Roycemore Iowa	11/2/2015	11/4/2015	Add a student / Rename / Export / De-Activate
2014 Iowa Fall Roster	9/2/2014	10/7/2015	Add a student / Rename / Export / De-Activate
2015-16 Out of District Roster	9/15/2015		Add a student / Rename / Export / De-Activate
AISD Roster 2015-16 (DM)	8/19/2014	10/23/2015	Add a student / Rename / Export / De-Activate
Iowa 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 ROSTERING

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 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

1 2

Inactive Rosters

Roster Name	Date Created	Last Updated	Action
District 065	4/26/2013	6/19/2014	Export / Activate
Iowa Survey	11/14/2013	5/5/2014	Export / Activate
ITS Roster	6/4/2014	6/19/2014	Export / Activate

1 2 3 4 5

Back

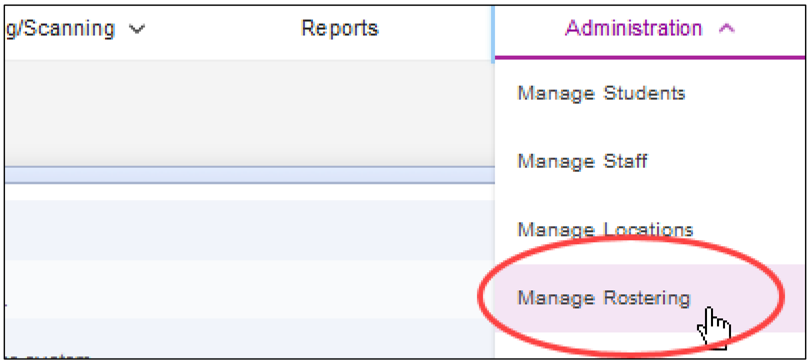
Activate Rosters

Data Package: Online Testing **Role:** Account Holder or Administrator

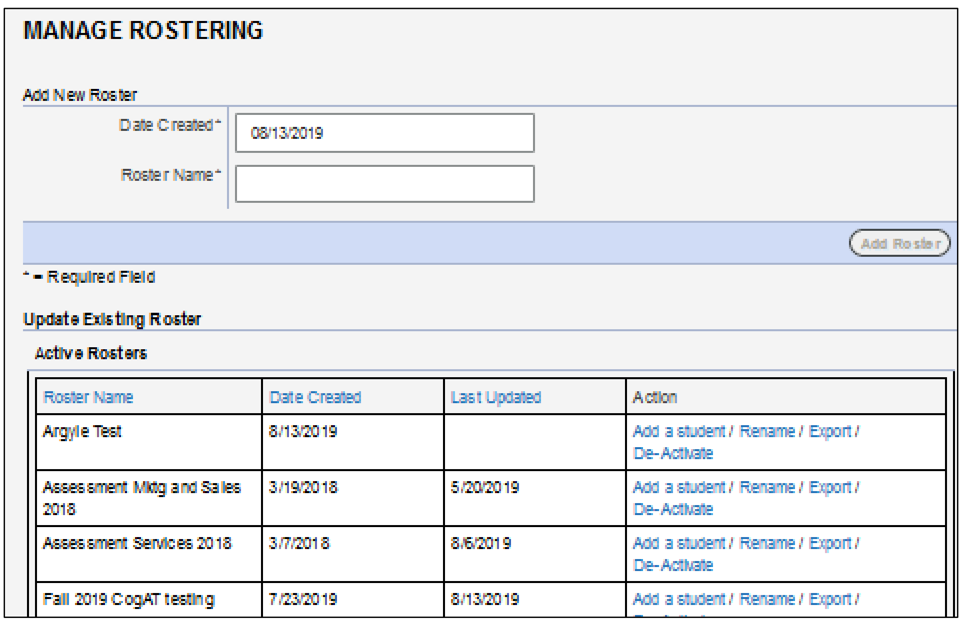
You can reactivate a roster that was previously deactivated.

To activate a roster:

