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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 *	<input type="text"/>	OR	Student ID *	<input type="text"/>
Last Name *	<input type="text"/>			
Birth Month *	<input type="text"/>			
Birth Day *	<input type="text"/>			
Session Code *	<input type="text"/>		Session Code *	<input type="text"/>
	<input type="button" value="Login"/>			<input type="button" value="Login"/>

Staff Devices & Login

Proctoring is ONLY supported on a laptop or desktop

1. Go to DataManager 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

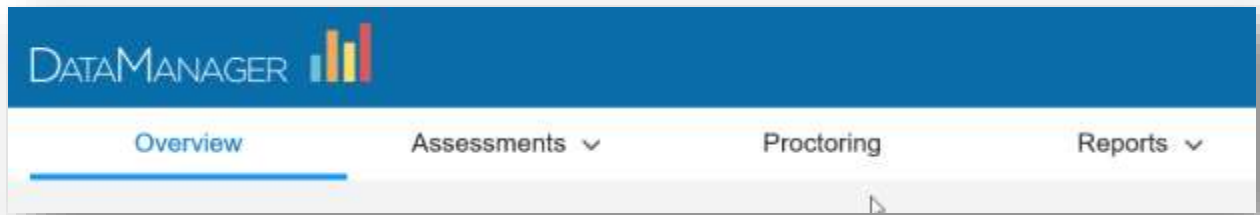


CREATING SESSIONS

- ✓ 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**



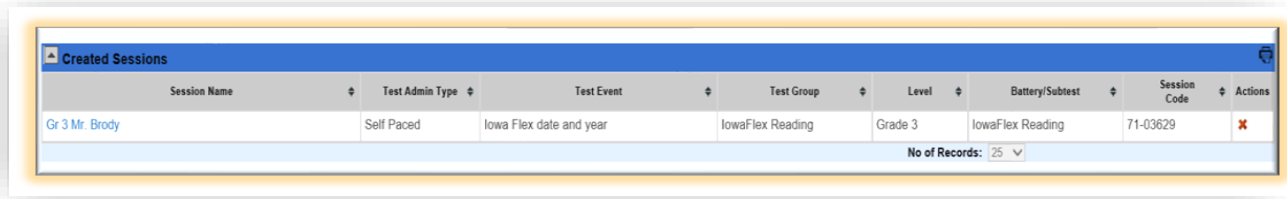
2. Fill in the six (6) drop down boxes and enter session name

A screenshot of the 'Proctor Session' form. The form has a 'Manage' tab selected. Below the tab, there is a section titled 'Create New Test Session'. This section contains four fields: 'Test Event' (a dropdown menu with 'Iowa Flex date and year' selected), 'Grade' (a dropdown menu with '3 - Three' selected), 'Test Group' (a dropdown menu with 'IowaFlex Reading' selected), and 'Session Name' (a text input field with 'Gr 3 Mr. Brody' entered). Each dropdown menu has a blue question mark icon to its right. At the bottom right of the form, there is a blue 'Create Session' button.

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**

Starting Testing

- Open test session by clicking on session name



The screenshot shows a table titled "Created Sessions" with the following columns: Session Name, Test Admin Type, Test Event, Test Group, Level, Battery/Subtest, Session Code, and Actions. A single row is visible with the session name "Gr 3 Mr. Brody", Test Admin Type "Self Paced", Test Event "Iowa Flex date and year", Test Group "IowaFlex Reading", Level "Grade 3", Battery/Subtest "IowaFlex Reading", and Session Code "71-03629". The Actions column contains a red 'X' icon. At the bottom right, it says "No of Records: 25" with a dropdown arrow.

