

Administer



Overview of *Iowa Assessments*

Online Testing Overview

Understanding and Creating Test Sessions

Administering the Test

Table of Contents

1 – IOWA OVERVIEW

2 – ONLINE TESTING OVERVIEW

2 –PROCTOR CHECKLIST

3 – DEVICES & STUDENT AND STAFF LOGIN

4 – TEST SESSIONS

5 – CREATING TEST SESSIONS AND SCHEDULE

6 – STARTING TESTING

7 – DURING TESTING

8 – TIPS FOR MONITORING & USING ACTION BUTTONS"

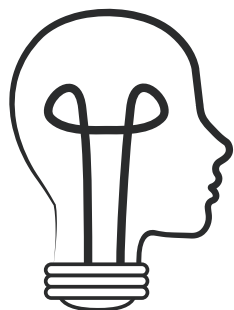
9– FREQUENTLY ASKED QUESTIONS

10 – PRINTABLE REMINDER BOOKMARKS

11 – PRINTABLE REMINDER FOR HELP



Overview of Iowa Assessments



Assess Less. Measure More. Insights you can trust in less testing time.

The Iowa Assessments™ from Riverside Insights are evidence-based, psychometrically sound assessments that measure student achievement and growth against next generation learning standards for grades K–12.

Level	Grade	Assessment Configuration		
		Complete (Core in Bold)		Survey
Level 5/6	K	Vocabulary Word Analysis Listening (Core not available for Level 5/6)	Language Mathematics Reading (2 parts)	(Survey not available for Level 5/6)
Levels 7 and 8	1–2	Vocabulary Word Analysis Reading (2 parts) Listening Language	Mathematics (2 parts) Computation Social Studies Science	Reading Language Mathematics
Levels 9–14	3–8	Reading (2 parts) Written Expression Mathematics (2 parts) Vocabulary Spelling Capitalization Punctuation	Computation Science Social Studies Word Analysis (Level 9 only) Listening (Level 9 only)	Reading Written Expression Mathematics
Levels 15–17/18	9–12	Reading Written Expression Mathematics Vocabulary	Computation Science Social Studies	(Survey not available for Levels 15–17/18)

Are we administering the *Iowa* Complete, Core, or Survey?

Are we required to administer all subtests?

Online Testing Overview

Before Testing the Account Holder/Tech Team will:



- Identify and Prepare staff and student devices

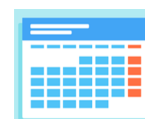
- Add staff users to DataManager.




- Roster or manually add students



- Open the test event



Proctor Checklist

	Tasks to Complete:	Description:
	Testing Plan	Understand the testing plan for your school.
	Training	Attend training class to Administer the <u>Iowa</u> 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.



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.



Student Login Page

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

Log In

First Name *

Last Name *

Birth Month *

Birth Day *

Session Code *

Login

OR

Student ID *

Session Code *

Login

Staff Devices & Login

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


Go to DataManager

www.riversidedatamanager.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.



Access DataManager

Proctor a Test Session

EMAIL ADDRESS

Please enter user email.

