

Texas Bilingual Reclassification

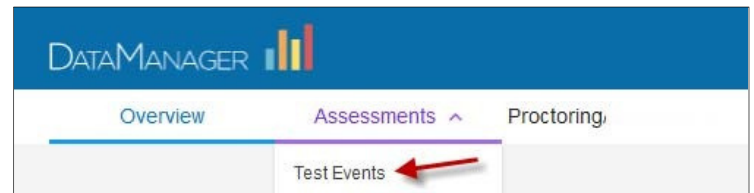
Creating Test Event Quick Reference Guide

Users with the role of Account Holder or Administrator typically will be setting up Test Event (test window) for their District. Reclassification test event will need to be setup for April/May testing for grades 1, 2, 11, and 12.

Note: All campus specialist/teachers will proctor tests using the same district test event. This will allow all data to aggregate at district level for reporting.

Before You Begin: Make sure to add new roster "Reclassification Roster 2023".

- 1) Log in to DataManager www.riversidedatamanager.com using your user name and password. The Overview screen appears.



- 2) On the DataManager header, click the ASSESSMENTS tab and select TEST EVENTS

- 3) Click CREATE NEW TEST EVENT



- 4) Enter the following information. Fields with an asterisk (*) are required.

1. Test Event Details:

- (a) Test Event Name: "Reclassification Assessment (and current year)"
- (b) Type: Iowa Assessments
- (c) Participant List: Click box for District
- (d) Roster: select "Reclassification Roster"

2. Scoring and Reporting Details:

- (a) Test Event Date:
Test event opens when saved and will automatically close in 30 days.

3. Online Testing Details:

- (a) Allow Calculator: district choice
- (b) Allow Audio Administration: recommended – for grades 1 and 2 computer audio will provide instructions and pace students.
- (c) Allow Draw Screen: district choice
- (d) Click SAVE

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

Test Event Details * = Required Fields

TEST EVENT NAME* Iowa Reclassification Assessments 2021

TEST EVENT ASSESSMENT TYPE* Iowa Assessments

TEST EVENT PARTICIPANT LIST* 1 participant(s) selected

TEST EVENT ROSTER* Select roster

Scoring and Reporting Details

TEST EVENT DATE* 04/30/2021

NORMATIVE YEAR 2017

NORMATIVE PERIOD Season: Spring

ACHIEVEMENT SCORES 1 selected

ABILITY SCORES Select ability score

SUPPRESS PROGRAM LABEL(S) ☒ Yes ☐ No

Online Testing Details

☒ Allow Calculator Use ☒ Allow Audio Test Administration ☒ Allow Draw Screen ☐ Allow Remote Proctoring

Buttons: Cancel, Clear, Save

Next Step – Test Assignments (continued on page 2)

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5) Create Test Assignments - Click ASSIGN

Assessments > Test Events Overview

TEST EVENT

Iowa Reclassification 2021

View and manage your test event

Status: Open

[Edit](#) [Assign](#)

Note: For Reclassification you will be using Iowa Assessment Form F Survey for grades 1 and 2. And Iowa Form F Complete for grades 11 and 12

Overview **Assessments** Proctoring/Scanning Reports Administration

Assessments > Test Events Overview > Iowa Reclassification 2021

TEST ASSIGNMENT OVERVIEW

[Create/Edit Assignment](#)

6) Add tests and grades

- (1) Click CREATE/EDIT ASSIGNMENT
- (2) Drop down menu select mode "ONLINE TESTING"
- (3) For grade 1 use dropdown menu and select "Iowa Form F Survey" (Level 7)
- (4) Grade 2 use dropdown menu and select "Iowa Form F Survey" (Level 8)
- (5) Grade 11 use dropdown menu and select "Iowa Form F Complete" (Level 17/18)
- (6) Grade 12 use dropdown menu and select "Iowa Form F Complete" (Level 17/18)
- (7) Click "Save"

Grade	Test Group	Level
<input type="checkbox"/> K - Kindergarten	Select Test Group	Select Level
<input checked="" type="checkbox"/> 1 - One	Iowa Form F Survey	Level 7
<input checked="" type="checkbox"/> 2 - Two	Iowa Form F Survey	Level 8
<input type="checkbox"/> 3 - Three	Select Test Group	Select Level
<input type="checkbox"/> 4 - Four	Select Test Group	Select Level
<input type="checkbox"/> 5 - Five	Select Test Group	Select Level
<input type="checkbox"/> 6 - Six	Select Test Group	Select Level
<input type="checkbox"/> 7 - Seven	Select Test Group	Select Level
<input type="checkbox"/> 8 - Eight	Select Test Group	Select Level
<input type="checkbox"/> 9 - Nine	Select Test Group	Select Level
<input type="checkbox"/> 10 - Ten	Select Test Group	Select Level
<input checked="" type="checkbox"/> 11 - Eleven	Iowa Form F Complete	Level 17/18
<input checked="" type="checkbox"/> 12 - Twelve	Iowa Form F Complete	Level 17/18

[Save](#) [Reset](#)

Your test assignment(s) have been saved.

You will see green box at top stating Test Assignment has been saved.

Click ASSESSMENT on DataManager Header and you should see your new test event

All Test Events

Use the filters to narrow your search or click the test event name to open or edit it.

FILTERS [Search](#)

Assessment Type	Test Event Name	Assessment Creator	Test Event Date	Close Date	Status
Iowa Assessments	Reclassification Assessment	Dennis Murphy	04/30/2021	05/30/2021	Open