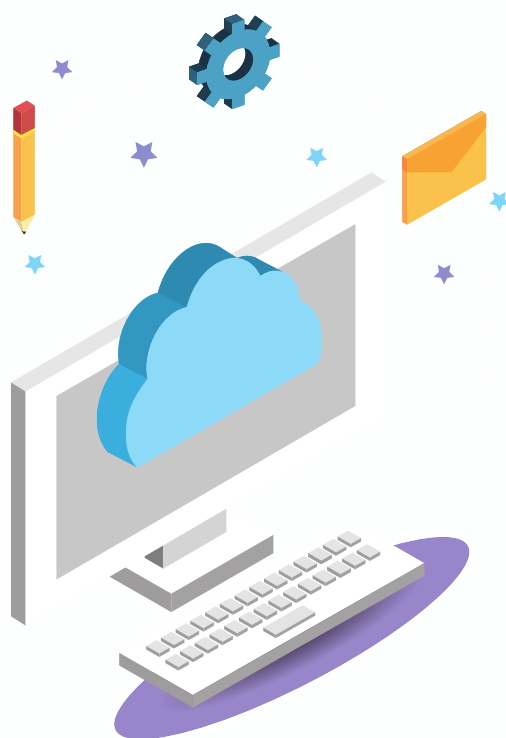



DATA MANAGER

Assessment Companion



Proctor Checklist

|  | Tasks to Complete: | Description: |
|---|----------------------|--|
| | Testing Plan | Understand the testing plan for your school. |
| | Training | Attend training class to Administer the CogAT Assessment. |
| | Create Test Sessions | Create test sessions to match your testing schedule. Separate sessions may be needed for students with accommodations. |
| | Check Devices | Check computers/devices for sound and DataManager app. or secure browser icon |
| | Prepare Students | Consider "Getting Started" tutorial, restroom break prior to testing. |
| | Open Test Sessions | Open the test session, students will use the code to join your session. |
| | Begin Testing | Approve All students to take the test. |
| | Monitor Students | Monitor student progress. Use Pause and Resume for short (10 minutes or less) breaks. |
| | Continue or End | Use Continue Testing All after each completed subtests, planned for the session. Use End Testing All when the sessions are complete. |

- 1 - BEFORE TESTING
- 1 - STUDENT LOGIN PAGE
- 1 - STAFF DEVICES & LOGIN
- 1 - CREATE A TEST SCHEDULE
- 2 - CREATING TEST SESSIONS
- 2 - STARTING TESTING
- 3 - DURING TESTING
- MONITORING & USING ACTION BUTTONS
- "CONTINUE TESTING ALL" & "END TESTING ALL"
- 4- FREQUENTLY ASKED QUESTIONS
- 5 - PRINTABLE REMINDER CHECKLISTS



MY NOTES


Before Testing

On each student workstation, confirm that the app or secure browser has been installed. Notify your district admin or tech specialist if the device is not ready for testing.



Also make sure all students have headphones or earbuds available for testing day.

Student Login Page



Log In

First Name *

Last Name *

Birth Month *

Birth Day *

Session Code *

OR

Student ID *

Session Code *

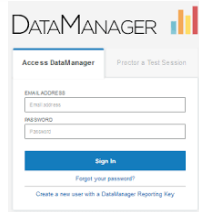
Staff Devices & Login

Proctoring is **ONLY** supported on a laptop or desktop.

Go to DataManager www.riversidedatamanage.com

New users will receive a welcome email with their login credentials and directions.

Returning users will login with their email address and chosen password.



Create a Testing Schedule

Verbal Battery

Picture, K-2/Verbal, 3+ Analogies

Sentence Completion

Picture, K-2/Verbal, 3+ Classification

Quantitative Battery

Number Analogies

Number Puzzles

Number Series

Nonverbal Battery

Figure Matrices

Paper Folding

Figure Classification

Allow app.
15 minutes
per subtest,
45 minutes
per battery.

