

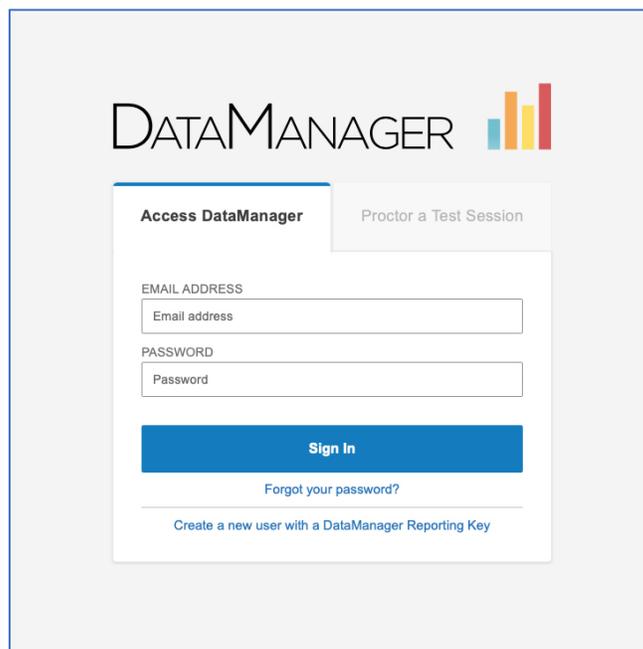


## DataManager Overview

**DataManager** is your online resource for streamlining the management of your assessment programs using the *Iowa Assessments*™, *Cognitive Abilities Test*™ (CogAT®), and *Logramos*® Third Edition. Use *DataManager* to access digital resources, prepare for test events, administer assessments, and view reports.

### Signing in to *DataManager*

- Go to <http://www.riversidedatamanager.com/>
- In the Email Address field, enter your email address
- In the Password field, enter your password



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

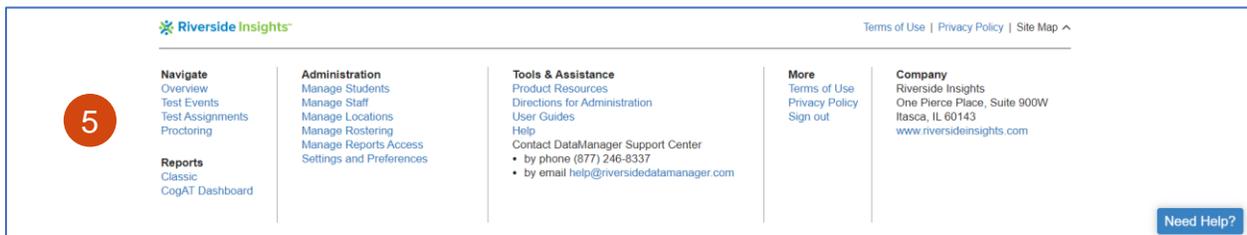
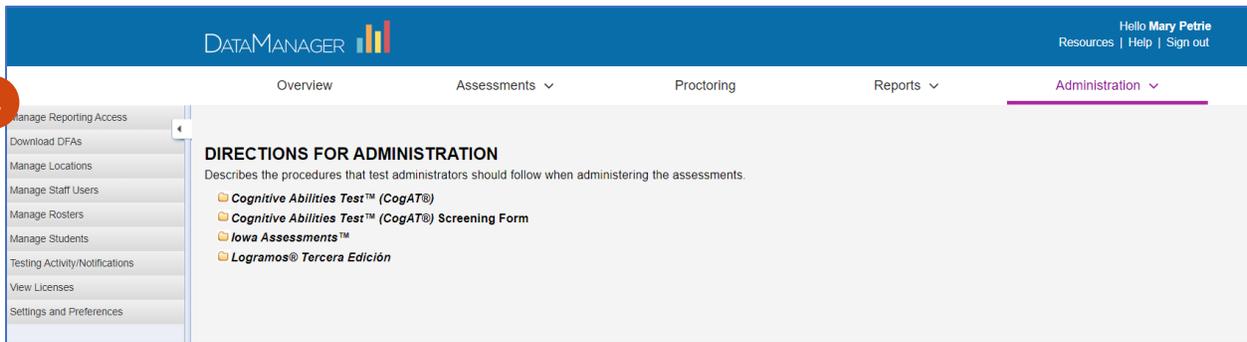
## Navigating *DataManager*

*DataManager* has an easy-to-use layout and a permissions-based system to help you efficiently get to the tools and information you need.