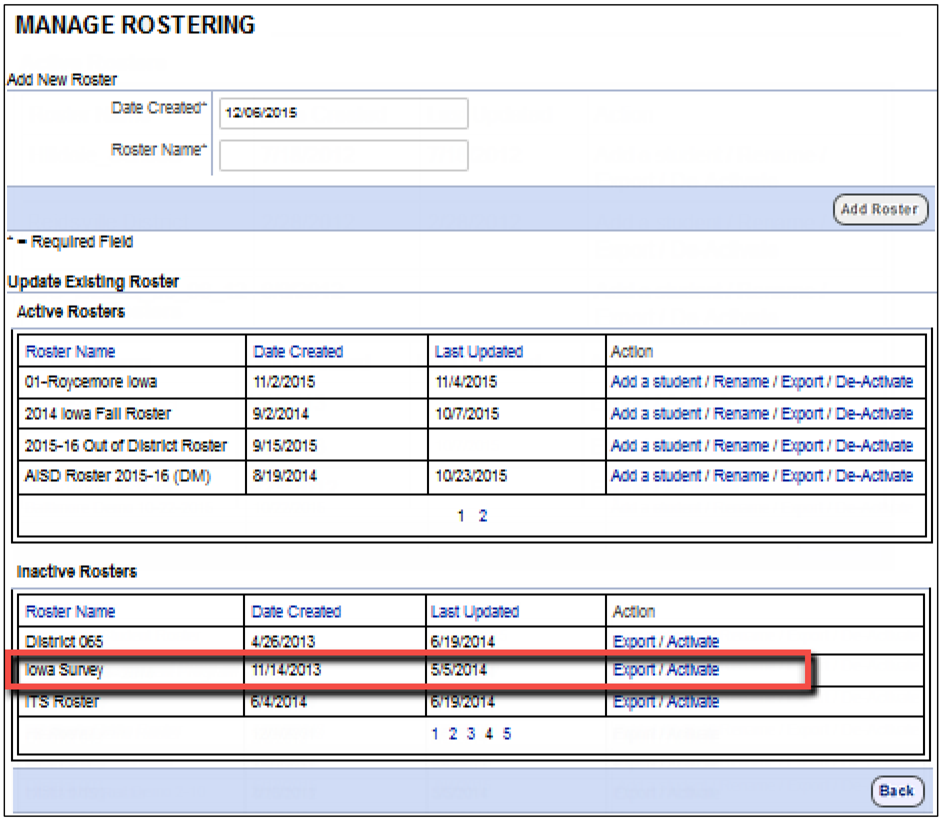
1. From the top navigation bar (of any page), select **Administration** > **Manage Rostering**.



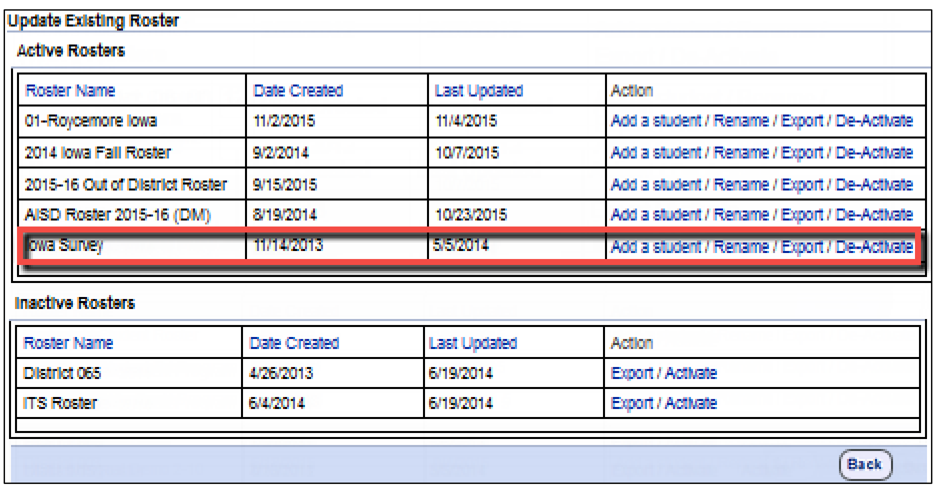
The Manage Rostering page opens.



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



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



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 Creating and Submitting Data Files 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

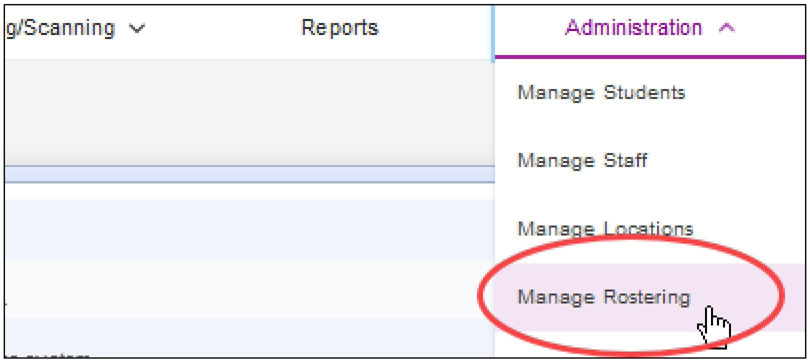
Each student record must have a student ID that is unique across your school system. The student ID is a critical data element in *DataManager* that aids in matching student results and the accumulation of test results over time. Student IDs are also important for ensuring prompt turnaround of score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

