



Texas English Learner Reclassification

Day of Testing Packet



Roles and Responsibilities on Day of Testing

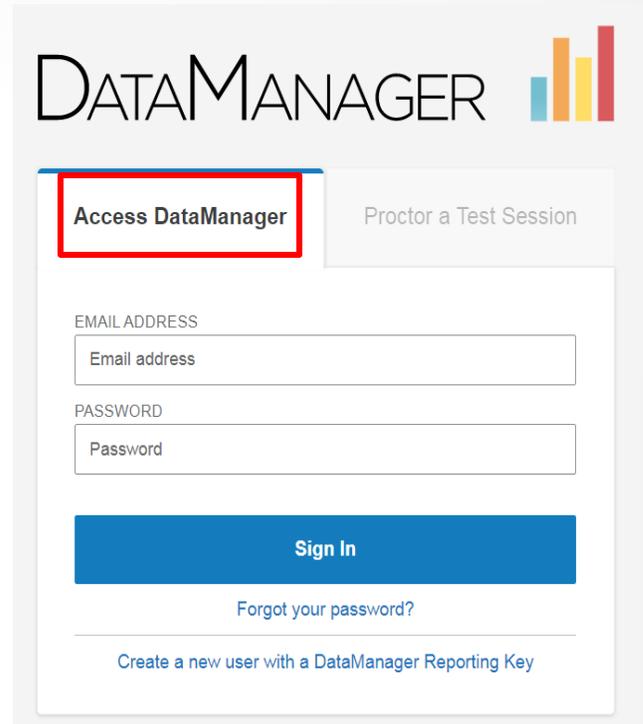
ROLES	BEFORE	DURING	AFTER
IT Lead	<ul style="list-style-type: none"> <input type="checkbox"/> Secure browser installed on desktops, laptops & tablets <input type="checkbox"/> Devices have been tested 	<ul style="list-style-type: none"> <input type="checkbox"/> IT teams to be available for any technical issues 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for next testing group
Proctors	<ul style="list-style-type: none"> <input type="checkbox"/> Log into DM account <input type="checkbox"/> Ensure test sessions are created <input type="checkbox"/> Open secure browser on devices being used <input type="checkbox"/> Students arrive 10 min before testing <input type="checkbox"/> Pass out cards with student ID and session code (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Approve students for testing <input type="checkbox"/> Monitor students during testing <input type="checkbox"/> Once all students complete Reading, the proctor will “continue testing all” students to Language/Written Expression 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that <i>End Testing All</i> is clicked when all students complete the last subtest <input type="checkbox"/> Check student lookup to confirm students complete the subtests

Sign In to DataManager

<http://riversidedatamanager.com>

Sign in with **username**:

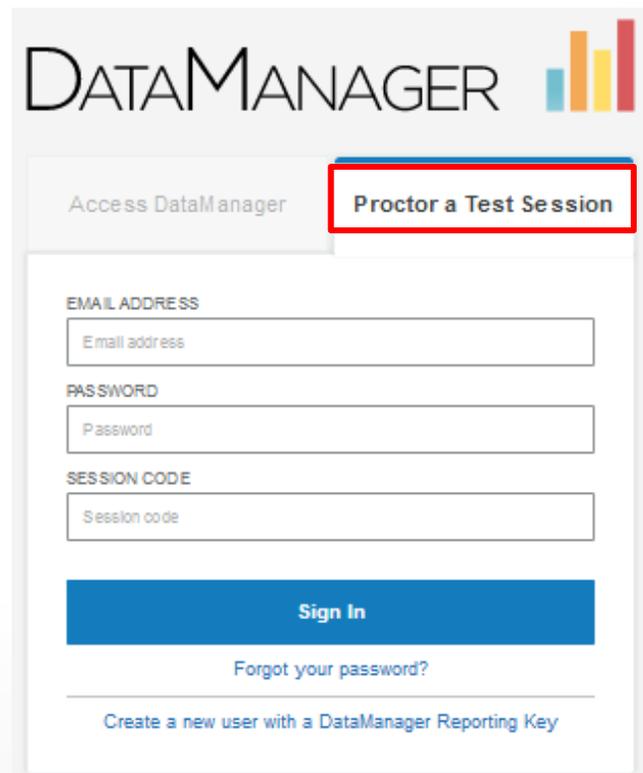
1. Select **Access to DataManager**
2. In the **Email Address** field, type your username/email address
3. In the **Password** field, enter your password.
4. Click **Sign In**.
The *DataManager* Overview page opens.