- 1 Banner:** Located at the top of all *DataManager* pages and contains the following links:
  - **Resources:** Opens the Digital Resources library of ancillaries and user guides
  - **Help:** Launches the *DataManager* online help system
  - **Sign out:** Signs you out of *DataManager*
- 2 Top Navigation Bar:** This area below the banner provides direct links to applications within *DataManager*, based on your user permissions.
- 3 Right Navigation Cards:** On the right side of the Overview screen, you may also click a card to access an application in *DataManager*.

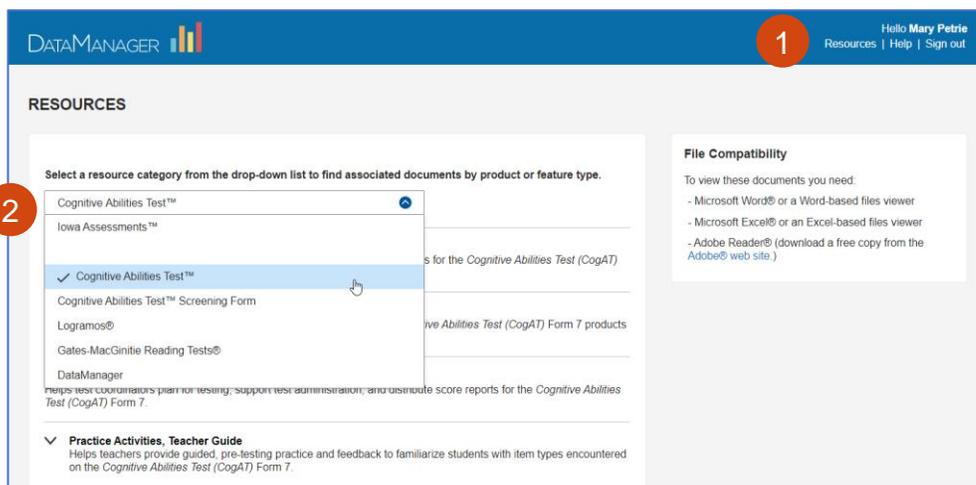
The screenshot shows the DataManager Overview page. At the top, a blue banner (1) contains the DataManager logo, a bar chart, and user information: 'Hello Mary Petrie', 'Resources | Help | Sign out'. Below the banner is a top navigation bar (2) with links: Overview (active), Assessments (dropdown), Proctoring, Reports (dropdown), and Administration (dropdown). The main content area is titled 'LATEST NEWS' and features a 'Welcome to DataManager' message. A 'News' section includes articles like 'Spring 2024 Testing Season' and 'Updated Terms of Use and Privacy Policy'. On the right side, there are three right navigation cards (3): 'Getting Assistance' with contact info, 'Digital Resources' with an 'Open Resources' button, and 'Assessments' with 'Go to Test Events' and 'Go to Assignments' buttons. A left sub-navigation menu (4) is partially visible on the left edge. A site map (5) is located in the footer.

- 4 Left Sub-Navigation Menu:** Located on the left side of some applications in *DataManager*, this area provides links to common tasks.
- 5 Site Map:** Expand the site map in the footer of each page for quick links to all applications in the system.