Add Students to Rosters

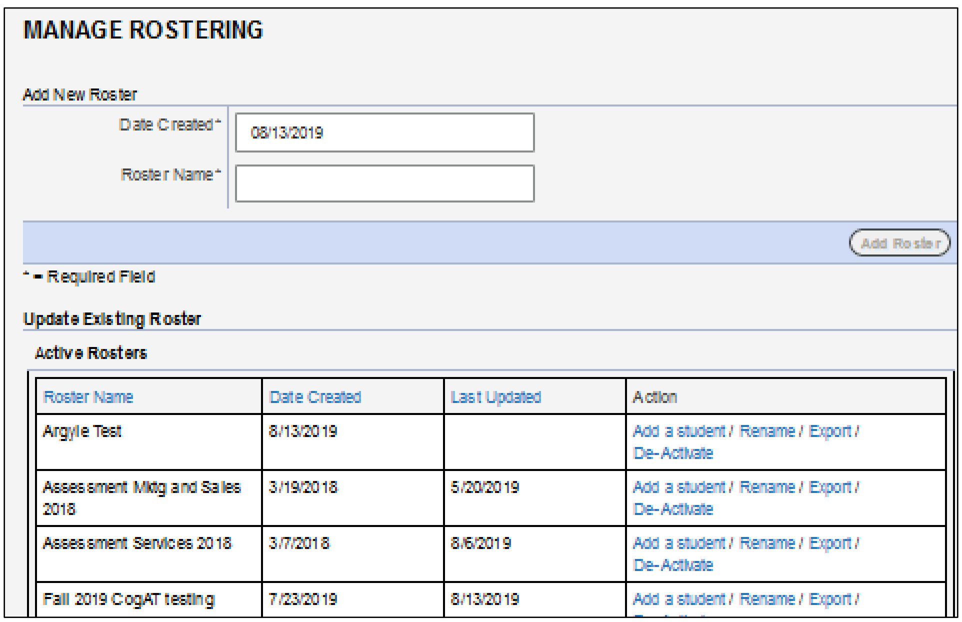
Data Package: Online Testing **Role:** Account Holder or Administrator

To add a student to a roster:

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

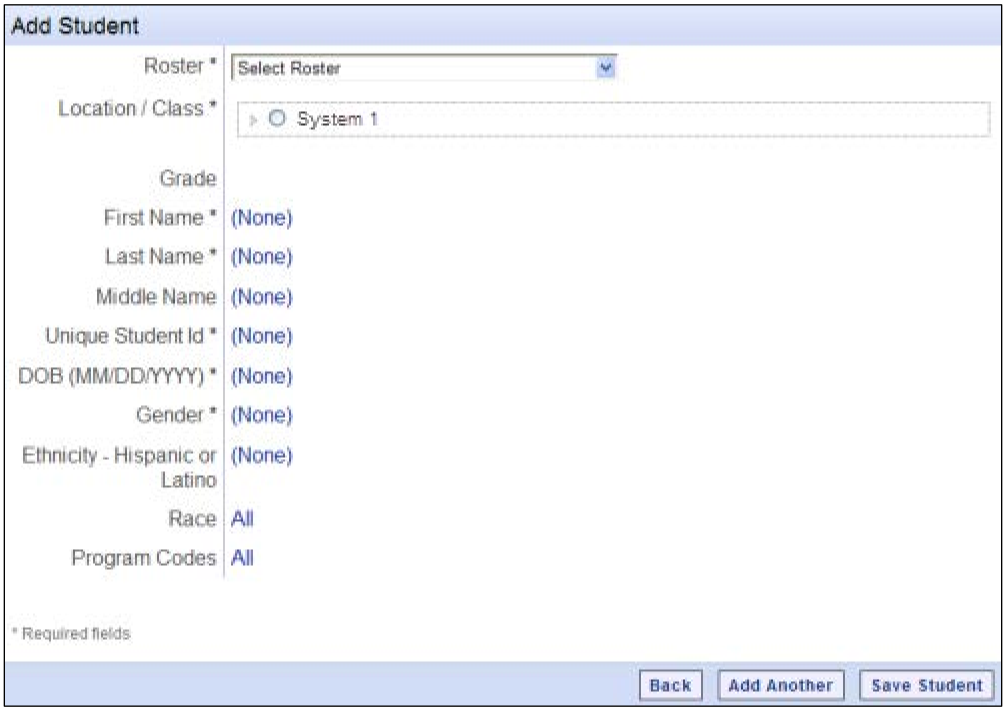


The Manage Rostering page opens.



2. 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.



