

Administer

IOWA

FLEX™

Overview of *IowaFlex*

Online Testing Overview

Understanding and Creating Test Sessions

Administering the Test

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DATA MANAGER 

Digital Resources

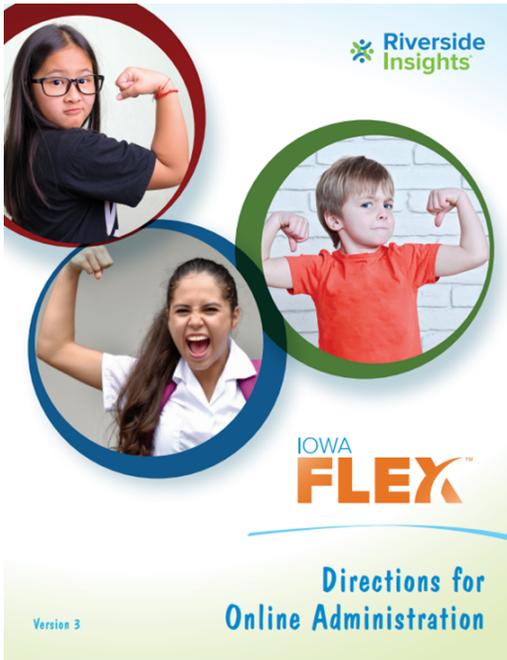
Access Resources for your testing program.

[Open Resources](#)

An adaptive testing experience tailored to each individual student's ability level. IowaFlex assesses student performance in Reading and Mathematics. This benchmark assessment can be administered multiple times throughout the year.

- Tests are untimed
- Usually completed within a single class period
- Create small groups with accommodations

Explore the *DataManager* Digital Resources and download the *Directions for Administration* for more info on the procedures for administering IowaFlex, test descriptions, accommodations, and scheduling tips.



IowaFlex Reading

Kindergarten - 1st grade is Audio Led
2nd grade -8th grade is Self-paced

IowaFlex Math

Kindergarten -2nd grade is Audio Led
3rd grade -8th grade is Self-paced

Self-Paced
Students read their own directions on the screen



Are we administering the *IowaFlex Reading, Math, or both?*

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/s 

Proctor Checklist

	Tasks to Complete:	Description:
	Testing Plan	Understand the testing plan for your school.
	Training	Attend training for Administering the <u>lowaFlex</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	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.
	Math & Reading	If students are supposed to take both subjects, insure they have completed both.

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.



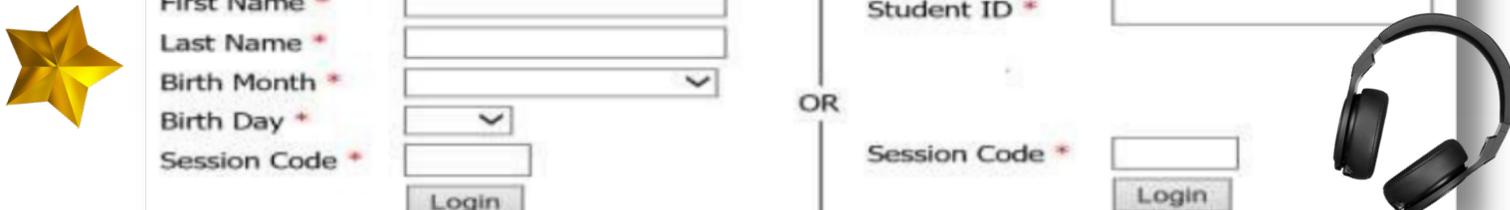
Approved devices: Laptops, Desktops, iPads and Chromebooks

Secure Browser for Laptops & Desktops

DataManager APP for Chromebooks and iPads

Student Login Page

Also make sure K-2 students have headphones or earbuds available for testing day.