Common Scenarios

Testing in One Day

- Optional Getting Started (create session)
- All nine subtests (create session)
- Use pause for short breaks

Testing in Two Days

- Day One:
 - Getting Started (session)
 - First 4 Subtests (create one session)
- Day Two:
 - Remaining 5 Subtests (create one session and use pause for breaks)

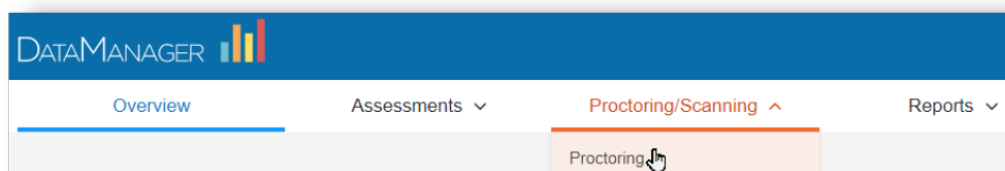
Testing in Three Days

- Day One:
 - Getting Started
 - Verbal Battery
- Day Two:
 - Quantitative Battery
- Day Three:
 - Nonverbal Battery

Best Practices: Use Pause for short breaks and schedule a Make-up Day.

Creating Test Sessions

Click the Proctoring tab at the top of the screen and then Proctoring.



Fill in the six (7) drop down boxes and enter session name.

The screenshot shows the 'Proctor Session' form. It has several dropdown menus and a text field, each with a numbered callout: 1. Test Event, 2. Grade, 3. Test Group, 4. Level, 5. Battery/Subtest, 6. Test Admin Type, 7. Session Name, 8. Draw Screen, and 9. Create Session button.

- 1. Test Event:** You will only have one drop-down choice for the test event open for CogAT.
 - 2. Grade:** Each grade level testing must be set up separate test sessions.
 - 3. Test Group:** You will have only one choice since the test group was assigned during district setup.
 - 4. Level:** You will have one choice to select since the test level was assigned during district setup.
 - 5. Battery/Subtest:** Select the appropriate battery & subtest you will open first for this session.
 - 6. Test Admin Type:** Audio- English is recommended; however, you may choose Proctor-Led.
 - 7. Draw Screen:** Select On or Off for a draw screening waiting page for students.
- Session Name:** A consistent naming convention for your district and/or school is recommended.
Examples: Robinson Gr 2 Verbal; Robinson Gr 2 Quant; Robinson Gr 2 Non-V
- Create Session:** Click on the create button and your session will appear in list with a proctor code.
Don't forget to create a separate session for the "Getting Started" tutorial.

Starting Testing

1. Open Test Session by clicking on the blue session name. Provide the students the session code.
2. Have students click on the Secure Browser or App icon and login using their Student ID and the Session Code (or Name, Birthday, and Session Code.)
3. Make sure students have the Test Session Code and know their IDs as you wait for all to appear.
4. Approve All students for testing.
5. Student tests will begin with directions and samples, and you will be able to check their status.
6. Monitor the students during testing.
7. Once all students show a status of completed on the subtest, use "Continue Testing All" to move the whole group together to the next subtest (i.e. Subtest 1 completed, continue to Subtest 2).

| Created Sessions | | | | | | | |
|------------------------|-----------------|--------------------|------------------|----------|---------------------------------|--------------|---------|
| Session Name | Test Admin Type | Test Event | Test Group | Level | Battery/Subtest | Session Code | Actions |
| Lee_5 Session 1 GS | Audio-English | CogAT_Assessments_ | CogAT 7 Complete | Level 11 | Getting Started | 56-12657 | |
| Lee_5 Session 2 Verbal | Audio-English | CogAT_Assessments_ | CogAT 7 Complete | Level 11 | VERBAL / Verbal Analogies | 77-42094 | ✖ |
| Lee_5 Session 3 Quan | Audio-English | CogAT_Assessments_ | CogAT 7 Complete | Level 11 | QUANTITATIVE / Number Analogies | 32-48494 | ✖ |
| Lee_5 Session 4 NonVer | Audio-English | CogAT_Assessments_ | CogAT 7 Complete | Level 11 | NONVERBAL / Figure Matrices | 82-09584 | ✖ |

During Testing

- Monitor students' progress from Session tab.
- When all students in a session have a status of 'Completed', click 'Continue Testing All' to move students to next subtest in sequence or
- Click 'End Testing All' to log students out of testing.

1. When students successfully login, they will arrive on a Waiting to Test screen or a Draw Screen



2. Once all students have logged in and you have verified correct number of students, click "Approve All".

| Waiting for Approval (4 of 6) | | | | | | | Approve All | Deny All |
|-------------------------------|------------|----|---------------|--------|-------|---------------------------|-------------|----------|
| Last Name | First Name | ME | Date of Birth | Gender | Grade | Battery/Subtest | Actions | |
| Barnett | Chelsea | | 02/10/2010 | F | 2 | VERBAL / Verbal Analogies | ✓ | ✗ |
| Moody | Elbert | | 12/09/2010 | M | 2 | VERBAL / Verbal Analogies | ✓ | ✗ |
| Todd | Cameron | | 01/01/2010 | M | 2 | VERBAL / Verbal Analogies | ✓ | ✗ |
| Vega | Lewis | | 02/25/2010 | M | 2 | VERBAL / Verbal Analogies | ✓ | ✗ |