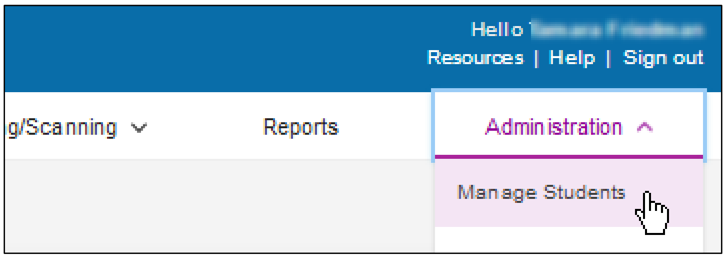
3. In the **Roster** list, select the name of the roster to which you want to add the student.
4. In the **Location/Class** list, select the location level to which you want to assign the student. You must assign the student to a class-level location. Click the right arrow ( ) to expand the hierarchy. 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

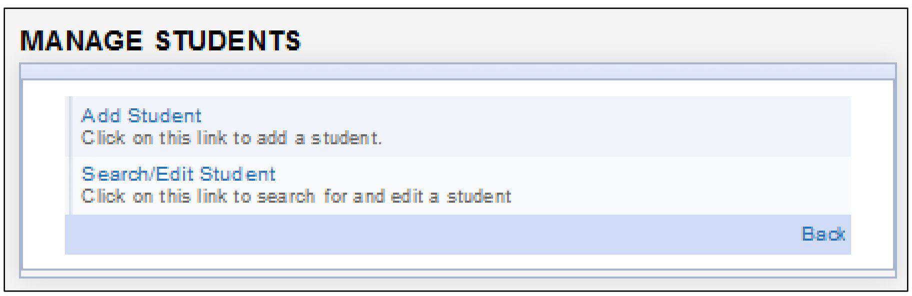
Data Package: Online Testing **Role:** Account Holder or Administrator

To search for a student record:

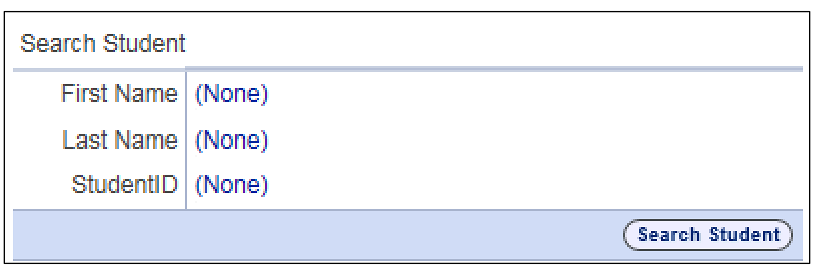
1. Sign in to your *DataManager* account with your Admin or Account Holder user name and password.
2. From the top navigation bar (of any page), select **Administration** > **Manage Students**.



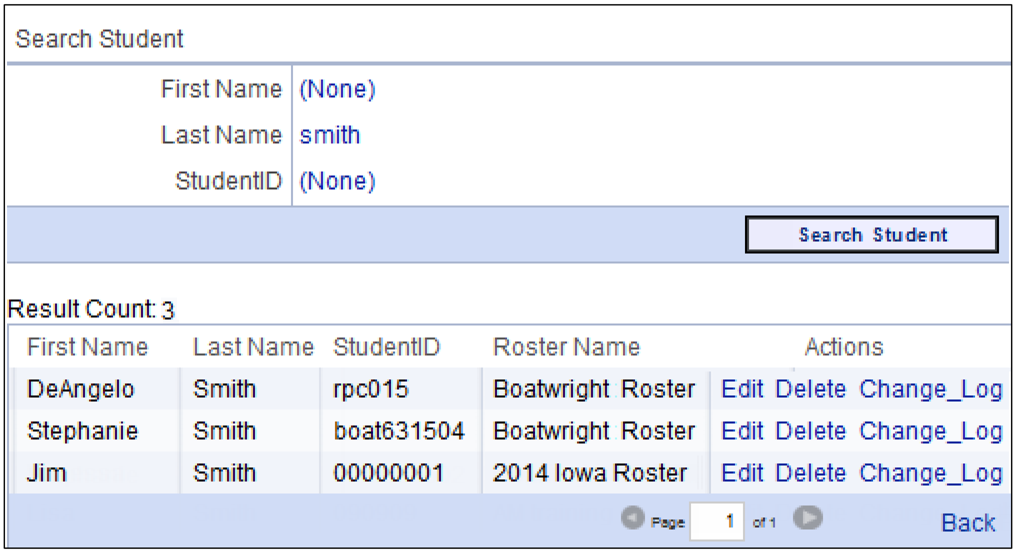
The Manage Students page opens.



