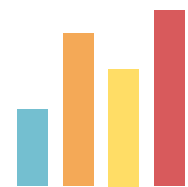


Creating your Data Export in


DATA MANAGER



- To create your *CogAT* data export, start by logging into your *DataManager* account
- Select **Reports** in *DataManager*
- From the drop-down menu, select **Classic**

The screenshot shows the DataManager web application interface. At the top, there is a blue header with the 'DATA MANAGER' logo on the left and the user name 'Hello Andrew Blanco' with links for 'Resources', 'Help', and 'Sign out' on the right. Below the header is a navigation bar with tabs for 'Overview', 'Assessments', 'Proctoring/Scanning', 'Reports', and 'Administration'. The 'Reports' tab is active, and a dropdown menu is open, showing three options: 'Classic', 'CogAT Dashboard', and 'IowaFlex Dashboard'. The 'Classic' option is highlighted with a red rectangular box and a mouse cursor icon. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'LATEST NEWS' and contains two news items: 'IowaFlex Scoring Adjustment Grades 2-8' and 'IowaFlex for Grades K-1 Now Available!'. The right column contains a support center section with contact information: 'If you have any questions or need assistance, please contact the **DataManager Support Center**.', 'Phone: (877) 246-8337', 'Phone Hours: 7:00 AM–6:00 PM(CST)', 'Chat Hours: 7:00 AM–12:00 PM & 1:00 PM–4:00PM(CST)', 'Monday through Friday', and 'Email Contact: help@riversidedatamanager.com'. Below this is a 'Digital Resources' section with the text 'Access Resources for your testing program' and a blue button labeled 'Open Resources'.

- Choose the **Create a Report** tab
- Choose the **Assessment (CogAT)** and the **Test Admin Date** of interest

DATA MANAGER  Hello Andrew Blanco
Resources | Help | Sign out

Overview Assessments ▾ Proctoring/Scanning ▾ Reports ▾ Administration ▾

REPORTS CENTER [Add Reporting Key](#)

Create a Report Saved Criteria Report Library

Report Criteria for Training System [Change](#)

| | | |
|-----------------|------------------------------|---|
| ASSESSMENT | CogAT Assessments | ▾ |
| TEST ADMIN DATE | 08/30/2012 - CogAT Fall 2012 | ▾ |
| REPORT TYPE | Group Profile | ▾ |
| GRADE/LEVEL | Grade K / Level 5/6 | ▾ |

- Select **Data Export** under **Report Type**
- A Data Export is specific to an Assessment and a single Test Administration Date. It can include multiple grades, classes and buildings, or it can be limited to a subset or single grade, building, and/or class.

The screenshot shows the 'DATA MANAGER' interface. The top navigation bar includes 'Overview', 'Assessments', 'Proctoring/Scanning', 'Reports', and 'Administration'. The 'Reports' tab is active. Below the navigation is the 'REPORTS CENTER' section with an 'Add Reporting' button. The main content area is titled 'Create a Report' and shows 'Report Criteria for Training System'. The criteria are: ASSESSMENT: CogAT Assessments; TEST ADMIN DATE: 08/30/2012 - CogAT Fall 2012; REPORT TYPE: Data Export (highlighted with a red circle); GRADE: (empty); EXPORT TEMPLATE: List of Student Scores (Scoring Service Print Style).

- Choose **Grades** of interest and click **Apply**
- You can choose one, multiple or “all” grades listed
- We recommend starting with one grade for simplicity, but the tool allows you to add and filter multiple grades

Create a Report | Saved Criteria | Report Library

Report Criteria for Training System [Change](#)

ASSESSMENT: CogAT Assessments

TEST ADMIN DATE: 08/30/2012 - CogAT Fall 2012

REPORT TYPE: Data Export

GRADE: 1 Selected

Select all | Select none

Grade K

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

EXPORT TEMPLATE: [Empty]

EXPORT FORMAT: [Empty]

BUILDING: [Empty]

[Reset Criteria](#) | [Cancel](#) | [Apply](#)

Riverside Insights®

- The following example will create a custom data export
 - Select **Custom Data Fields** under **Export Template**

Create a Report Saved Criteria Report Library

Report Criteria for Training System [Change](#)

ASSESSMENT CogAT Assessments ▼

TEST ADMIN DATE 08/30/2012 - CogAT Fall 2012 ▼

REPORT TYPE Data Export ▼

GRADE 1 selected ▼

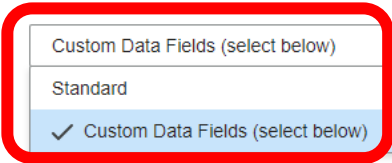
EXPORT TEMPLATE Custom Data Fields (select below) ▲

EXPORT FORMAT Standard

EXPORT HEADINGS No ▼

CUSTOM DATA FIELDS None selected [Change](#)

BUILDING All ▼



- Under **Export Format**, we recommend **ASCII Comma-Delimited** for ease of use
 - Choose **Yes** to **Export Headings**

Create a Report Saved Criteria Report Library

Report Criteria for Training System [Change](#)

ASSESSMENT CogAT Assessments

TEST ADMIN DATE 08/30/2012 - CogAT Fall 2012

REPORT TYPE Data Export

GRADE 3 selected

EXPORT TEMPLATE Custom Data Fields (select below)