The screenshot shows the DataManager login interface. At the top, the logo 'DATAMANAGER' is displayed next to a bar chart icon. Below the logo, there are two tabs: 'Access DataManager' (highlighted with a red box) and 'Proctor a Test Session'. Under the 'Access DataManager' tab, there are two input fields: 'EMAIL ADDRESS' with a placeholder 'Email address' and 'PASSWORD' with a placeholder 'Password'. Below these fields is a blue 'Sign In' button. Underneath the button, there are links for 'Forgot your password?' and 'Create a new user with a DataManager Reporting Key'.

Sign in with a **session code**:

1. Select **Proctor a Test Session**
2. In the **Email Address** box, type your username/email address.
3. In the **Password** box, type your password.
4. In the **Session Code** box, enter your session code.
5. Click **Sign In**.
The session tab opens.



The screenshot shows the DataManager login interface. At the top, the logo 'DATAMANAGER' is displayed next to a bar chart icon. Below the logo, there are two tabs: 'Access DataManager' and 'Proctor a Test Session' (highlighted with a red box). Under the 'Proctor a Test Session' tab, there are three input fields: 'EMAIL ADDRESS' with a placeholder 'Email address', 'PASSWORD' with a placeholder 'Password', and 'SESSION CODE' with a placeholder 'Session code'. Below these fields is a blue 'Sign In' button. Underneath the button, there are links for 'Forgot your password?' and 'Create a new user with a DataManager Reporting Key'.

Student Access to DataManager

All the student computers should have the *Riverside Secure Browser* application installed prior to testing. If it is missing from a device, notify the school IT staff.



Instruct students to sign in:

1. Using their Student ID and Session Code (recommended)
2. If this login attempt fails, instruct student to login on the left side of the screen

The screenshot shows the DataManager login interface. At the top left is the 'DATA MANAGER' logo with a bar chart icon. At the top right is the 'Riverside Insights' logo. The main content area is titled 'Sign In' and includes a red 'Recommended' label. There are two sign-in paths separated by a vertical line and the word 'OR'. The left path is for personal details: 'FIRST NAME *', 'LAST NAME *', 'BIRTH MONTH *', 'BIRTH DAY *', and 'SESSION CODE *'. Each field has a corresponding input box or dropdown menu. The right path is for the recommended method: 'STUDENT ID *' and 'SESSION CODE *', each with an input box. Both paths end with a blue 'Sign In' button. A legend at the top right indicates '* = Required Fields'.

Texas English Learner Reclassification

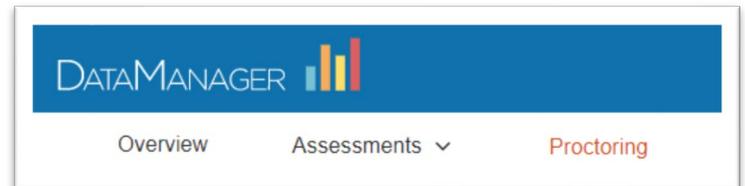
Creating Test Session Quick Reference Guide

The Account Holder of Administrator within your district will create the Reclassification test event. Once the test event is created, you can begin testing. First, you must create your test sessions for the students to test.

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

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

2) On the DataManager header, click Proctoring.



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

 A screenshot of the 'Create New Test Session' form. The form contains several dropdown menus and text input fields. The fields are: 'Test Event *' (Iowa Reclassification Assessment 2020), 'Grade *' (1 - One), 'Test Group *' (Iowa Form F Survey), 'Level *' (Level 7), 'Battery/Subtest *' (Reading), 'Test Admin Type' (Audio-English), 'Session Name *' (ML_Grade 1_Martinez), and 'Draw Screen' (On). A 'Create Session' button is located at the bottom right of the form.