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.



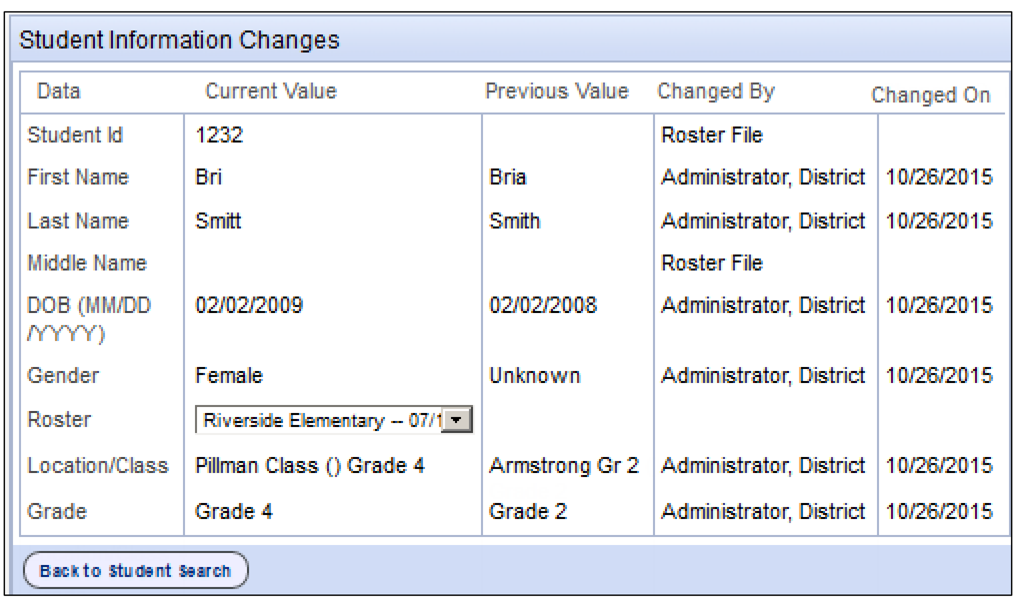
6. Do one of the following:

   – 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 Editing Student Records or Deleting Student Records.

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.

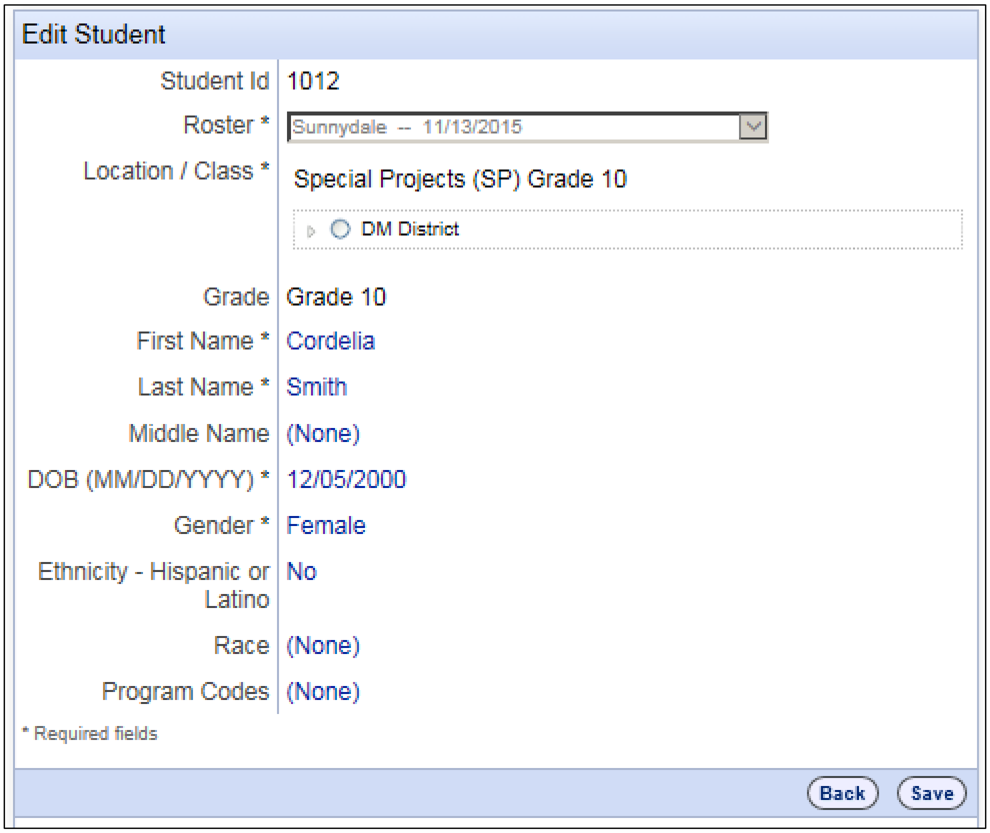


Edit Student Records

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 Searching for Student Records for instructions.
2. In the **Actions** column for the student you want to edit, click **Edit**. The Edit Student page opens.