PASSWORD

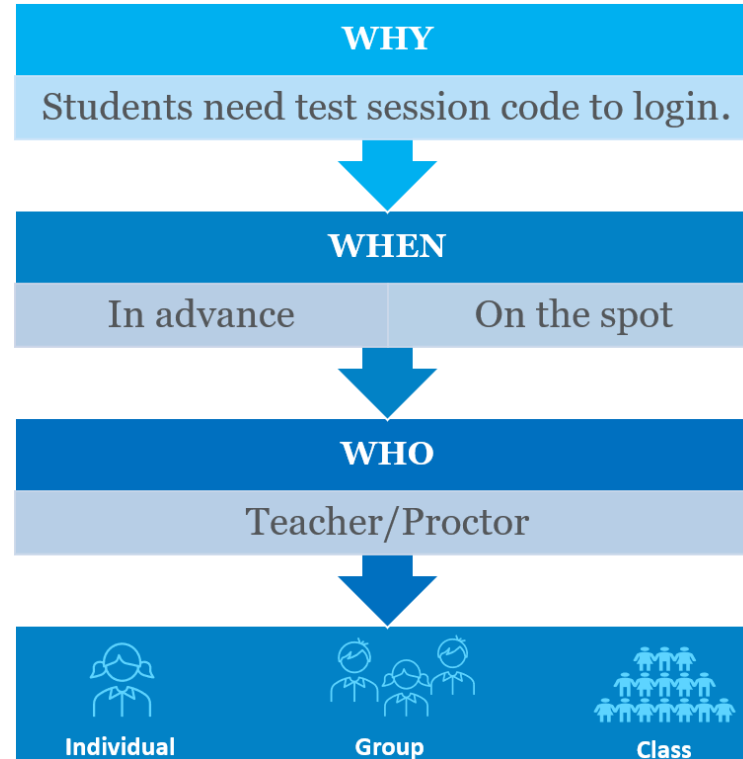
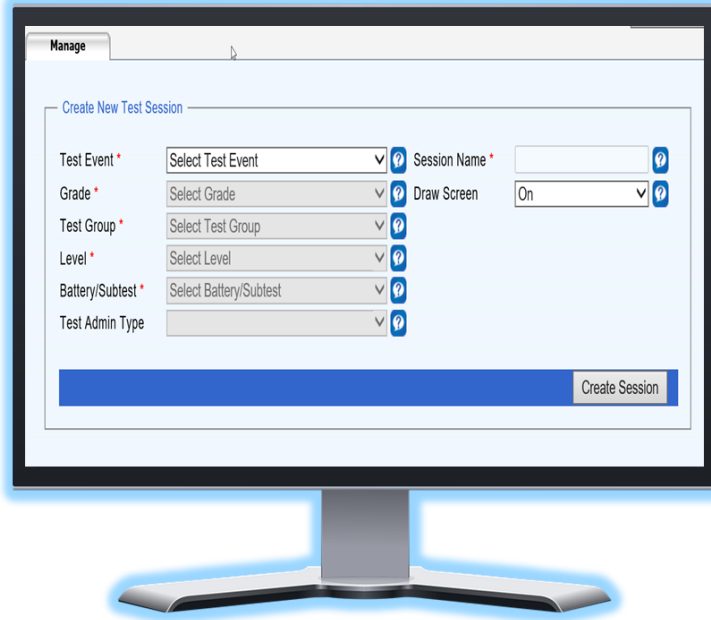
Sign In

[Forgot your password?](#)

[Create a new user with a DataManager Reporting Key](#)

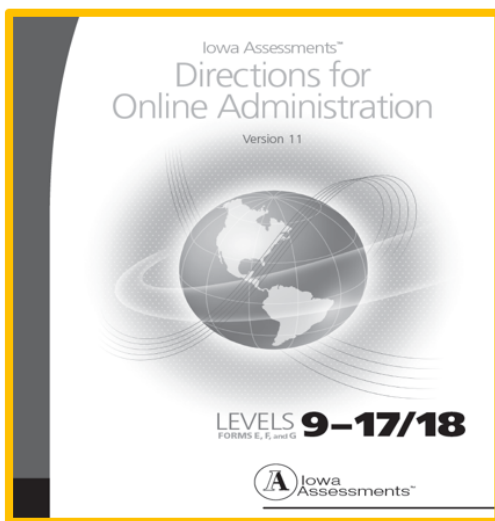
Creating Test Sessions

Creating sessions generates a session code that students use to login.

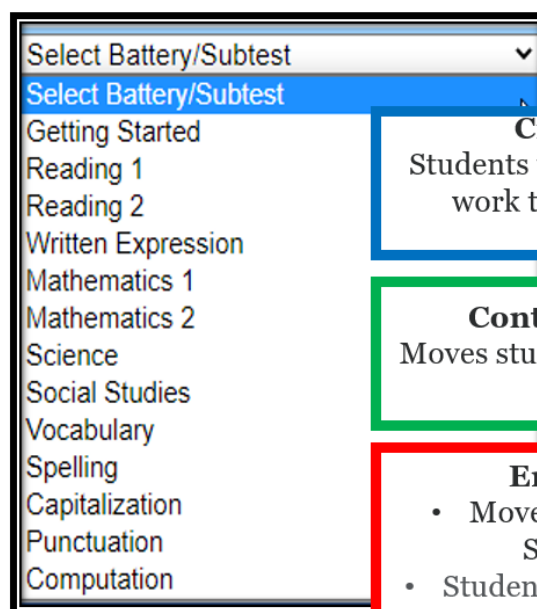


Creating a Testing Schedule

Testing schedule impacts and correlates with the creation of Test Sessions.