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	

No of Records: 25

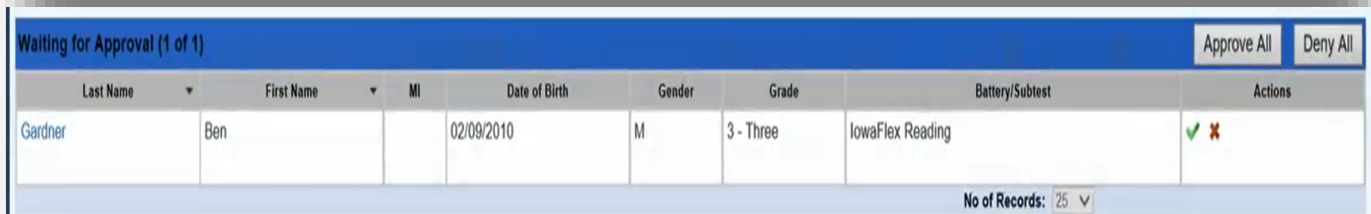
- Give students the Test Session Code

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



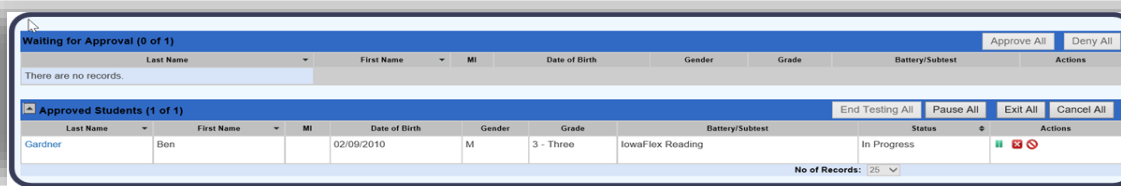
The screenshot shows a table titled "Waiting for Approval (1 of 1)" with the following columns: Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, and Actions. A single row is visible with the last name "Gardner", First Name "Ben", MI, Date of Birth "02/09/2010", Gender "M", Grade "3 - Three", and Battery/Subtest "IowaFlex Reading". The Actions column contains a green checkmark and a red 'X' icon. At the bottom right, it says "No of Records: 25" with a dropdown arrow. Above the table, there are buttons for "Approve All" and "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	

No of Records: 25

During Testing

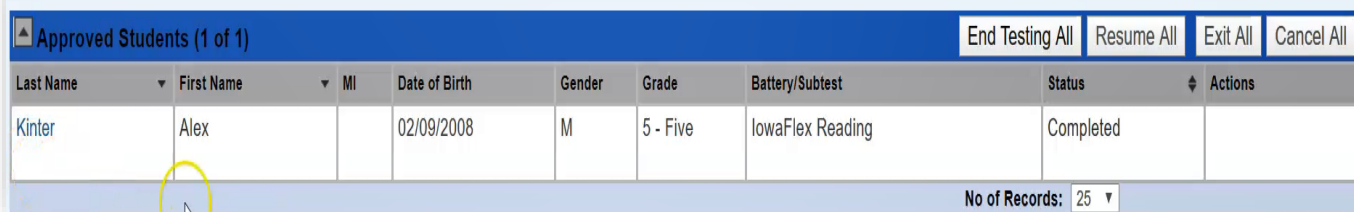
Monitor students' progress from Session tab



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

Approve All Deny All

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



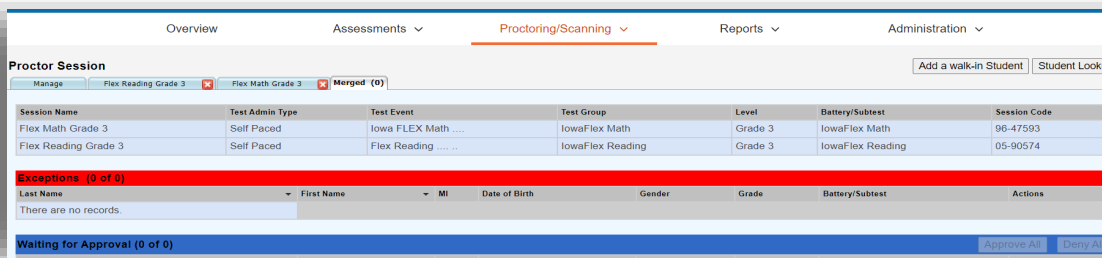
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Kinter	Alex		02/09/2008	M	5 - Five	IowaFlex Reading	Completed	

End Testing All Resume All Exit All Cancel All

No of Records: 25

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

Exceptions (0 of 0)

Waiting for Approval (0 of 0)

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

PAUSE

Pauses and freezes the timer and test, saving students' responses up to that point. Best Practice: Allow restroom/ water breaks before testing and in between subtests not during the subtest.



EXIT



Closes the test and logs the student out of the system. Also freezes the timer and saves all student responses - Allows the student to resume the test later. Note: Best Practice: Students should complete the entire subtest in one sitting.

CANCEL

Closes the test and does NOT save anything. Allows the student to start over. Caution: If the student is allowed to start over, they have now had exposure to test questions that other students have not - be very careful with using this.



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
- 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