3. Update the student information. Fields with an asterisk (*) are required. For details about the fields on this page, see Adding Students.
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.

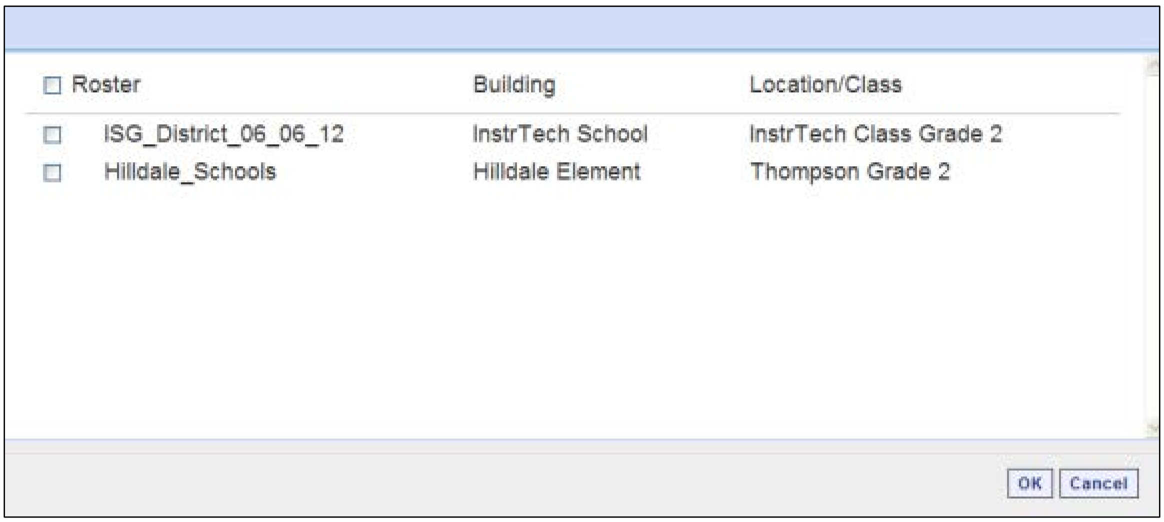
Delete Student Records

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 Searching for Student Records 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.



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

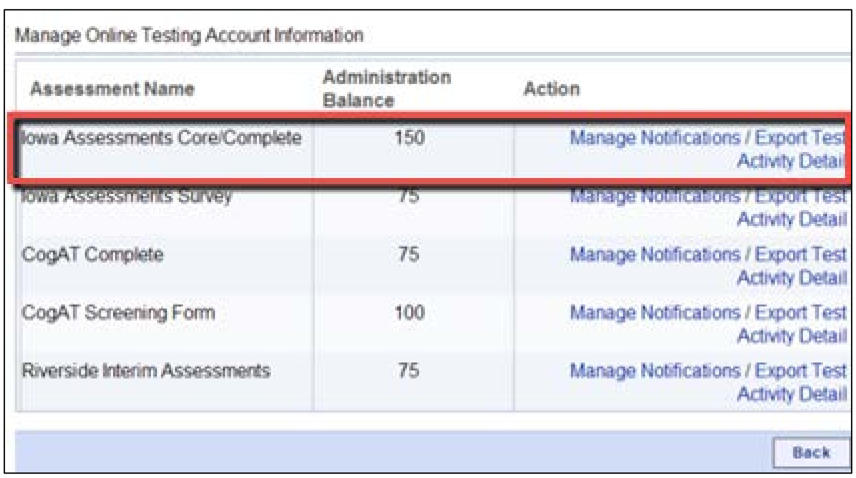
About Your DataManager Account

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.



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.