Check the Directions for Administration for a list of subtest order and times.



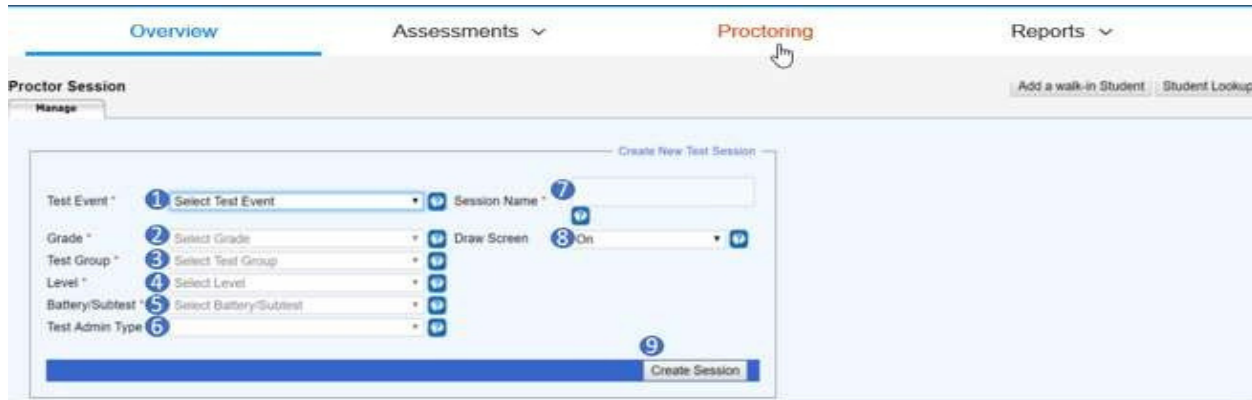
- Create Subtest:**
Students will login to subtest and work till their status shows "Completed".
- Continue Testing All:**
Moves students to the next subtest on the list.
- End Testing All:**
 - Moves students back to the Student login page.
 - Students will use a new session code to login to the next subtest.

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 a 'Manage' tab and a 'Create New Test Session' button. The form contains 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 Iowa.

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.

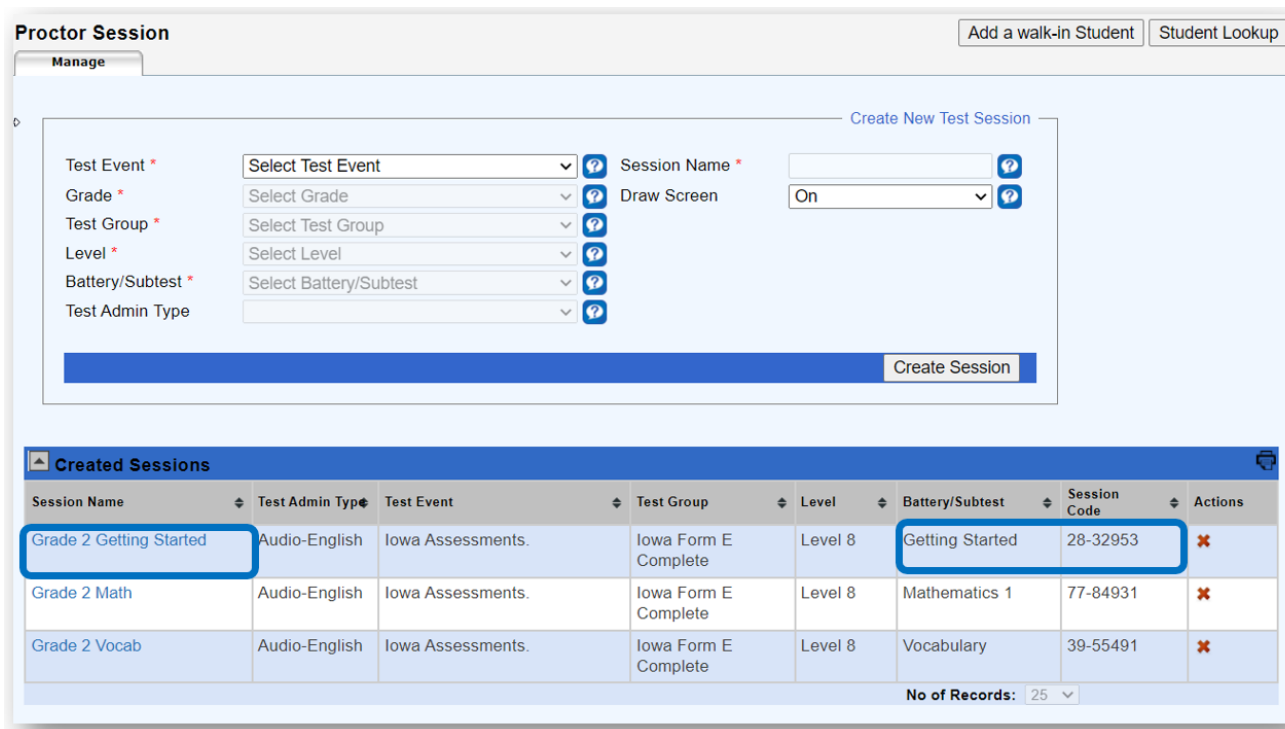
Examples: Robinson Gr 2 Math; Robinson Gr 2 Vocab; Robinson Gr 2 Reading

