

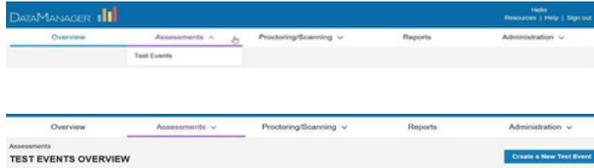
# CogAT® Screening Form: System Setup

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](http://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 Screening Form
- 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® Screening Form: 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

## Create/Edit Assignment

MODE

Online Testing
▼

## EXAMPLE - Creating the Test Event

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

\* = Required Fields

**1 Test Event Details**

<b>TEST EVENT NAME*</b> CogAT Grades K-6 2020	<b>TEST EVENT ASSESSMENT TYPE*</b> CogAT <span style="float: right;">2</span>
<b>TEST EVENT PARTICIPANT LIST*</b> 1 participant(s) selected <span style="float: right;">3</span>	<b>TEST EVENT ROSTER*</b> Assessment Services 2018 -- 03/07/2018 <span style="float: right;">4</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px; font-size: x-small;">XLS</span>

**Scoring and Reporting Details**

<b>TEST EVENT DATE*</b> 10/16/2020 <span style="float: right;">5</span>	<b>NORMATIVE YEAR</b> 2017 <span style="float: right;">6</span>	<b>NORMATIVE PERIOD</b> Season: Fall <span style="float: right;">7</span>
<b>ACHIEVEMENT SCORES</b> 1 selected <span style="float: right;">8</span>	<b>ABILITY SCORES</b> Select ability score <span style="float: right;">9</span>	

**11**  SUPPRESS PROGRAM LABEL(S)  Yes  No 10

# CogAT® Screening Form: System Setup

## 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**.

**TEST ASSIGNMENT**

**Assign by Location and Grade**

Select a test event, location, and mode for the assignment. Then select any additional options based on the assessment type.

TEST EVENT: Spring 2021 CogAT Screening | LOCATION: Maple ISD | MODE: Online Testing

Grade	Test Group	Level	Battery	Actions
Grade K	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 1	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 2	CogAT Screening Form 7	Level 8	3 selected	View Test Tickets   Eligibility   Clear
Grade 3	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 4	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 5	CogAT Screening Form 7	Level 11	3 selected	View Test Tickets   Eligibility   Clear
Grade 6	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 7	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 8	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 10	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear
Grade 12	Select test group	Select level	Select battery	View Test Tickets   Eligibility   Clear

**Save**

## If administering the Post Screener:

1. Close the Test Event for the Screening Test
2. Create a Test Event for the Post Screener. The date for the Post Screener MUST fall within 30 days of the Screening Form test event.
3. Create Test Assignments for the Post Screener.



**1**

**TEST EVENT**

Spring 2021 CogAT Screening

View and manage your test event

TEST EVENT DETAILS

Name	Assessment Type	Router
Spring 2021 CogAT Screening	CogAT	Assessment Services 2018 - 03/07/2018

**Complete Tasks**

- Add a location to the roster
- Proctor an online test session
- Manage scanning sessions
- Clear this test event
- View status and change log
- See reports
- Create this test event

**2**

**Create a New Test Event**

Fields with an asterisk are required.

**Test Event Details**

TEST EVENT NAME\*: CogAT Screening Spring 2021 | TEST EVENT ASSESSMENT TYPE\*: CogAT

TEST EVENT PARTICIPANT LIST\*: 1 participant(s) selected | TEST EVENT ROSTER\*: Assessment Services 2018 - 03/07/2018

**Scoring and Reporting Details**

TEST EVENT DATE\*: 06/07/2021 | NORMATIVE YEAR: 2017 | NORMATIVE PERIOD: Season: Spring

ACHIEVEMENT SCORES: 1 selected | ABILITY SCORES: 2 selected

SUPPRESS PROGRAM LABEL(S):  Yes  No

**Online Testing Details**

Allow Audio Test Administration  Allow Draw Screen  Allow Retake Proctoring

**Cancel** **Clear** **Save**

**3**

Grade	Test Group
<input type="checkbox"/> K - Kindergarten	Select Test Group
<input type="checkbox"/> 1 - One	Select Test Group
<input checked="" type="checkbox"/> 2 - Two	CogAT Post-Screener Form 7
<input type="checkbox"/> 3 - Three	Select Test Group
<input type="checkbox"/> 4 - Four	Select Test Group
<input checked="" type="checkbox"/> 5 - Five	CogAT Post-Screener Form 7
<input type="checkbox"/> 6 - Six	Select Test Group

*CogAT®*  
Screening Form: System Setup

A PREPARATORY TIMELINE  
**DISTRICT ADMINISTRATOR**  
DATA MANAGER 



**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?

**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](mailto:help@riversidedatamanager.com)

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

**THANK YOU FOR CHOOSING  
RIVERSIDE INSIGHTS!**