EXPORT FORMAT ASCII Comma-Delimited (.txt file)

EXPORT HEADINGS Yes


CUSTOM DATA FIELDS Hierarchy Demographics Test Information Supplemental Coding Scores [Change](#)


BUILDING All


Click the menu to choose specific buildings or leave the default at **All**


Create a Report Saved Criteria Report Library


Report Criteria for Training System [Change](#)


ASSESSMENT CogAT Assessments 


TEST ADMIN DATE 08/30/2012 - CogAT Fall 2012 

REPORT TYPE Data Export 


GRADE 3 selected 

EXPORT TEMPLATE Custom Data Fields (select below) 

EXPORT FORMAT ASCII Comma-Delimited (.txt file) 

EXPORT HEADINGS Yes 

CUSTOM DATA FIELDS Hierarchy Demographics Test Information Supplemental Coding Scores [Change](#)

BUILDING All 

- Check the report criteria:
 - Correct **Test** and **Test Administration Date**?
 - Correct grade selected?
 - Correct **Export Template** and **Export Format** selected?
 - **Yes** to **Export Headings**?
 - **Building(s)** of interest or **All** selected?

The screenshot shows a web interface for creating a report. At the top, there are three tabs: 'Create a Report' (active), 'Saved Criteria', and 'Report Library'. Below the tabs, the title is 'Report Criteria for Training System' with a 'Change' link. The main area contains a list of criteria, each with a dropdown menu and a blue arrow icon on the right. A red rectangular box highlights the first seven criteria: ASSESSMENT (CogAT Assessments), TEST ADMIN DATE (08/30/2012 - CogAT Fall 2012), REPORT TYPE (Data Export), GRADE (3 selected), EXPORT TEMPLATE (Custom Data Fields (select below)), EXPORT FORMAT (ASCII Comma-Delimited (.txt file)), and EXPORT HEADINGS (Yes). Below the highlighted area, there are three buttons: 'Reset Criteria', 'Save Criteria', and 'Run Report in Background'. The 'CUSTOM DATA FIELDS' criterion is set to 'Hierarchy Demographics Test Information Supplemental Coding Scores' with a 'Change' link.

| Criteria | Value |
|--------------------|---|
| ASSESSMENT | CogAT Assessments |
| TEST ADMIN DATE | 08/30/2012 - CogAT Fall 2012 |
| REPORT TYPE | Data Export |
| GRADE | 3 selected |
| EXPORT TEMPLATE | Custom Data Fields (select below) |
| EXPORT FORMAT | ASCII Comma-Delimited (.txt file) |
| EXPORT HEADINGS | Yes |
| CUSTOM DATA FIELDS | Hierarchy Demographics Test Information Supplemental Coding Scores Change |
| BUILDING | All |

Click **Run Report in Background** to run the Data Export

Create a Report

Saved Criteria

Report Library

Report Criteria for Training System [Change](#)

| | | |
|--------------------|---|---|
| ASSESSMENT | CogAT Assessments | ▼ |
| TEST ADMIN DATE | 08/30/2012 - CogAT Fall 2012 | ▼ |
| REPORT TYPE | Data Export | ▼ |
| GRADE | 3 selected | ▼ |
| EXPORT TEMPLATE | Custom Data Fields (select below) | ▼ |
| EXPORT FORMAT | ASCII Comma-Delimited (.txt file) | ▼ |
| EXPORT HEADINGS | Yes | ▼ |
| CUSTOM DATA FIELDS | Hierarchy Demographics Test Information Supplemental Coding Scores Change | |
| BUILDING | All | ▼ |

Reset Criteria

Save Criteria

Run Report in Background

- You will be prompted to name your Data Export
 - Choose a name that helps you identify the file
- Click **OK** to submit

ASSESSMENT CogAT Assessments

ADMIN DATE 08/30/2012 - CogAT Fall 2012

REPORT TYPE Data Export

REPORT NAME 3 selected

REPORT TEMPLATE Custom Data Fields (select be

REPORT FORMAT ASCII Comma-Delimited (.txt file)

REPORT HEADINGS Yes

CUSTOM DATA FIELDS Hierarchy Demographics Test Information Supplemental Coding Scores Change

FILTERING All

Reset Criteria Save Criteria Run Report in Background

Specify a Report Name

REPORT NAME

Data Export - CogAT Grades 2-4 2023

Cancel OK

- Check the **Report Library** tab for the progress on your Data Exports
- Large Data Exports, such as those containing data for thousands of students across many grades and/or buildings, will take longer to run



REPORTS CENTER

Add Reporting Key

Create a Report

Saved Criteria

Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Reports

| Filename | Result | Date | Actions |
|--|-------------|------------------------|---|
|  Data Export - CogAT Grades 2-4 2023 | IN PROGRESS | 06/13/2023 12:19:53 PM |  |



- When the Data Export is ready, the **Result** column will change to **COMPLETED** next to the filename
- Click on the completed Data Export to open it for download