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



Proctor Session Add a walk-in Student Student Lookup

Manage

[Create New Test Session](#)

Test Event * Session Name *

Grade * Draw Screen

Test Group *

Level *

Battery/Subtest *

Test Admin Type

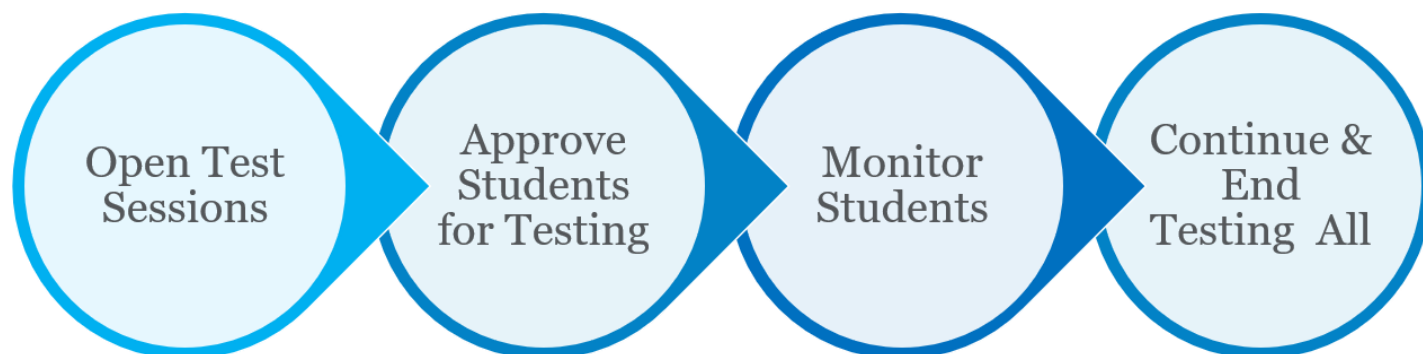
Create Session

Created Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Grade 2 Getting Started	Audio-English	Iowa Assessments.	Iowa Form E Complete	Level 8	Getting Started	28-32953	
Grade 2 Math	Audio-English	Iowa Assessments.	Iowa Form E Complete	Level 8	Mathematics 1	77-84931	
Grade 2 Vocab	Audio-English	Iowa Assessments.	Iowa Form E Complete	Level 8	Vocabulary	39-55491	

No of Records: 25

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).



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".

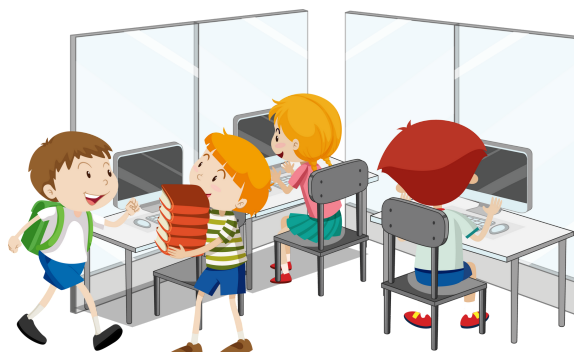
Waiting for Approval (4 of 4)							Approve All	Deny All
Last Name	First Name	ID	Date of Birth	Gender	Grade	Battery/Subtest	Status	
Barrett	Chelsea		02/10/2010	F	2nd	VERBAL / Verbal Analogies	✓	✗
Moody	Ellert		12/09/2010	M	2nd	VERBAL / Verbal Analogies	✓	✗
Todd	Cameron		01/01/2010	M	2nd	VERBAL / Verbal Analogies	✓	✗
Vega	Lewis		02/25/2010	M	2nd	VERBAL / Verbal Analogies	✓	✗

