

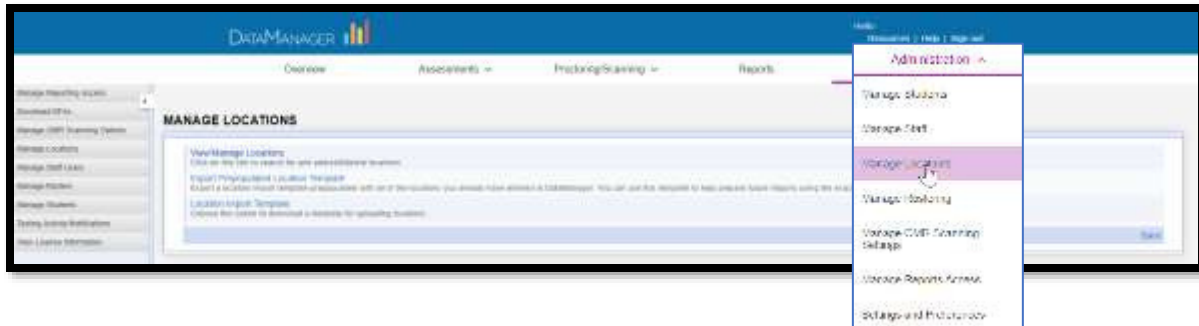
Texas Reclassification: Manual Entry Students & Staff

Overview

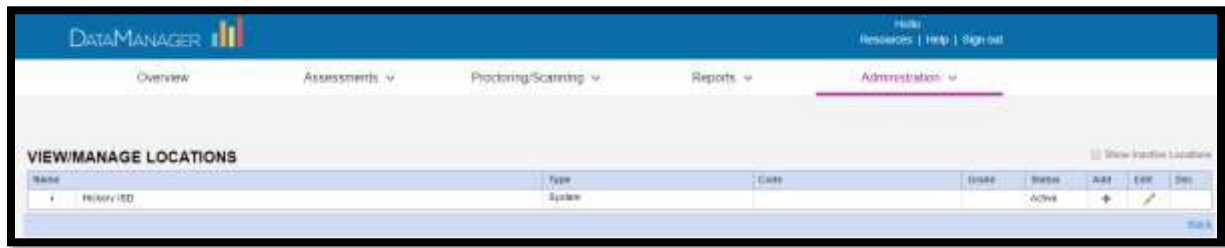
- Add/Edit Locations
- Add Students
- Add Staff

1. The first step before adding any data is to check your District hierarchy. Login and go to **Administration** in the top right corner, choosing **Manage Locations**, and then **View / Manage Locations**.

2.



Click the small triangle next to the System level to show the District level. If there is no District, then click the plus sign to add a District level.



3. In the **Name** section, type your district name as you want it to appear on reports, leave the Code field blank and finalize by choosing **Insert**.



4. Next, add a School by clicking the plus sign to the right of the District name. Enter the **Name** of one school that will have re-testers. You do not need to enter a Code and then select **Insert**. Repeat this process for each school elementary or high school that test for reclassification.



- Then, add a Class by clicking the plus sign next to Building name. Enter the **Name** of each specific class (e.g. Grade 1), choose the **Grade** and then select **Insert**. Repeat this process for the remaining Grades 2, 11, 12, unless you don't have re-testers at a specific grade level.

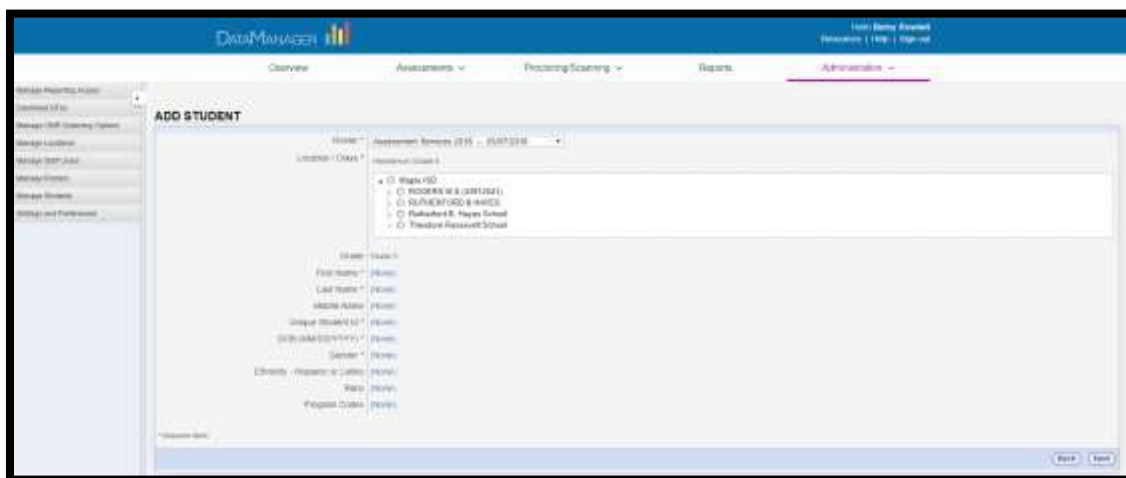
- To add Staff, click the **Administration** header, then **Manage Staff** Users and then **Add Staff**. On the next screen
 - Fill in the required information
 - Please make sure to type in their correct district **email address**
 - For **Role**, assign either Administrator, Teacher, Proctor or Digital Resource and Reporting Access
 - For **Location**, you will need to drill down and select the exact school or class the user is associated to and then hit **Save**
 - Follow these steps for each staff member that needs to view reports or assess students

- Next, we need to create a Test Event roster and add students to this roster. From menu on left, select **Manage Rosters**.