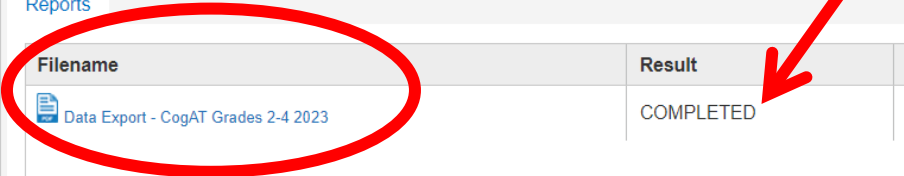
REPORTS CENTER [Add Reporting Key](#)

Create a Report Saved Criteria Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Reports

| Filename | Result | Date | Actions |
|---|-----------|------------------------|---|
|  Data Export - CogAT Grades 2-4 2023 | COMPLETED | 06/13/2023 12:19:53 PM |  |



- The Data Export provides a link for downloading and a list of the fields included
 - Click on the blue link with the file name to download

REPORT VIEWER

Print Edit This Report Close

Data Export
Cognitive Abilities Test™ (CogAT®)

Test Date: 8/30/2012
Norms: Fall 11

System: Training System
State: DM

Data Export - CogAT Grades 2-4 2023 is available to download by clicking the link below:

[Data Export - CogAT Grades 2-4 2023](#)

Export Format : ASCII Comma-Delimited (.txt file)

Grade : 2,3,4

| Field | Field Name | Length |
|-------|---------------|--------|
| 1 | Order Number | 30 |
| 2 | Test | 8 |
| 3 | State Name | 30 |
| 4 | Region Name | 30 |
| 5 | Region Code | 15 |
| 6 | System Name | 30 |
| 7 | System Code | 15 |
| 8 | District Name | 30 |
| 9 | District Code | 15 |
| 10 | Building Name | 30 |
| 11 | Building Code | 15 |

- When you click on the Data Export link, the Data Export will download to your computer as a .txt file
- The file will be located in your “Downloads” folder

REPORT VIEWER Print Edit This Report Close

Data Export
Cognitive Abilities Test™ (CogAT®)

Test Date: 8/30/2012 System: Training System
Norms: Fall 11 State: DM

Data Export - CogAT Grades 2-4 2023 is available to download by clicking the link below:

[Data Export - CogAT Grades 2-4 2023](#)

Export Format: ASCII Comma-Delimited (.txt file)