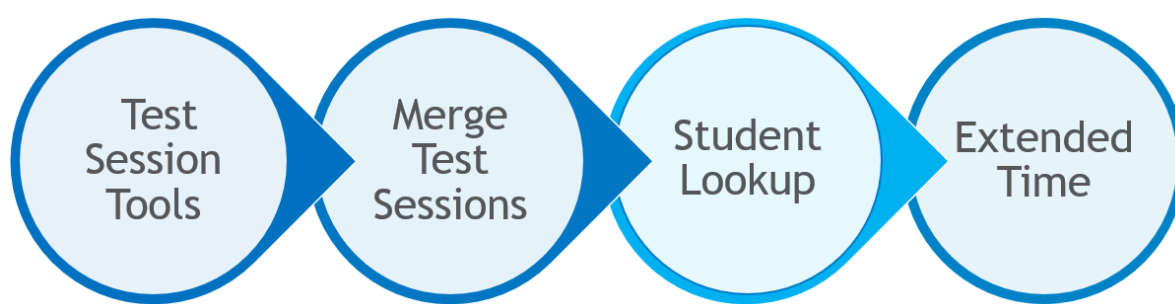
3. Student test session will begin, and you will be able to check their status as highlighted below.

Approved Students (21 of 21)							Refresh Status	All	Continue Testing All	End Testing All	Pause All	Exit All	Cancel All	Extend Time All
Last Name	First Name	ID	Date of Birth	Gender	Grade	Battery/Subtest	Status							
Barrett	Chelsea		02/10/2010	F	2nd	VERBAL / Verbal Analogies	Completed							
Garza	Esmerelda		11/11/2009	F	2nd	VERBAL / Verbal Analogies	15 of 24							
Hadley	Michael		01/06/2008	U	2nd	VERBAL / Verbal Analogies	Completed							
Hanson	Suzanne		08/25/2010	F	2nd	VERBAL / Verbal Analogies	Completed							
Harrington	Percy		01/09/2008	U	2nd	VERBAL / Verbal Analogies	Completed							
Hernandez	Christie		01/10/2008	U	2nd	VERBAL / Verbal Analogies	Completed							
Hughes	Corey		12/12/2009	M	2nd	VERBAL / Verbal Analogies	Completed							
James	Kareem		11/11/2009	M	2nd	VERBAL / Verbal Analogies	23 of 24							
Lamar	Jean		01/01/2008	U	2nd	VERBAL / Verbal Analogies	15 of 24							

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.)

Approved Students (21 of 21)							Refresh Status	All	Continue Testing All	End Testing All	Pause All	Exit All	Cancel All	Extend Time All
Last Name	First Name	ID	Date of Birth	Gender	Grade	Battery/Subtest	Status							
Barrett	Chelsea		02/10/2010	F	2nd	VERBAL / Verbal Analogies	Completed							
Garza	Esmerelda		11/11/2009	F	2nd	VERBAL / Verbal Analogies	Completed							
Hadley	Michael		01/06/2008	U	2nd	VERBAL / Verbal Analogies	Completed							
Hanson	Suzanne		08/25/2010	F	2nd	VERBAL / Verbal Analogies	Completed							





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.

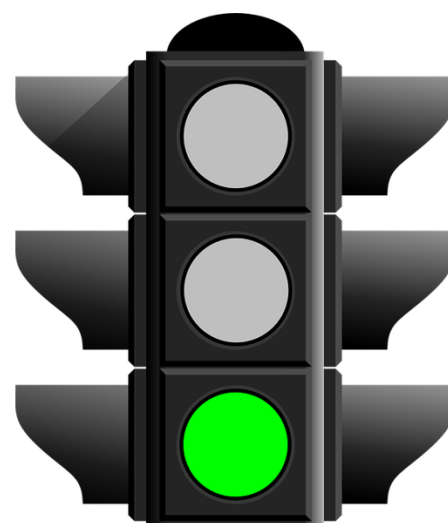


End Testing All - Ends testing session for the group and returns to login screen.

