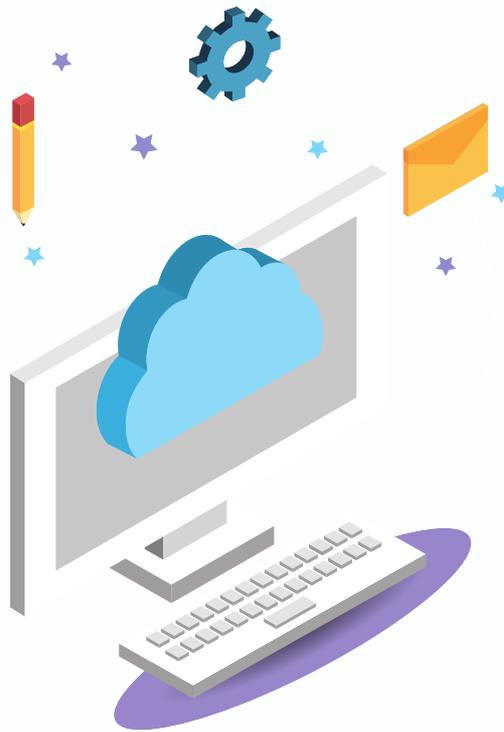


DATA MANAGER

Assessment Companion: Screening Form



Proctor Checklist

	Tasks to Complete:	Description:
	Testing Plan	Understand the testing plan for your school.
	Training	Attend training class to Administer the CogAT Screening Form 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.



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

Student Login Page

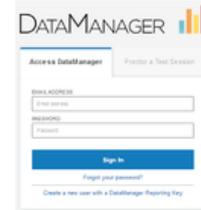
Staff Devices & Login

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.



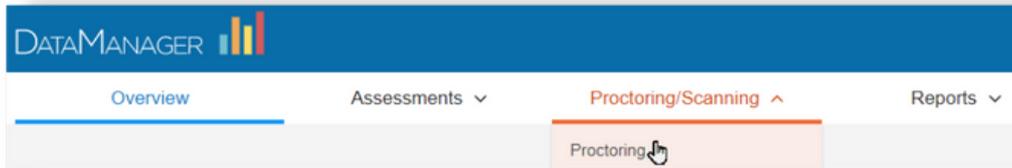
Create a Testing Schedule

Allow approximately 15 minutes per subtest plus 5 minutes for the Getting Started Tutorial.

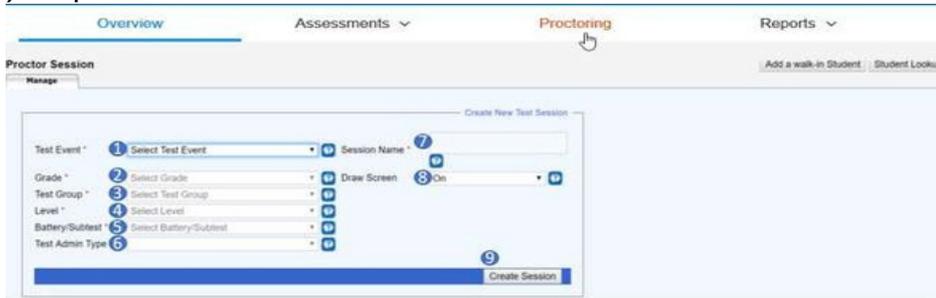
Best Practices: Use Pause for short breaks and schedule a Make-up Day.

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.



- 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).

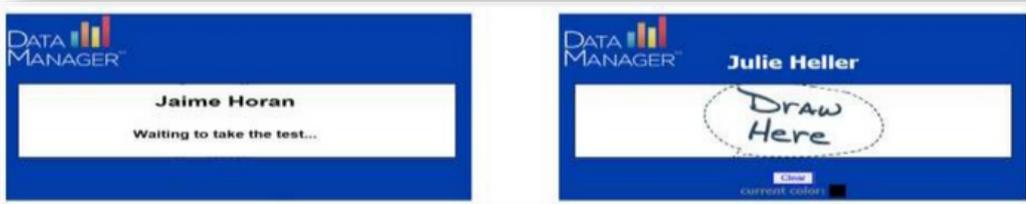
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Lee_5_Session 1 GS	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	Getting Started	56-12657	
Lee_5_Session 2 Verbal	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	VERBAL / Verbal Analogies	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	✘

No of Records: 125

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 5)							Approve All	Deny All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions	
Barnett	Chelsea		02/10/2010	F	3	VERBAL / Verbal Analogies	✓	
Moody	Elbert		12/09/2010	M	3	VERBAL / Verbal Analogies	✓ ✗	
Todd	Cameron		01/01/2010	M	3	VERBAL / Verbal Analogies	✓ ✗	
Vega	Levis		02/25/2010	M	3	VERBAL / Verbal Analogies	✓ ✗	

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

Individual - Students (11 of 21)							Feedback Status	Continue Testing All	Test All	Exit All	Cancel All	Extend Time All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Time	Actions				
Barnett	Chelsea		02/10/2010	F	3	VERBAL / Verbal Analogies	Completed					
Garza	Charmelle		11/11/2009	F	3	VERBAL / Verbal Analogies	15 of 24	⏸ ⏹ ⏪ ⏩ ⏴ ⏵				
Hendley	Michael		01/06/2008	U	3	VERBAL / Verbal Analogies	2 min					
Hanson	Ducanna		08/25/2010	F	3	VERBAL / Verbal Analogies	Completed					
Harrington	Pheny		01/09/2008	U	3	VERBAL / Verbal Analogies	Completed					
Harned	Cherelle		05/10/2008	U	3	VERBAL / Verbal Analogies	Completed					
Hughes	Clarey		12/11/2009	M	3	VERBAL / Verbal Analogies	Completed					
James	Kameron		10/11/2009	M	3	VERBAL / Verbal Analogies	22 of 24	⏸ ⏹ ⏪ ⏩ ⏴ ⏵				
Jones						VERBAL / Verbal Analogies	7 min					
Lehar	Jean		01/01/2008	U	3	VERBAL / Verbal Analogies	15 of 24	⏸ ⏹ ⏪ ⏩ ⏴ ⏵				
						VERBAL / Verbal Analogies	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.)



Test Name	First Name	Last Name	Date of Birth	Gender	Grade	Subtest	Status	Actions
	Chloe		02/10/2019	F	3	VERBAL / Verbal Analogies	Completed	
	Emerselle		11/11/2009	F	3	VERBAL / Verbal Analogies	Completed	
	Michael		01/06/2008	M	3	VERBAL / Verbal Analogies	Completed	
	Suzanna		08/25/2010	F	3	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?



CogAT[®]

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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