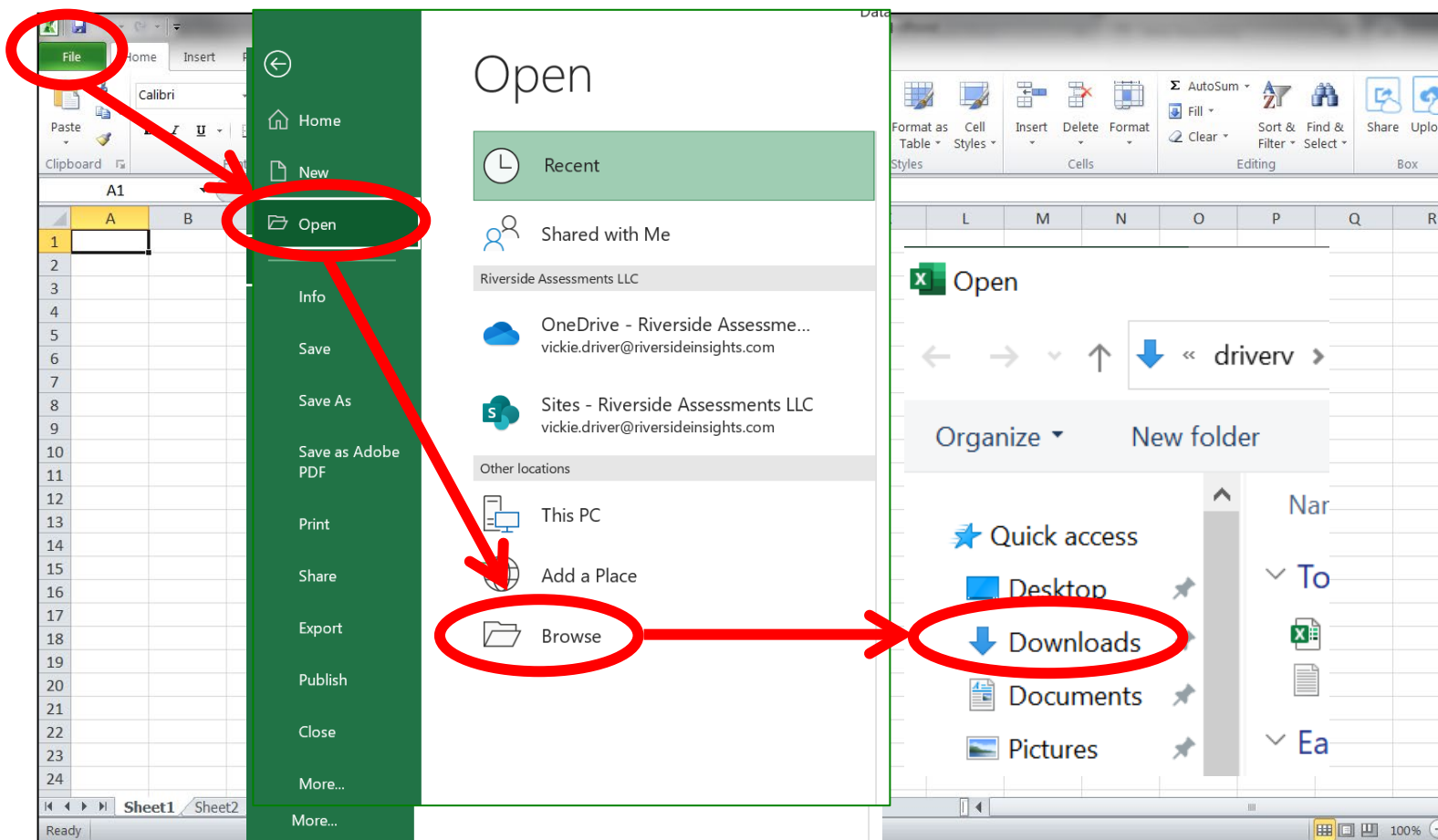
Grade : 2,3,4

| Field | Field Name | Length |
|-------|---------------|--------|
| 1 | Order Number | 30 |
| 2 | Test | 8 |
| 3 | State Name | 30 |
| 4 | Region Name | 30 |
| 5 | Region Code | 15 |
| 6 | System Name | 30 |
| 7 | System Code | 15 |
| 8 | District Name | 30 |
| 9 | District Code | 15 |