- (1) **Test Event:** Select "Reclassification"
- (2) **Grade:** Select the appropriate grade
- (3) **Test Group:** Select default
- (4) **Level:** Select default
- (5) **Battery/Subtest:** Select "Reading"
- (6) **Test Admin Type:** Select "Audio-English" (recommended) or "Proctor Led"
- (7) **Session Name:** ML_Grade_ProctorName_Subtest
(ex: ML_Grade1_Martinez_Reading)
- (8) **Draw Screen:** Optional (district choice)
- (9) **Create Session:** Click

Proctoring a Test Session

Click the **Proctoring** tab. The Proctor Session page opens to the Manage tab.

Proctor Session Add a walk-in Student Student Lookup

Manage

Create New Test Session

Test Event * ? Session Name * ?
Grade * ? Draw Screen ?
Test Group * ?
Level * ?
Battery/Subtest * ?
Test Admin Type ?

Created Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Garcia_test_G2	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 8	Reading	02-92871	
ML_Grade1_Martinez_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	48-80309	✘

No of Records: 25

In the **Session Name** column, click the name of the test session you want to open.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
ML_Grade1_Martinez_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	48-80309	✘
ML_G2_Hoffman_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 8	Reading	51-46551	✘
ML_G12_Hart_Reading	Self Paced	Iowa Reclassification Assessment 2020	Iowa Form E Complete	Level 17/18	Reading	48-45956	✘
ML_G11_Jones_Reading	Self Paced	Iowa Reclassification Assessment 2020	Iowa Form E Complete	Level 17/18	Reading	48-76841	✘
Garcia_test_G2	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 8	Reading	02-92871	

PROCTORING AN AUDIO-LED SESSION

(Grades 1&2)

1. Click on the name of an audio led session to open it.
2. A new tab will open - it will have the name of the of the session on the tab (known as the “session tab”)

DATA MANAGER Resources | Help | Sign out

Overview Assessments ▾ Proctoring Reports

Proctor Session Add a walk-in Student Student Lookup

Manage ML_G1_Hart_Reading Student Status

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G1_Hart_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	00-91291

Exceptions (0 of 0)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (0 of 0) Approve All Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Approved Students (0 of 0) All Continue Testing All End Testing All Pause All Exit All Cancel All Extend Time All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
There are no records.								

3. As students log in, their names will appear in the **Waiting for Approval** area.
4. Once all students have logged in, click the **Approve All** button.

Proctor Session Add a walk-in Student Student Lookup

Manage ML_G1_Hart_Reading Student Status

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G1_Hart_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	00-91291

Exceptions (0 of 1)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (1 of 1) Approve All Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
Bran	Jorge Luis		06/29/2007	M	1 - One	Reading	✓ ✗

No of Records: 25 ▾

PROCTORING AN AUDIO-LED SESSION cont ...

- Student names will move to the **Approved Student** section and the audio instructions will begin to play; students will begin the assessment.

Proctor Session Add a walk-in Student | Student Lookup

Manage ML_G1_Hart_Reading Student Status

The student has been approved to take the test.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G1_Hart_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	00-91291

Exceptions (0 of 1)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (0 of 1) Approve All | Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							
No of Records: 25							

Approved Students (1 of 1) All | Continue Testing All | End Testing All | Pause All | Exit All | Cancel All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Bran	Jorge Luis		06/29/2007	M	1 - One	Reading	Section 1: 10 of 28	
No of Records: 25								

- Under **Status**, students will change to **Complete** as they finish the first subtest.
- Once all students are complete, the buttons **Continue Testing All** and **End Testing All** become active.
- Click **Continue Testing All** to move students to the Language subtest.
- Click **End Testing All** if you are only testing one subtest at this time or if you have completed both subtests.