3. Student test session will begin, and you will be able to check their status as highlighted below.

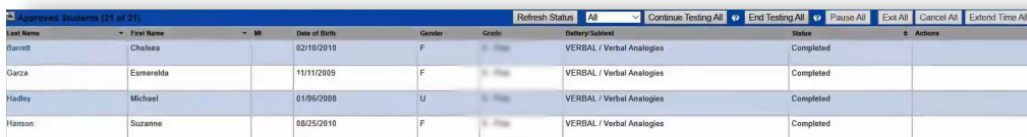
| Approved Students (17 of 33) | | | | | | | Refresh Status | Continue Testing All | End Testing All | Exit All | Cancel All | Extend Time All |
|------------------------------|------------|----|---------------|--------|-------|---------------------------|----------------|----------------------|-----------------|----------|------------|-----------------|
| Last Name | First Name | ME | Date of Birth | Gender | Grade | Battery/Subtest | Status | Actions | | | | |
| Barnett | Chelsea | | 02/10/2010 | F | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Goode | Camille | | 11/11/2009 | F | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Hedley | Michael | | 01/06/2008 | U | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Hanson | Daranna | | 08/25/2010 | F | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Harrington | Penny | | 01/09/2008 | U | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Hartford | Charlotte | | 01/10/2008 | U | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Hughes | Corey | | 12/12/2009 | M | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| James | Kareem | | 11/11/2009 | M | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |
| Leiter | Jean | | 01/01/2008 | U | 2 | VERBAL / Verbal Analogies | Completed | 15 of 24 | 7 min | ✓ | ✗ | ⌚ |

Tips for Monitoring & Using Action Buttons

- Observe each student's progress, make sure students are on task.
- Use top buttons for whole group or buttons in each student's row for individuals.

- ⏸ Pause - short break (10 minutes or less) - Resume to return to the test
- ✗ Exit - leave session with answers and time remaining saved - Create a new session starting with that subtest, and students login with new code to continue in the test.
- ⛔ Cancel - **rarely used** - does NOT save answers - Start Over - emergency use only
- ⌚ Extend Time - allows time to be added to the individual student's subtest; *follow district policy about adding times for specific students.*
- ▶▶ Continue Testing All - Click **once**, press okay and wait for the group to move to next subtest in sequence. It may take a little bit to close out one test and move the group.
- ☐ End Testing All - Ends testing session for the group and returns to login screen.

4. Once all student(s) have all "Completed" the a subtest, click "Continue Testing All" to move the group together and start the next subtest (i.e. Subtest 1 will start Subtest 2.)



| Last Name | First Name | DOB | Gender | Grade | Subtest/Subject | Status | Actions |
|-----------|------------|------------|--------|-------|---------------------------|-----------|---------|
| Harrell | Chelsea | 02/10/2019 | F | 5 | VERBAL / Verbal Analogies | Completed | |
| Garza | Esmeralda | 11/11/2009 | F | 5 | VERBAL / Verbal Analogies | Completed | |
| Hedley | Michael | 01/06/2008 | M | 5 | VERBAL / Verbal Analogies | Completed | |
| Hanson | Suzanne | 08/25/2010 | F | 5 | VERBAL / Verbal Analogies | Completed | |

Tips for "Continue Testing All" & "End Testing All"

- Proctor uses using the "Continue Testing All" button to move students together as a group to next test.
- All students must show a "Completed" status in order for the proctor to use "Continue Testing All."
- "Continue Testing All" moves students sequentially through the entire test and minimizes the need for students to log in and out of the system after every subtest.
- The only option after the "Getting Started" tutorial and the last subtest of the assessment is the "End Testing All" button which will automatically return the students to the login page.

Frequently Asked Questions:

Proctor log in site: [HTTP://WWW.RIVERSIDEDATAMANAGER.COM](http://www.riversidedatamanager.com)

User Name: email address

Password: self-created

Student Rosters:

Will each teacher have to add students to DataManager? Your district/organization uploaded a file that contained the names of students and their information into the system. You will not need to add students into the system.

Can teachers add students into DataManager? Users with the Role of Teacher in DataManager cannot add students into DataManager; users with the role of Administration can manually add new students.

