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## 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

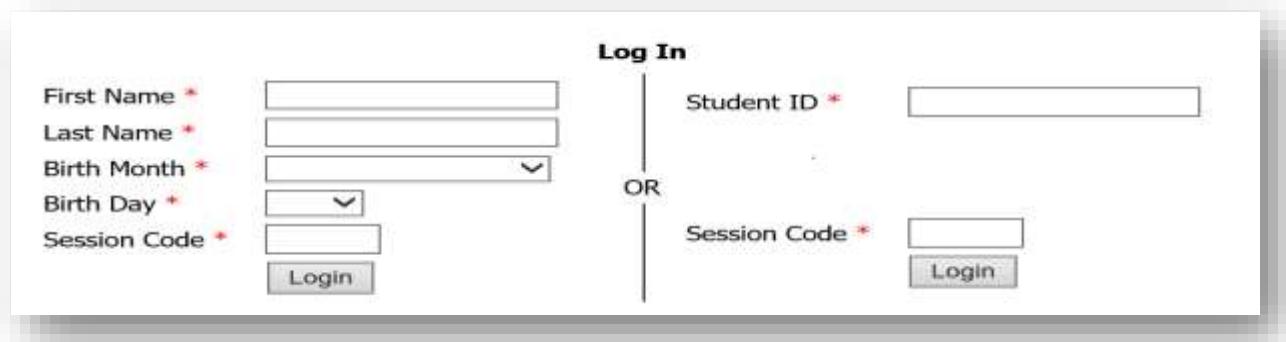


Secure Browser for Laptops & Desktops



DataManager APP for Chromebooks and iPads

## Student Login Page



**Log In**

First Name \*

Last Name \*

Birth Month \*

Birth Day \*

Session Code \*

**OR**

Student ID \*

Session Code \*

**Login** **Login**

## Staff Devices & Login

**Proctoring** is ONLY supported on a laptop or desktop

1. Go to DataManager [www.riversidedatamanager.com](http://www.riversidedatamanager.com)
  - a. *New users* will receive a welcome email with their login credentials and directions
  - b. *Returning users* will login with their email address and chosen password

## Proctor Checklist

- Create Test sessions to match testing schedule. Each class or group testing will need a Test Session created for each day they will be testing
- Consider completing “Getting Started” tutorial session with students
- Have students use bathroom and get water before test begins

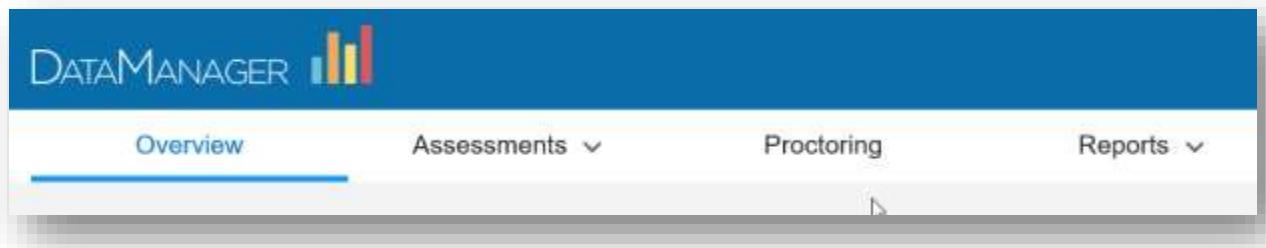


### CREATING SESSIONS

- ✓ Test an individual or group/class
- ✓ In advance or on the spot
- ✓ All sessions start with a blank roster
- ✓ Students will add themselves to your open session
- ✓ Session code expires once students have logged in
- ✓ Always use a new code with a new group of students

## Creating Test Sessions

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



2. Fill in the six (6) drop down boxes and enter session name

A screenshot of the 'Proctor Session' creation form. The form is titled 'Proctor Session' and has a 'Manage' tab selected. It contains a 'Create New Test Session' section with the following fields:

- Test Event \***: Iowa Flex date and year
- Grade \***: 3 - Three
- Test Group \***: IowaFlex Reading
- Session Name \***: Gr 3 Mr. Brody

1. **Test Event** Select the Test Event
2. **Grade** Select grade to test
3. **Test Group** Select default choice
4. **Session Name** It is recommended that you enter a name to help you identify the session, i.e.: building/teacher last name /grade/test  
For example, Riverside Hanson 3 Reading
5. **Create Session**