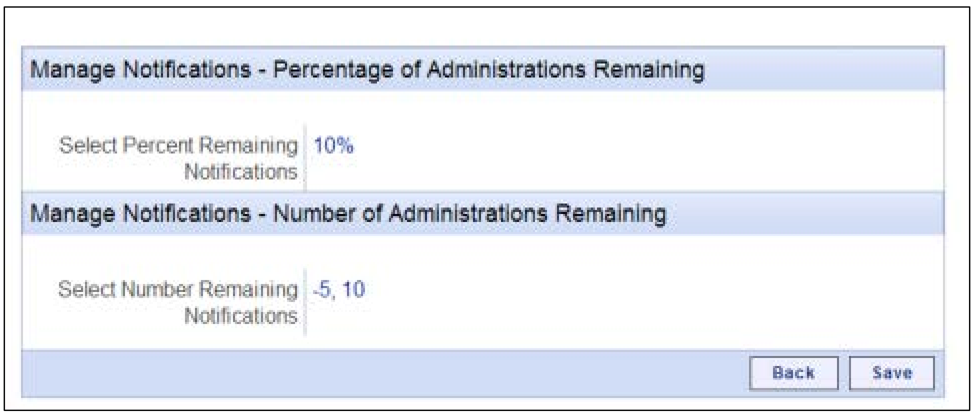
Manage Notifications

Data Package: Online Testing **Role:** Account Holder

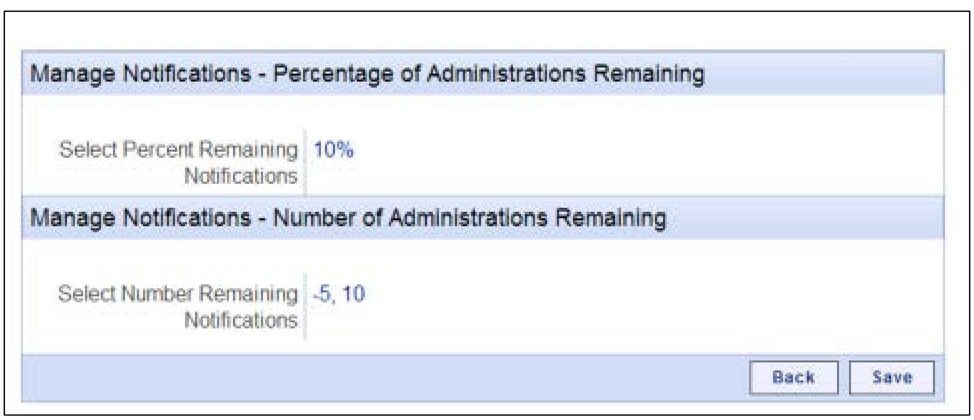
When you begin administering tests to students, the test administration balance is adjusted based on the assessment group and mode of administration (plain-paper or online testing). You can set a low-balance threshold for each assessment group that will trigger an email alert when your test administration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



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.



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

Data Package: Online Testing **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 Balance	Action
Iowa Form F Core/Complete	{-46}	Manage Notifictns / Export Test Activity Detail
Iowa 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

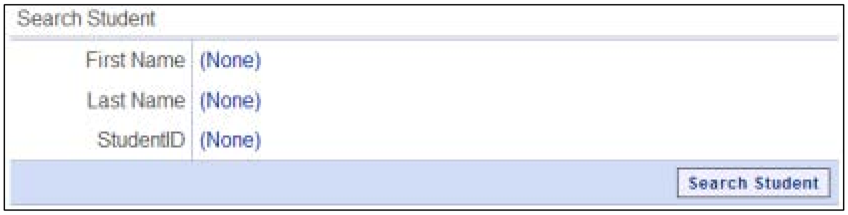
Assessment Name	Administration Balance	Action
Iowa Form E Core/Complete	0	Export Test Activity Detail
Iowa Form E Survey	0	Export Test Activity Detail
Iowa Form F Core/Complete	0	Export Test Activity Detail
Iowa Form F Survey	0	Export Test Activity Detail
CogAT Complete	{-1}	Export Test Activity Detail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

Manage OMR Scanning Account Information

Assessment Name	Administration Balance	Action
Iowa Form E Core/Complete	0	Export Test Activity Detail
Iowa 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/Iowa Form E	0	Export Test Activity Detail
Combined CogAT/Iowa Form F	0	Export Test Activity Detail
Logramos	0	Export Test Activity Detail