Logging in Students for online testing:

How do students log in? Students will access online testing through a secure browser that has been installed on desktop and/or laptop computer, or through an app that has been downloaded on to each Chromebook or iPad.

How do the students exit the secure browser?

PC or Mac: Ctrl, Shift, Q

Chromebook: Ctrl, Tab, Q

iPad: Home button + Swipe-up

Proctoring/Testing:

Do test session codes expire? Yes, once students log in with a test session code, that test session code will expire.

If one student completes the subtest before the rest of the students in the group, can that student move on to the next subtest? No, all students in the test session will move together to the next subtest. Once all students in the session have a status of "completed", the Proctor can click on the "Continue Testing All" button to move students to the next subtest in sequence.

I don't see the "continue testing" button. You will not see the "continue testing" button if:

- you are giving the Getting Started tutorial
- you are administering the last subtest for the CogAT
- you are on the tab entitled "Merge"
- you have 4 tabs/sessions open. Max is 4 - close some tabs

Administering the *CogAT*®

HOW TO RUN AN AUDIO-LED TEST SESSION

STEP 01: PREPARE FOR TESTING

- Check student devices for app or browser
- Make sure students have headphones or earbuds
- Use Student Look Up to verify subtests taken or look up ID or login information



STEP 02: CREATE TEST SESSIONS

- Use consistent naming convention such as: Last Name, Grade, Subtest
- Select Audio-led for Mode
- Create a separate session for students with accommodations such as: Smith 3rd Verbal Extra Time



STEP 03: START THE TEST SESSION

- Click on the **Session Name**
- Wait for students to login
- Verify all students present in the room match those Waiting for Approval on your screen
- Click on **Approve All**



STEP 04: MONITOR AND USE ACTION BUTTONS

- Observe each student's progress, make sure on task
- Use top buttons for whole group or buttons in student's row for individuals
 - **Pause** - short break (10 minutes or less) - **Resume**
 - **Exit** - leave session with answers saved - **Create New Session** starting with that subtest - students login with new code to continue in the test
 - **Cancel** - rarely used - does NOT save answers - **Start Over** - emergency use only



STEP 05: ALL STUDENTS COMPLETED

- **Continue Testing All** - Click once, press okay and wait for the group to move to next subtest in sequence
- **End Testing All** - Ends testing session for the group and returns to login screen.



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CREATING TEST SESSIONS

Use this infographic to understand the step-by-step procedure for creating test sessions.

STEP 1. CREATE A SCHEDULE

Will all subtests be administered in one sitting? Which subtests will be administered in each sitting? Will there be extended breaks?



STEP 2. GETTING STARTED TUTORIAL

If you are administering the the tutorial, use the Proctoring Tab to create a separate session for Getting Started: Select Test Event, Grade, Test Group, Level, Battery/Subtest (Choose Getting Started), Audio Led, Name the Session and Click Create Session.



STEP 3. CREATE TEST SESSIONS

To create the first test session from the Proctoring Tab: Select Test Event, Grade, Test Group, Level, Battery/Subtest (Choose the subtest the session should start on.), Audio Led, Name the Session and Click Create Session.

CONSIDERATIONS:

The "Continue Testing All" feature allows a proctor to move students from one subtest to the next in sequence and eliminates the need to create a new session and session code for every subtest. Follow your schedule and only create a new session for the subtests which will be the first subtest of each sitting.



REMINDERS:

- Use a naming convention or pattern consistent with others on campus: Teacher Name - Grade - Subtest.
- The system can move students from one subtest to the next using Continue Testing All.
- Create a new session for any subtest given out of sequential order OR any session given after an extended break.



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NEED HELP?

Visit Riverside Training Academy for On-Demand training videos and answers to Common Questions at the bottom of the webpage:

<https://riversideinsights.com/rta-home>

Speak with a Specialist - Schedule a 15-minute, one-on-one meeting for assistance and answers to questions by copying this link and using the calendar to schedule time:

<https://meetings.hubspot.com/professionallearning1/speak-with-a-riverside-assessment-specialist-datamanager>

Explore the Resources in DataManager:

- Digital Resources: eLearning site – view short video clips
- Online Help: Click “Help” in upper left of screen to access online help documents
- User Guides: User Guides and Online Directions for Administration are available in the Digital Resource Library (Overview)

Contact Riverside DataManager Support for Technical Issues, System Errors, Missing Scores:

Phone: 877-246-8337

Email: help@riversidedatamanager.com

Hours: Monday-Friday 6:00 A.M. to 8:00 P.M. Central Time

**THANK YOU FOR CHOOSING
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