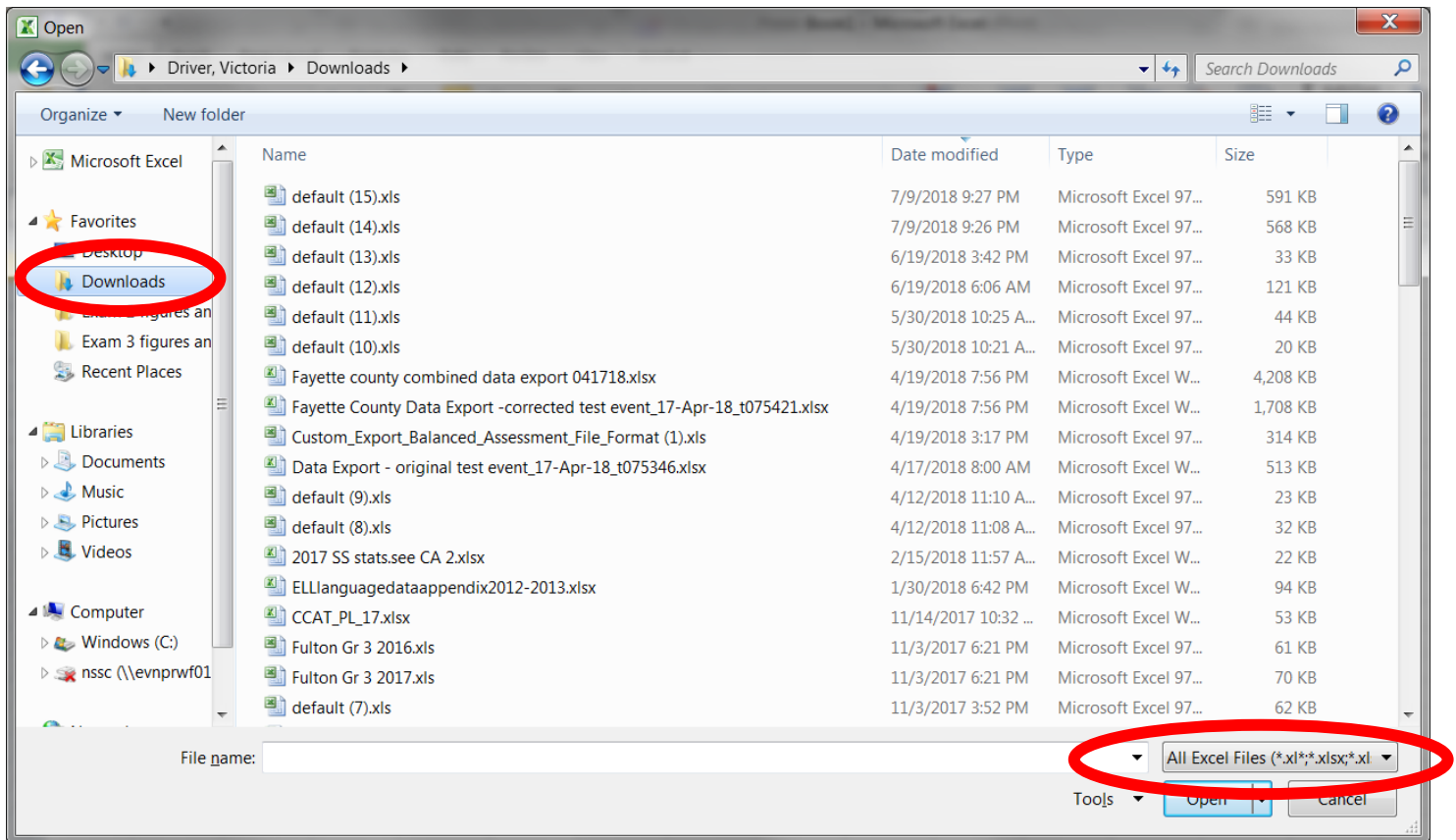
Data Export - CogA...txt

Show all X

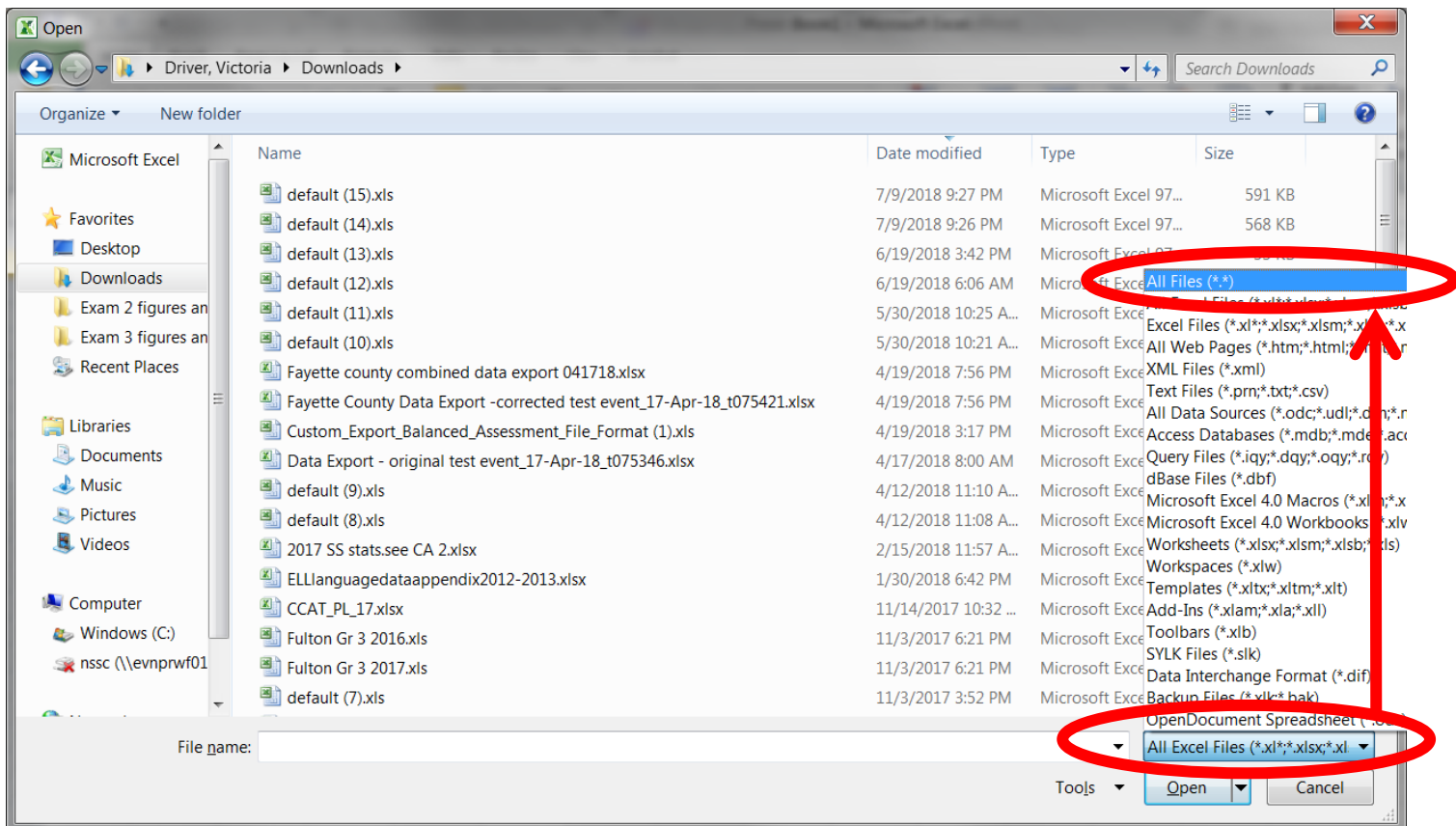
- To open your Data Export, start by opening Excel
- Choose **File, Open, Browse** and choose your “Downloads” folder



- Go to your Downloads folder
- The file menu defaults to Excel files
 - .txt files are not visible in the folder



Toggle to select **All Files (*.*)**



- Now the Data Export.txt file is visible
- Click on the file name to open the .txt file in Excel

Open

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Downloads'. The left sidebar shows 'Downloads' selected. The main pane displays a file named 'Data Export - CogAT Grades 2-4 2023' under the 'Today (1)' group, which is circled in red. Below the file list, the 'File name' field is empty, and the file type is set to 'All Files'. The 'Open' button at the bottom right is also circled in red.

- The Text Import Wizard will open automatically
- The Wizard defaults to **Fixed-width** file type
- Click the radio button to change to **Delimited**

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

My data has headers.