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## Starting Testing

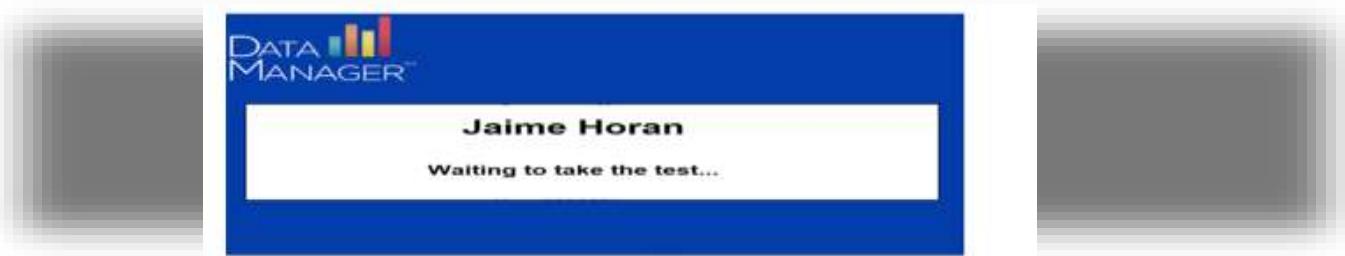
- Open test session by clicking on session name

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Gr 3 Mr. Brody	Self Paced	Iowa Flex date and year	IowaFlex Reading	Grade 3	IowaFlex Reading	71-03629	

- Give students the Test Session Code

Have students launch the Secure Browser or App and login using Student ID and Session Code or Name, Birthday, and Session Code

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



- Once all students have logged in select Approve ALL to begin testing

Waiting for Approval (1 of 1)								Approve All	Deny All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest		Actions	
Gardner	Ben		02/09/2010	M	3 - Three	Iowaflex Reading			

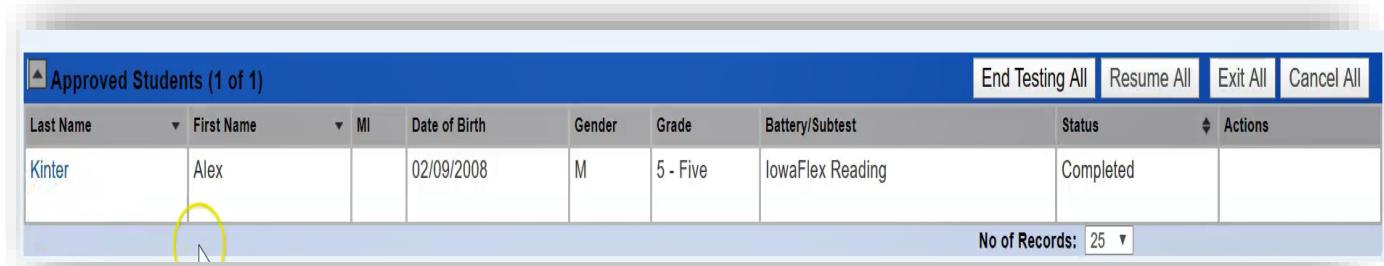
# During Testing

Monitor students' progress from Session tab



Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Gardner	Ben		02/09/2010	M	3 - Three	IowaFlex Reading	In Progress	  

Once all student(s) have all “Completed” the test, click End Testing All



Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Kinter	Alex		02/09/2008	M	5 - Five	IowaFlex Reading	Completed	

## Managing Multiple Sessions - Merge

With IowaFlex you can administer up to four tests simultaneously. Sessions can be different test levels or different test families and can be administered in multiple simultaneous sessions.



Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Flex Math Grade 3	Self Paced	Iowa FLEX Math ....	IowaFlex Math	Grade 3	IowaFlex Math	96-47593
Flex Reading Grade 3	Self Paced	Flex Reading .... ..	IowaFlex Reading	Grade 3	IowaFlex Reading	05-90574

When you have opened one self-paced session and then open a second, the Proctor application automatically displays the Merged tab in addition to the individual tabs for each session.

The Merged tab allows you to view information and to perform most tasks for multiple test sessions, rather than switching between individual session tabs. For example, you can approve all students to begin testing in all sessions. However, you cannot enable students to continue to the next subtest in a series from the Merged tab.

# Proctor Emergency Functions



## Need Help:



### 1. DataManager Resources:

- a. **Digital Resources - eLearning site** – view short video clips
- b. **Online Help:** Click “Help” in upper left of screen to access online help documents
- c. **User Guides:** User Guides and Online Directions for Administration are available in the Digital Resource Library (Overview)

### 2. Riverside DataManager Support Center

- Phone: 877-246-8337
- Email: [help@riversidedatamanager.com](mailto:help@riversidedatamanager.com)
- Hours: Monday through Friday 6:00 A.M. to 8:00 P.M. Central Time

Contact Riverside Support with questions on any of the following:

- Specific DataManager Questions
- Technical Concerns
- System Errors

### 3. Your District Support

- Administrator: \_\_\_\_\_
- Tech Specialist: \_\_\_\_\_
- Additional Help: \_\_\_\_\_

Contact your district support with questions on any of the following:

- A student is not in DataManager
- Staff does not have a user account
- A list of required subtests to administer
- Student devices are not ready for testing