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

Approved Students (11 of 11)							All	Continue Testing All	End Testing All	Pa
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status			
Bynum	Noah		01/01/2007	M	5 - Five	Reading 1	COMPLETED			
							Completed			

- Students move together as a group using the "Continue Testing All" button.
- 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:

DATA MANAGER



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:

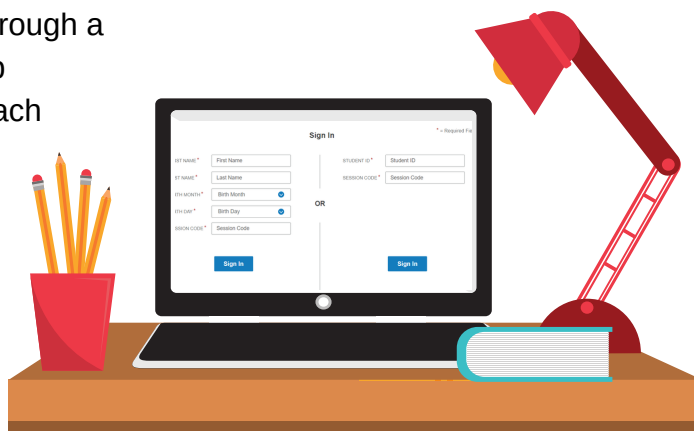
How do students log in? Students will access online testing through a secure browser that has been installed on desktop and/or laptop computer, or through an app that has been downloaded on to each Chromebook or iPad.

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

Approved Students (16 of 16)							Refresh Status	All	Continue Testing All	End Testing All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions		
Barrett	Chelsea		02/10/2010	F	5 - Five	Reading 1	Completed			
Garza	Esmerelda		11/11/2009	F	5 - Five	Reading 1	Completed			
Hadley	Michael		01/06/2008	U	5 - Five	Reading 1	Completed			
Hammer	Michael		01/07/2008	U	5 - Five	Reading 1	Completed			
Harrington	Percy		01/09/2008	U	5 - Five	Reading 1	Completed			
Harrod	Christie		01/10/2008	U	5 - Five	Reading 1	Completed			
Hughes	Corey		12/12/2009	M	5 - Five	Reading 1	Completed			
Lamar	Jean		01/01/2008	U	5 - Five	Reading 1	Completed			

Printable Reminder Tools

Administering the



HOW TO RUN AN AUDIO-LED TEST SESSION

STEP 01: 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 02: 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 info.

If you decide you need test tickets go to for more info:
<https://vimeo.com/578185072/b2cb9a2048>



STEP 03: START THE TEST SESSION

- Click on your **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



©2021 BY RIVERSIDE ASSESSMENTS, LLC



CREATING TEST SESSIONS

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

STEP 1. CREATE A SCHEDULE

Which tests will be administered in each sitting? When will you take extended breaks? Will you have small groups with accommodations?



STEP 2. GETTING STARTED TUTORIAL

If you are administering the tutorial, follow these steps to create a separate session for Getting Started: Proctoring Tab, 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

Select the first subtest in sequence for each sitting on your schedule. To create the sessions: Proctoring Tab, Select Test Event, Grade, Test Group, Level, Battery/Subtest (Choose the first subtest), 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.

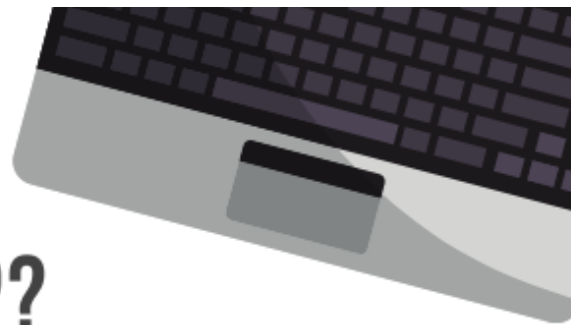


REMINDERS:

- 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.



©2021 BY RIVERSIDE ASSESSMENTS, LLC



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
RIVERSIDE INSIGHTS!**