Preview of file C:\Users\driven\Downloads\Data Export - CogAT Grades 2-4 2023.txt.

| 1 | Order Number | Test | State Name | Region Name | Region Code | System Name | System Code | Dis |
|---|--------------|------|------------|-------------|-------------|-------------|-------------|-------------|
| 2 | | | | , COGAT | , DM | | | , Mike Robi |
| 3 | | | | , COGAT | , DM | | | , Mike Robi |
| 4 | | | | , COGAT | , DM | | | , Mike Robi |
| 5 | | | | , COGAT | , DM | | | , Mike Robi |
| 6 | | | | , COGAT | , DM | | | , Mike Robi |
| 7 | | | | , COGAT | , DM | | | , Mike Robi |

Buttons: Cancel, < Back, Next >, Finish

- Choose “**My data has headers**”
- Click **Next**

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed **w**idth - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

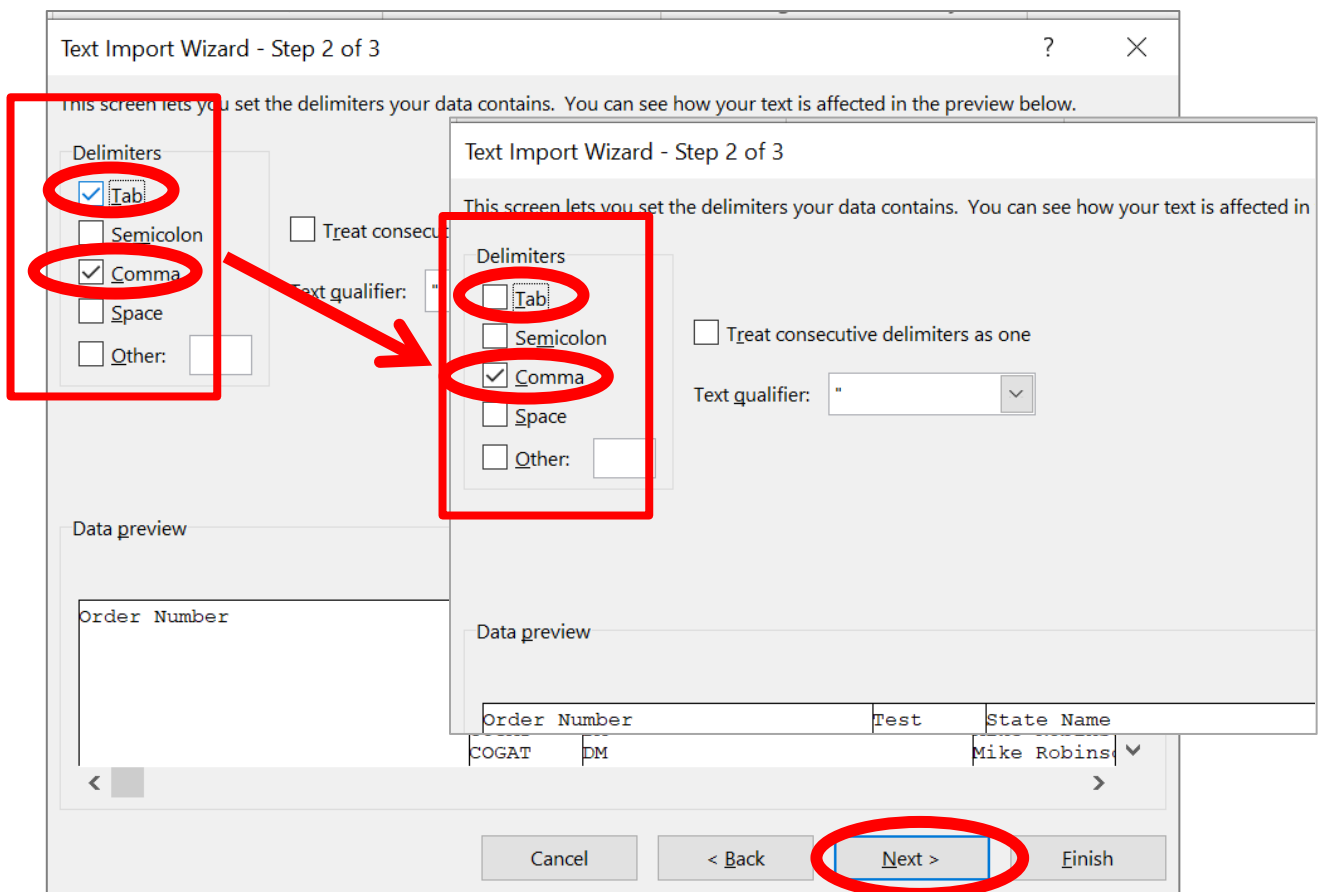
My data has headers.

Preview of file C:\Users\driverv\Downloads\Data Export - CogAT Grades 2-4 2023.txt