Enter "**Reclassification Roster**" and **current year** (for the Roster Name and make sure to click your mouse outside this and select **Add Roster**.

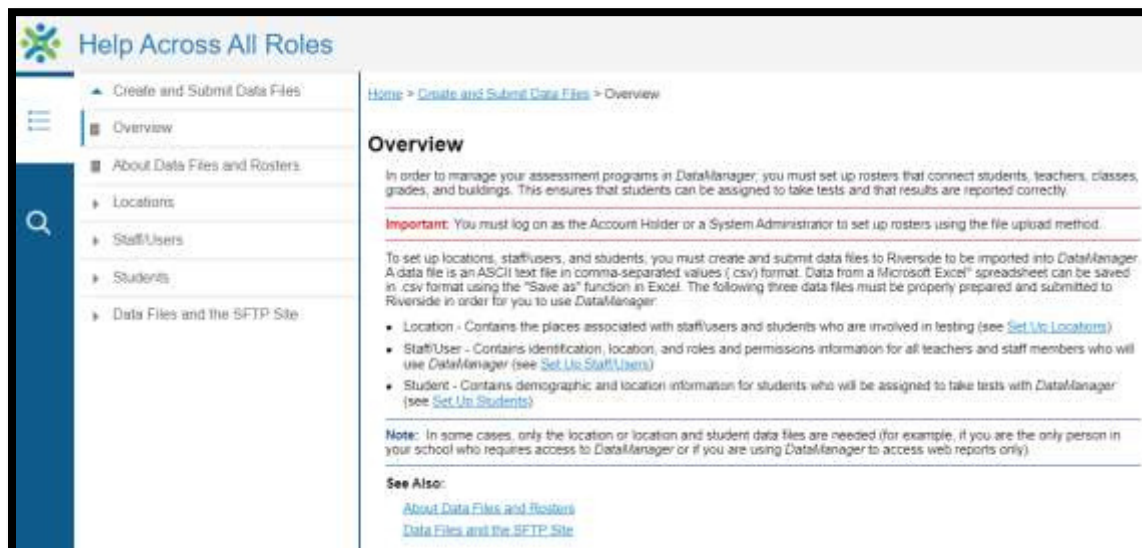
8. Lastly, click **Add a Student**, and enter the required information, First Name, Last Name, Unique Student ID, DOB, and Gender. You can add information to the other fields, but they are not required. Click **Save**.

Continue and add additional students that will be assessed.



The screenshot shows the 'ADD STUDENT' form in the DataManager application. The form is titled 'ADD STUDENT' and has a dropdown menu for 'Assessment Rosters (2019 - 2020-2021)'. Below this, there is a list of schools: 'Riverside W. L. (2019-2021)', 'Riverside W. L. (2019-2021)', 'Riverside W. L. (2019-2021)', and 'Riverside W. L. (2019-2021)'. The form includes fields for 'First Name', 'Last Name', 'Unique Student ID', 'DOB', 'Gender', 'Email', 'Phone', 'Address', 'City', 'State', 'Zip', and 'School'. There are 'Back' and 'Save' buttons at the bottom right.

*For immediate support with manual entry, please use the Help menu in the top right corner.



The screenshot shows the 'Help Across All Roles' page. The page has a sidebar with a search icon and a list of topics: 'Create and Submit Data Files', 'Overview', 'About Data Files and Rosters', 'Locations', 'Staff/Users', 'Students', and 'Data Files and the SFTP Site'. The main content area is titled 'Overview' and contains the following text:

Home > [Create and Submit Data Files](#) > Overview

Overview

In order to manage your assessment programs in DataManager, you must set up rosters that connect students, teachers, classes, grades, and buildings. This ensures that students can be assigned to take tests and that results are reported correctly.

Important: You must log on as the Account Holder or a System Administrator to set up rosters using the file upload method.

To set up locations, staff/users, and students, you must create and submit data files to Riverside to be imported into DataManager. A data file is an ASCII text file in comma-separated values (csv) format. Data from a Microsoft Excel spreadsheet can be saved in csv format using the "Save as" function in Excel. The following three data files must be properly prepared and submitted to Riverside in order for you to use DataManager:

- Location - Contains the places associated with staff/users and students who are involved in testing (see [Set Up Locations](#))
- Staff/User - Contains identification, location, and roles and permissions information for all teachers and staff members who will use DataManager (see [Set Up Staff/Users](#))
- Student - Contains demographic and location information for students who will be assigned to take tests with DataManager (see [Set Up Students](#))

Note: In some cases, only the location or location and student data files are needed (for example, if you are the only person in your school who requires access to DataManager or if you are using DataManager to access web reports only).

See Also:

- [About Data Files and Rosters](#)
- [Data Files and the SFTP Site](#)