Log In

First Name *

Last Name *

Birth Month *

Birth Day *

Session Code *

OR

Student ID *

Session Code *

Staff Devices & Login

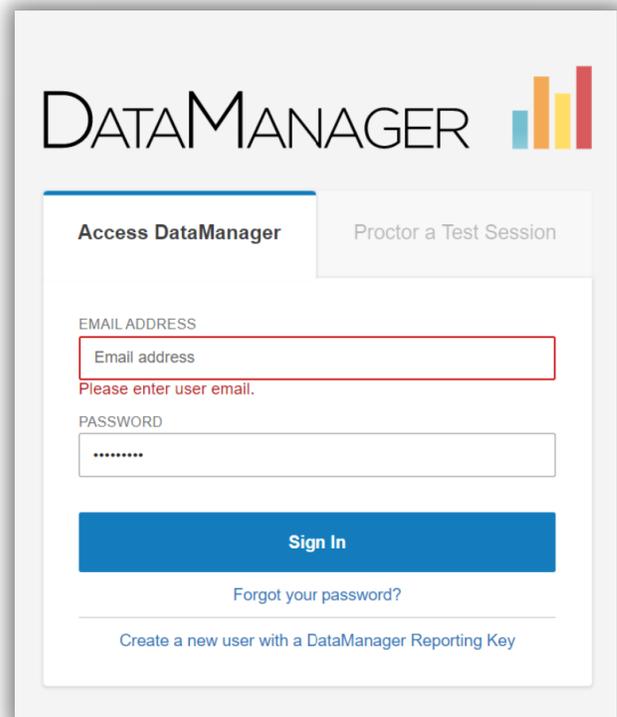
Proctoring is ONLY supported on a laptop or desktop.

Go to DataManager
www.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.



DATA MANAGER

Access DataManager | Proctor a Test Session

EMAIL ADDRESS

Please enter user email.

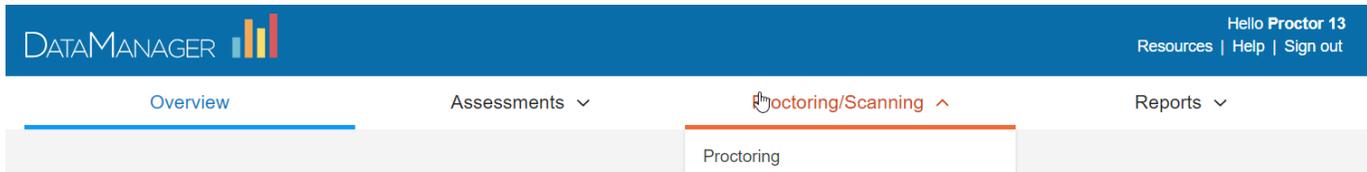
PASSWORD

[Forgot your password?](#)

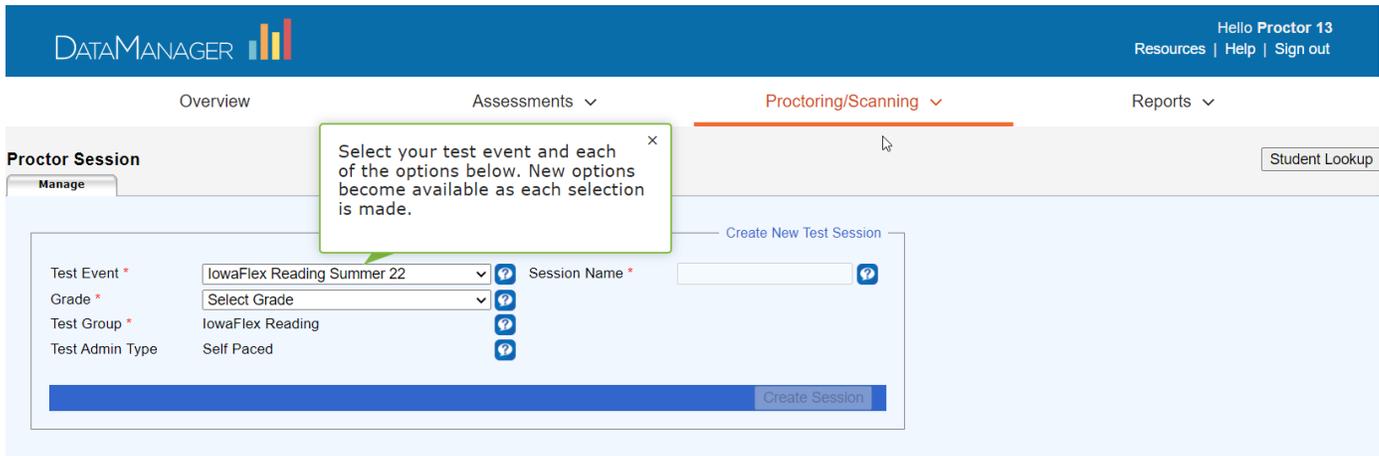
[Create a new user with a DataManager Reporting Key](#)

Creating Test Sessions

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



Fill in the drop down boxes and enter session name.



- 1. Test Event:** You will have separate events for *IowaFlex* Reading and *IowaFlex* Math.
- 2. Grade:** Each grade level testing must be set up as separate test sessions.
- 3. Test Group:** You will have only one choice since the test group was assigned during district setup.
- 4. Test Admin Type:** **IowaFlex Reading** **IowaFlex Math**

K - 1 is Audio Led

K - 2 is Audio Led

2 - 8 is Self-paced

3 - 8 is Self-paced

- 6. Session Name:** A consistent naming convention for your district and/or school is recommended.

