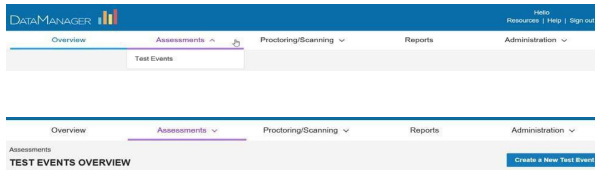# CogAT®
Complete: System Setup

Once roster files have been imported, create the Test Event.
Test Assignments are then created within the Test Event.
After the Test Event and Test Assignments have been made, test administrators can create Test Sessions.

Create Test Event

Go to DataManager
www.riversidedatamanager.com
Click the **Assessments** tab and **Test Events.**

Create Test Event

1.Test Event Name: Enter a name that will help you identify the test event, i.e., Test Year/Test
Season/Test Family or Name (Ex: 2022 Fall CogAT Screening). The name must be unique.
2.Test Event Assessment Type: Select CogAT
3.Test Event Participant List: Select the district name. Do not drill down to a specific school or class.
4.Test Event Roster: Select the roster to associate with the test event.

Score & Reporting Details

5.Test Event Date: Use the midpoint of the testing window as the Test Event Date. Testing can begin 30 days prior to this date and can continue testing 30 days after the Test Event Date.

a.Normative Year: Most current normative data is 2017.

b.Normative Period: The normative year and normative period are automatically populated based on what is entered as the Test Event date.

6.Achievement Scores: Leave default selection.

7.Ability Scores: Compare a student to other students within your district.

(For example, how did David in School A perform on the assessment compared to Michael in School A or Jacob in School B). *National comparisons are the primary scores provided.*

***8.*Suppress Program Labels:** Select "Suppress Program Indications from Class Reports" if sensitive student information, such as Free and Reduced Lunch, Special Education, etc., should not be displayed.

9.Teacher reports. This information appears only if included in the roster file when submitted.

CogAT®
Complete: System Setup

Online Testing Details

10. Allow or disallow Draw Screen
Students will see the draw screen after logging in successfully and after completion of each subtest

11. Allow Audio Test Administration:
Allow provides the option for Test Sessions to be created as "Proctor-Led" when the Proctor reads the directions, OR "Audio" where students hear directions through headphones.

12. Click Save.

Create Assignments

- After the saving the Test Event details, click the blue Assignments tab in the right hand corner and Create/Edit Assignments.
- Click Online Testing for the Administration Mode.
- Click Online Testing for the Administration Mode.

Status: Open

| Close | Edit | **Assign** |

Create/Edit Assignment

MODE

Online Testing

EXAMPLE - Creating the Test Event

Create a New Test Event
Fields with an asterisk are required.

Test Event Details   * = Required Fields

① TEST EVENT NAME*   TEST EVENT ASSESSMENT TYPE*
CogAT Grades K-6 2020   CogAT ②

TEST EVENT PARTICIPANT LIST* ③   TEST EVENT ROSTER* ④
1 participant(s) selected   Assessment Services 2018 -- 03/07/2018   XLS

Scoring and Reporting Details

⑤ T EVENT DATE*   NORMATIVE YEAR   NORMATIVE PERIOD
10/16/2020   2017   Season: Fall

ACHIEVEMENT SCORE ⑥   ABILITY SCORES ⑦
1 selected   Select ability score

⑧ SUPPRESS PROGRAM LABEL(S) ⑨   ◉ Yes   ○ No

Online Testing Details

⑪ ☑ Allow Audio Test Administration ⑦ ☑ Allow Draw Screen ⑦ ☐ Allow Remote Proctoring ⑦

| Cancel | ⑩ | Clear | Save |

Creating Test Assignments

Choose the **Test Group for each grade,** and the **Level** and **Battery** will default to the recommended levels for those grades participating in this test window. Click Save.

Riverside Insights™

A PREPARATORY TIMELINE

DISTRICT ADMINISTRATOR

DATAMANAGER

Verify Licenses and Attend Courses
Riverside Training Academy

2 MONTHS BEFORE TESTING

Check enrollment and licenses needed for year. Attend
Live Webinars or Multi-Part Videos On-Demand
- Rostering for Online Testing
- Setting Up a Test Window
- Administering the Test

Upload Rosters and Check Tech

MONTH BEFORE TESTING

Refer to Webinar Handouts and Remember
- Check your locations 1st (no changes in campuses = no new location file upload)
- Processing takes 3-5 business days
- Rosters must be loaded to create window
- Verify with Tech Team student devices are prepared and system check is done

Create Test Event/Window and Make Test Assignments

MONTH BEFORE TESTING

Refer to Webinar Handouts and Remember
- Use largest possible entity = district
- Test Date = midpoint of your test window
- Test Event is Open once saved
- System takes you to Test Assignments
- Assign all grade levels in the Test Event

Create Testing and Training Schedule
Riverside Training Academy

ONE WEEK PRIOR TO TESTING

Use Handouts from Webinars and Remember
- Create a Training Schedule for all Proctors
- Set District Guidelines for Test Sessions (naming conventions, audio-led, schedule)
- Have Proctors or Coordinators Create Sessions

Plan for Special Circumstances

ONE WEEK PRIOR TO TESTING

Use District Data and Processes and Verify:
- Everyone trained and sessions made?
- All students have access to headphones or earbuds?
- Do all student devices have the app or browser?
- Are small group or individual sessions planned for students who need accommodations?

DATA MANAGER

CONGRATULATIONS! YOU ARE READY FOR TESTING!
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TEST EVENT DETAILS

NOTES:

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!