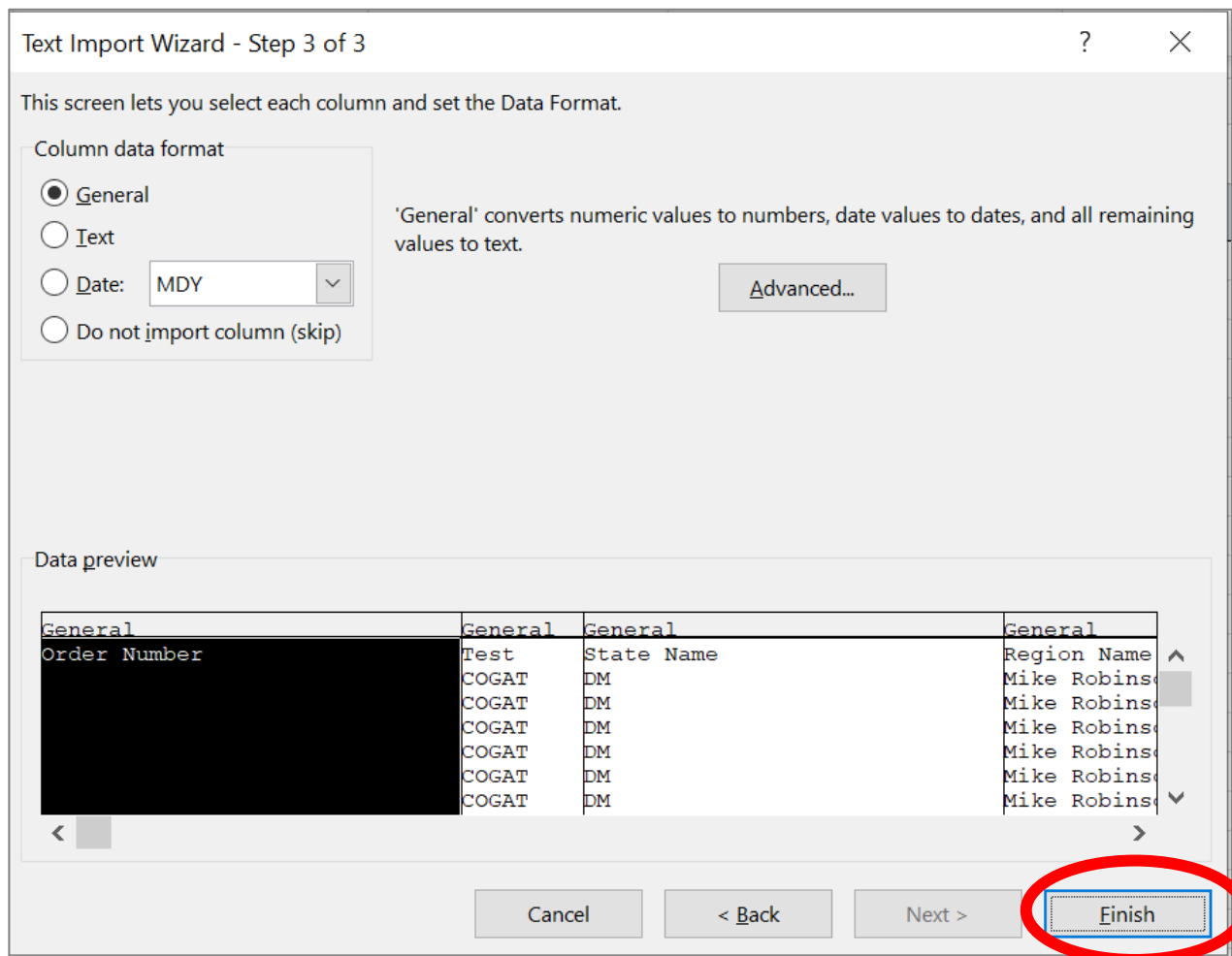
| 1 | Order Number | Test | State Name | Region Name | Region Code | System Name | System Code | Dis |
|---|--------------|------|------------|-------------|-------------|-------------|-------------|-------------|
| 2 | | | | , COGAT | , DM | | | , Mike Robi |
| 3 | | | | , COGAT | , DM | | | , Mike Robi |
| 4 | | | | , COGAT | , DM | | | , Mike Robi |
| 5 | | | | , COGAT | , DM | | | , Mike Robi |
| 6 | | | | , COGAT | , DM | | | , Mike Robi |
| 7 | | | | , COGAT | , DM | | | , Mike Robi |

