DATAMANAGER

District Administrator Checklist Notes:

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

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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!

Rostering Reminders

Use this infographic as a guide while viewing the DataManager On-Demand or Live Training for Online Rostering.

For Manual Rostering go to Common Questions Video:
https://vimeo.com/591780799/c94fcd6fb3 (7:45)

Step 1

Download the file templates from:
https://riversideinsights.com/ri_datamanager?tab=2

Keep all headers as you complete a Location, Staff, and Student file.

Online Testing (In-School Administrations Only)

The tools below will support your successful online testing experience through DataManager. Be sure to discuss your needs with your local Riverside Insights representative, who will initiate the readiness process. Video guides on step file templates are available here.

The information in the tabs below is valid for the Iowa Assessments™ Forms E, F, and G, Logramos™ TERCERA EDICIÓN, Cognitive Abilities Test™ (CogAT®) Forms 7 and 8, and the CogAT Screening Form. Information on PowerPlus™ is available at the bottom of this page.

| Online Testing | Data File Templates | Creating and Submitting Data Files |

Step 2

Check locations which may already be in DataManager. Complete the Location file: List ALL locations/buildings that will have a student testing.

Step 3

Complete the Staff file: **List** each staff member who needs access to the test. **Assign** a role to each staff member, Admin, Teacher, Proctor, Resources. **Determine** if staff members will view reports by grade level or class, and **list** on the spreadsheet accordingly. View the On-Demand training for more information about staff roles and reporting.

Step 4

Complete **ONE** Student file: List all students who will be testing. Include the required information and tie each student to a location and a grade level or class for reporting.

Step 5

Use the Rostering Assistant found at:
riversideinsights.com/data_help
to review for errors. Then submit files using your SFTP site credentials.

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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 RIVERSIDE INSIGHTS!