Proctor Session Add a walk-in Student | Student Lookup

Manage ML_G1_Hart_Reading Student Status

All student tests have been resumed.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G1_Hart_Reading	Audio-English	Iowa Reclassification Assessment 2020	Iowa Form E Survey	Level 7	Reading	00-91291

Exceptions (0 of 1)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (0 of 1) Approve All | Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							
No of Records: 25							

Approved Students (1 of 1) All | Continue Testing All | End Testing All | Pause All | Exit All | Cancel All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Bran	Jorge Luis		06/29/2007	M	1 - One	Reading	Completed	
No of Records: 25								

PROCTORING A SELF PACED SESSION

(Grades 11&12)

1. Click on the name of a session to open it.
2. A new tab will open - it will have the name of the of the session on the tab (known as the "session tab")

The screenshot shows the 'Proctor Session' interface for the session 'ML_G12_Foster_Reading'. The top navigation bar includes 'Overview', 'Assessments', 'Proctoring', and 'Reports'. The session details table shows: Session Name: ML_G12_Foster_Reading, Test Admin Type: Self Paced, Test Event: Iowa Reclassification Assessment 2020, Test Group: Iowa Form E Complete, Level: Level 17/18, Battery/Subtest: Reading, Session Code: 43-62725. Below this are three sections: 'Exceptions (0 of 0)', 'Waiting for Approval (0 of 0)', and 'Approved Students (0 of 0)'. Each section has a table with columns for student information and actions. The 'Waiting for Approval' section has an 'Approve All' button.

3. As students log in, their names will appear in the **Waiting for Approval** area.
4. Once all students have logged in, click the **Approve All** button.

This screenshot shows the same 'Proctor Session' interface, but now one student is present. The 'Waiting for Approval (1 of 1)' section contains a table with the following data: Last Name: Castro, First Name: Candy, MI: (blank), Date of Birth: 04/25/1996, Gender: F, Grade: 12 - Twelve, Battery/Subtest: Reading. The 'Actions' column shows a green checkmark and a red X. The 'Approve All' button is highlighted with a yellow starburst. The 'No of Records' is shown as 25. The 'Approved Students (0 of 1)' section remains empty.

PROCTORING A SELF PACED SESSION cont ...

- Student names will move to the **Approved Student** section and a confirmation ribbon will appear at the top – the students will begin the assessment.

Proctor Session Add a walk-in Student Student Lookup

Manage **ML_G12_Foster_Reading** Student Status

All students have been approved to take the test.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G12_Foster_Reading	Self Paced	Iowa Reclassification Assessment 2020	Iowa Form E Complete	Level 17/18	Reading	43-62725

Exceptions (0 of 1)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (0 of 1) Approve All Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Approved Students (1 of 1) All Continue Testing All End Testing All Pause All Exit All Cancel All Extend Time All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Castro	Candy		04/25/1996	F	12 - Twelve	Reading	T:1 of 1 0 min	

No of Records: 25

- Under **Status**, students will change to **Complete** as they finish the first subtest.
- Once all students are complete, the buttons **Continue Testing All** and **End Testing All** become active.
- Click **Continue Testing All** to move students to the Written Expression subtest.
- Click **End Testing All** if you have completed both subtests.

Proctor Session Add a walk-in Student Student Lookup

Manage **ML_G12_Foster_Reading** Student Status

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
ML_G12_Foster_Reading	Self Paced	Iowa Reclassification Assessment 2020	Iowa Form E Complete	Level 17/18	Reading	43-62725

Exceptions (0 of 1)

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Reason	Actions
There are no records.								