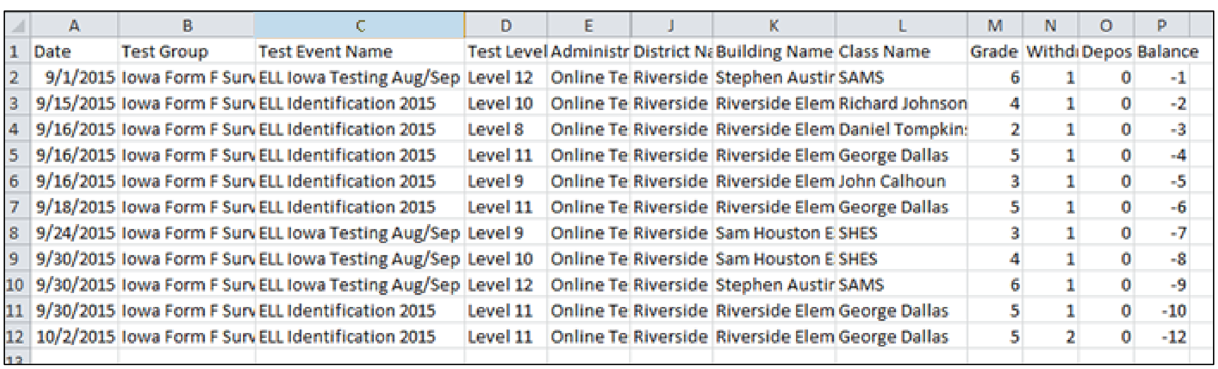
Back

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.



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.



	A	B	C	D	E	J	K	L	M	N	O	P
1	Date	Test Group	Test Event Name	Test Level	Administr	District Na	Building Name	Class Name	Grade	Withdı	Depos	Balance
2	9/1/2015	Iowa Form F Surv	ELL Iowa Testing Aug/Sep	Level 12	Online Te	Riverside	Stephen Austir	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 Austir	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

View License Information

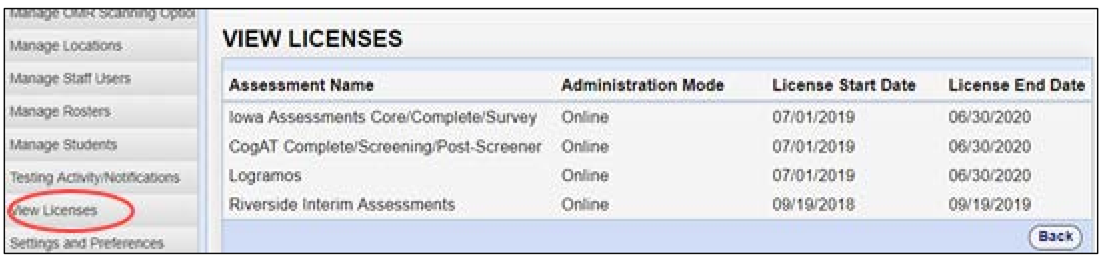
Data Package: Online Testing **Role:** Account Holder

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.



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.

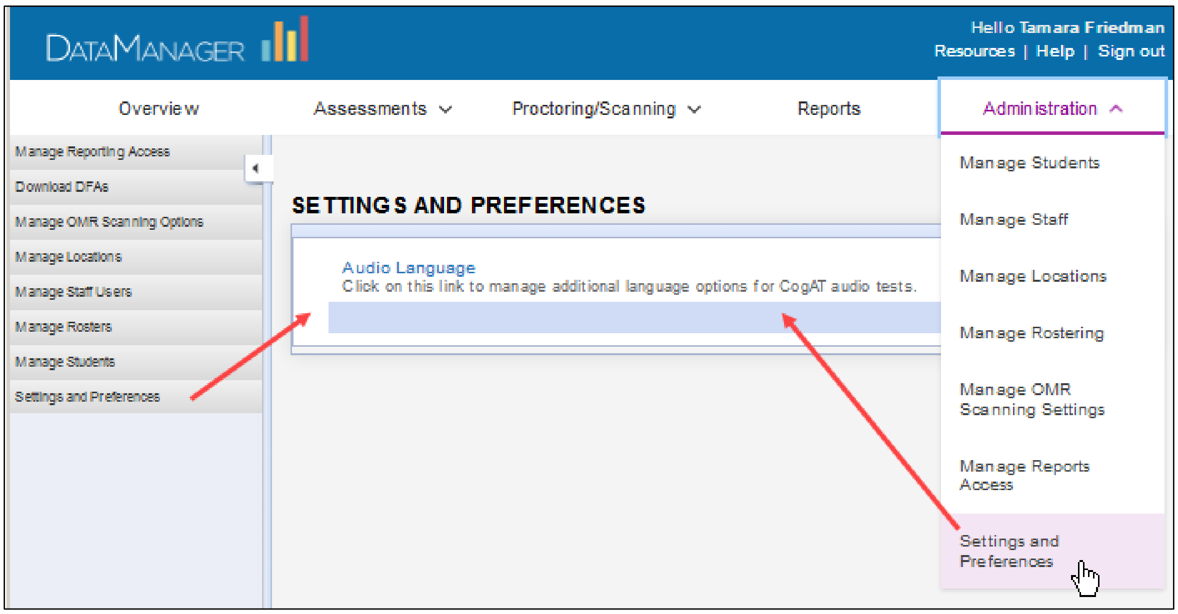
Students testing in an additional language can toggle between that language and English, as shown below:

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**.



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**.