Examples: Goodwin Gr 2 Math; Goodwin Gr 2 Math;

Create Session: Click on the create button and your session will appear in list with a proctor code.



Administering the Test

Starting Testing

Overview Assessments ▾ **Proctoring/Scanning** ▾ Reports ▾

Proctor Session Student Lookup

Manage

New Session Saved

Create New Test Session

Test Event * Session Name *

Grade * Draw Screen

Test Group *

Level *

Battery/Subtest *

Test Admin Type

Create Session

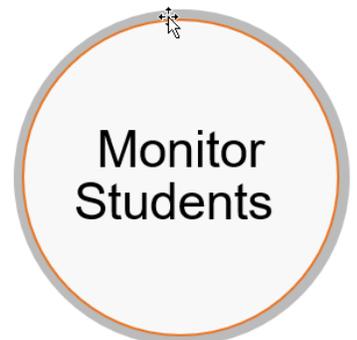
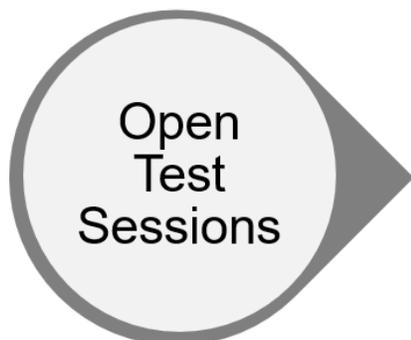
Create another session or click a session name below to get started.

Created Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Goodwin Gr 2 Reading	Self Paced	IowaFlex Reading Summer 22	IowaFlex Reading	Grade 2	IowaFlex Reading	86-10222	✘
Goodwin Gr 2 Math	Audio-English	IowaFlex Math Summer 22	IowaFlex Math	Grade 2	IowaFlex Math	56-96946	✘

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 “End Testing All”. If they are taking the other subject, give them the session code for logging in.



During Testing



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

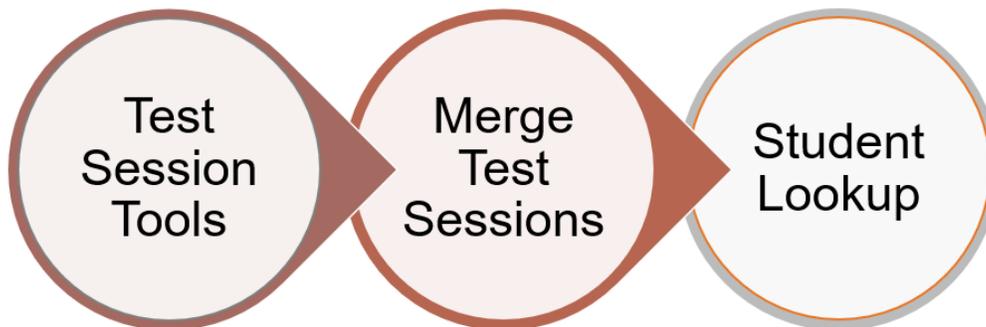
2. Once all students have logged in and you have verified correct number of students, click “Approve All”.

Waiting for Approval (8 of 8)								Approve All	Deny All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions		
Hadley	Michael		01/06/2008	U	5 - Five	IowaFlex Math	✓ ✗		
Harrington	Percy		01/09/2008	U	5 - Five	IowaFlex Math	✓ ✗		
Jones	Kareem		11/11/2009	M	5 - Five	IowaFlex Math	✓ ✗		
Miller	Tina		12/12/2009	F	5 - Five	IowaFlex Math	✓ ✗		
Sias	Ethan		12/12/2009	M	5 - Five	IowaFlex Math	✓ ✗		
Thomas	Tammy		04/07/2010	F	5 - Five	IowaFlex Math	✓ ✗		

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

Approved Students (12 of 12)								End Testing All	Resume All	Exit All	Cancel All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions			
Barrett	Chelsea		02/10/2010	F	5 - Five	IowaFlex Math	Completed				
Hadley	Michael		01/06/2008	U	5 - Five	IowaFlex Math	Completed				
Harrington	Percy		01/09/2008	U	5 - Five	IowaFlex Math	Completed				
Jones	Kareem		11/11/2009	M	5 - Five	IowaFlex Math	Completed				
Lamar	Jean		01/01/2008	U	5 - Five	IowaFlex Math	Completed				

4. Once all student(s) have all “Completed” the a subtest, click “End Testing All”. Students return to the sign in page.



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



Frequently Asked Questions:

DATAMANAGER



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 "End Testing All" button to move students to the sign in page. If they are taking the other subject, the Proctor will provide the code for that session.





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!**