Cancel < Back **Next >** Finish

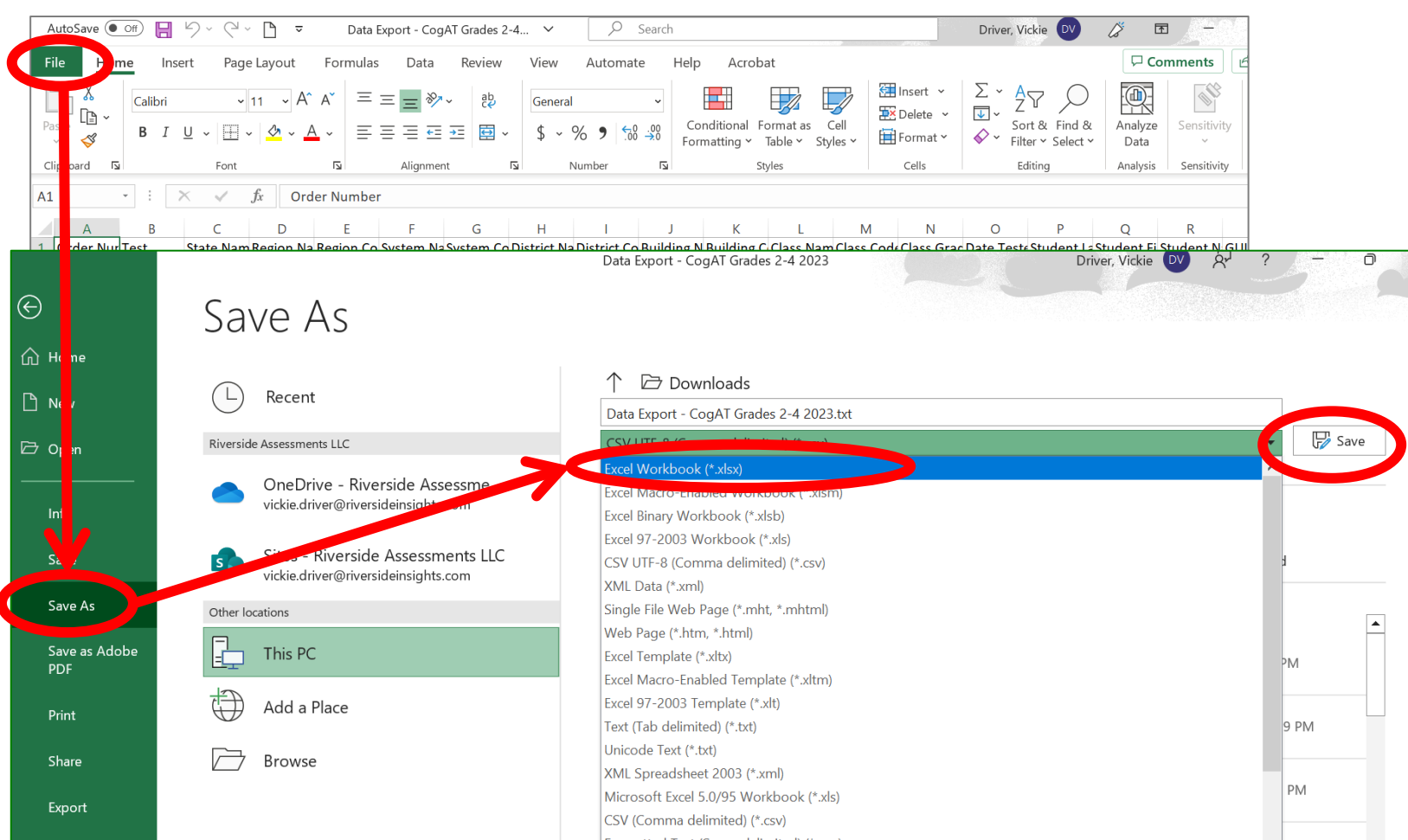
- The Wizard defaults to a Tab delimited file type
- Click to check the box for “**Comma**” and uncheck the box for “**Tab**”
- Click “**Next**” to advance



Click **Finish** to open the file in Excel and see the exported data



- Save your file as an Excel file format (.xls, .xlsx, etc)
- Click **File** → **Save As** → **Excel Workbook (*.xlsx)** and **Save**



- The file should look similar to the one shown below after importing and resaving it in Excel
- Each column should have a heading - this is important for the AXA tool to import the correct data fields

The screenshot shows an Excel spreadsheet with the following data:

| | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|----|--------|---------------|-------------|-------------|---------|-------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | Gender | Date of Birth | Age in Year | Date Tested | Battery | Level | Form | Norm Year | Number At | Number At | Number At | Number At | Number At | Number At | Number At | Number At | Number At | Number At |
| 2 | M | 2222011 | 708 | 10172018 | C | 8 | 7 | 11 | 53 | 50 | 52 | | | | | | | |
| 3 | F | 2222011 | 708 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 4 | M | 11252010 | 711 | 10172018 | C | 8 | 7 | 11 | 54 | 48 | 52 | | | | | | | |
| 5 | F | 5192011 | 705 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 50 | | | | | | | |
| 6 | F | 3122011 | 707 | 10172018 | C | 8 | 7 | 11 | 54 | 46 | 52 | | | | | | | |
| 7 | M | 12012010 | 710 | 10172018 | C | 8 | 7 | 11 | 54 | 48 | 52 | | | | | | | |
| 8 | F | 10232010 | 800 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 50 | | | | | | | |
| 9 | M | 5172011 | 705 | 10172018 | C | 8 | 7 | 11 | 53 | 50 | 50 | | | | | | | |
| 10 | M | 2222011 | 708 | 10172018 | C | 8 | 7 | 11 | 54 | 49 | 52 | | | | | | | |
| 11 | F | 7082011 | 703 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 12 | M | 12282011 | 610 | 10172018 | C | 8 | 7 | 11 | 50 | 50 | 52 | | | | | | | |
| 13 | F | 12022010 | 710 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 14 | M | 7122011 | 703 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 15 | F | 6092011 | 704 | 10172018 | C | 8 | 7 | 11 | 54 | 36 | 52 | | | | | | | |
| 16 | M | 10132010 | 800 | 10172018 | C | 8 | 7 | 11 | 54 | 46 | 44 | | | | | | | |
| 17 | M | 3252011 | 707 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 18 | F | 7302011 | 703 | 10172018 | C | 8 | 7 | 11 | 50 | 48 | 52 | | | | | | | |
| 19 | F | 1222011 | 709 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 20 | F | 5132011 | 705 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 21 | F | 8122011 | 702 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 22 | M | 11172010 | 711 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 23 | M | 5132011 | 705 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |
| 24 | F | 11272010 | 711 | 10172018 | C | 8 | 7 | 11 | 54 | 50 | 52 | | | | | | | |