Waiting for Approval (0 of 1) Approve All Deny All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

Approved Students (1 of 1) All Continue Testing All End Testing All Pause All Exit All Cancel All Extend Time All

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Castro	Candy		04/25/1996	F	12 - Twelve	Reading	Completed	

No of Records: 25

Common Troubleshooting Issues & Resolutions

I S S U E	R E S O L U T I O N
A power outage interrupts testing	Resume testing when power is restored. Students can log in using the same session code. After students log in, the subtest will continue where the student left off.
The Internet connection is lost for a few students	Click the pause button in the Approved Students area. Have the students try to log back in to the test. Click the play button to resume testing. The test will continue at the question each student was attempting before the connection was lost.
The internet connection if lost for all students	Resume testing when connectivity is restored. Students can log in using the same session code if testing resumes the same day. If testing resumes the next day, you will need to create a new test session.
Audio is not working properly	Adjust the volume on the device and headphones as needed. If the audio is still not working properly, replace the headphones or have the student log in to the test through another device.
If a student sees a different name at the top of the <i>Draw Here</i> page	Cancel that student's test and have the student log in again using his or her student login information
If a student is having trouble logging in using ID and session code	Verify the following: <ul style="list-style-type: none"> - The student ID and session code are correct - The student is on the active roster associated with the test event - The student has not already completed the test - The student is trying to login to a session with the correct grade level
Student progress on session tab not updating	Refresh the page or hit F5 (PC) or CNTRL R or Command R (Mac)
No <i>Continue Testing</i> button in Getting Started Test	Getting started is a stand alone test, there's no continue testing all button available
Screen Freezing/turning black or white	Have the students hit CNTRL+Shift+Q to exit the browser (Windows) and Command+ Shift+Q for Mac. If problem persists reboot.

Common Troubleshooting Issues & Resolutions

I S S U E	R E S O L U T I O N
Student receives 'Proctor Has Not Started Test Session' error message upon logging in	Confirm the proctor has the session open. If session is open, close session and re-open.
Student receives 'Unable to Log-in' error message upon logging in	There are two possible reasons for this- Student has wrong id or session number typed in or Student is not on the test event roster
New session not showing after continue testing button is pressed	Make sure less then 5 sessions are currently open next to the manage tab
Unable to extend time after student competed a test	Extending time must be done while the student is in the actual test
End Testing All clicked and students are stuck on draw page	Have the students hit CNTRL+Shift+Q to exit the browser (Windows) and Command+ Shift+Q for Mac.
Secure browser message stopped working	Restart the device onsite, log back in
A student is in the middle of testing and cannot finish.	Click on the <i>Save & Exit</i> command. This will save the student's attempts up until this point.

Texas English Learner Reclassification

Creating Student Score Report Quick Reference Guide

After administering the Iowa Assessment, follow the steps below to pull the Student Profile Narrative and retrieve their scores for the Reading and Language/Written Expression subtests.

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

2) On the DataManager header, click **Reports**.



3) Make the appropriate selections listed below:

 The image shows the 'REPORTS CENTER' interface. At the top, there are three tabs: 'Create a Report' (highlighted with a red box), 'Saved Criteria', and 'Report Library'. Below the tabs, the title is 'Report Criteria for Houston'. The form contains several fields:

- ASSESSMENT: Iowa Assessments
- TEST ADMIN DATE: 04/30/2020 Iowa Reclassification Assessment 2020
- REPORT TYPE: Student Profile
- GRADE/LEVEL: Grade 2 / Level 8
- LEVEL OF ANALYSIS: Test and Composite Analysis
- DISPLAY OPTIONS: Bar Graph
- SCORE(S): National Percentile Rank/National Stanine
- Below SCORE(S), there are two checkboxes: 'Include Math Computation in Math Total' and 'Include Extended ELA Total in Core and Complete Composite Calculation', both of which are unchecked.
- CONTENT SCOPE: 2 selected
- BUILDING: Sam Houston E.S.
- CLASS: Eli Whitney
- STUDENT: (empty field)

 At the bottom, there are buttons for 'Reset Criteria', 'Save Criteria', 'Run Report in Background', and 'Run Report' (with a yellow star icon).

- (1) **Assessment:** Iowa Assessments
- (2) **Test Admin Date:** 04/30/2020 – Iowa Reclassification Assessment 2020
- (3) **Report Type:** Student Profile
- (4) **Grade Level:** Select appropriate grade
- (5) **Scores(s):** National Percentile Rank/National Stanine
- (6) **Content Scope:** Select “Reading” and “Language/Written Expression”
- (7) **Building:** Select your building
- (8) **Run Report:** Click