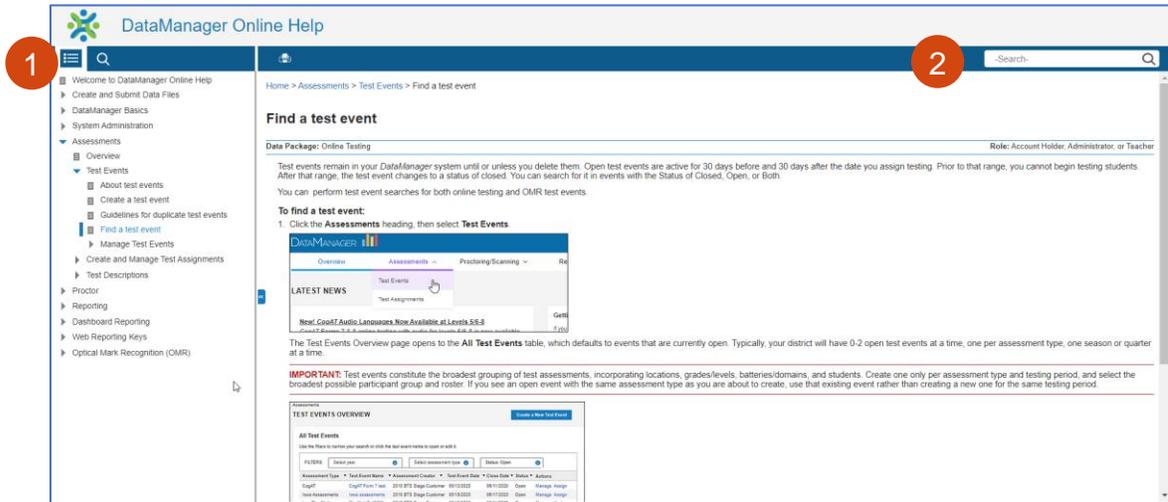
## Accessing Digital Resources

- 1 Click the **Resources** link from the banner of any page or the **Digital Resources Right Navigation Card** on the Overview screen.
- 2 The Resources library opens in a new browser tab. Click on the drop-down list to view folders of ancillaries for your assessments, *DataManager* user guides, and file formats. Click on the title of a document to download it.



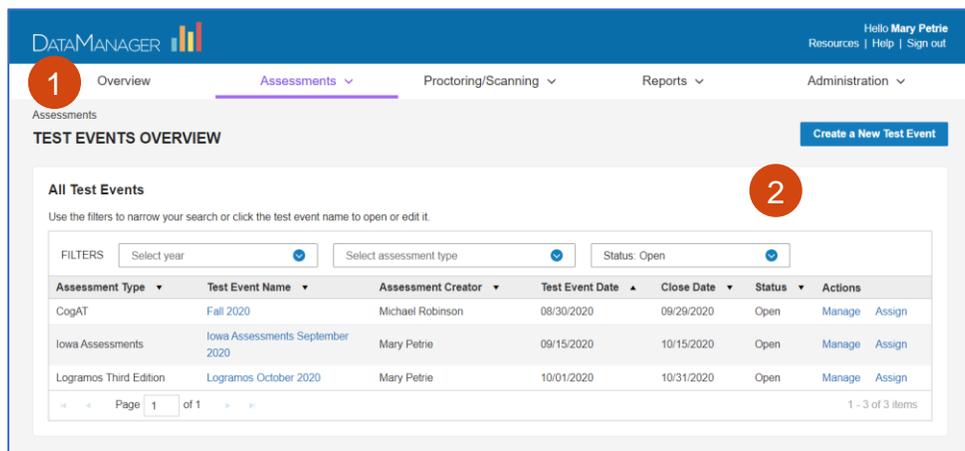
## Accessing *DataManager* Online Help

- 1 On the *DataManager* Online Help page, click on the **Table of Contents** icon in the left navigation to display topics. Click on a topic for information on *DataManager* applications and instructions for common tasks.
- 2 Additionally, the Online Help system provides a search function to help you locate specific content more quickly.



## Accessing Test Events

- 1 If testing online or using the OMR scanning option, use the **Top Navigation Bar** on any page or the **Assessments Right Navigation Card** on the Overview screen to access Test Events through the Assessments application.
- 2 The Test Events Overview page provides search filters to find and **Manage** an existing event, and a tool to **Create a New Test Event**.



## Accessing Reports

- 1 To view your assessment results use the **Top Navigation Bar** or the **Site Map** on any page, or the **Reports Right Navigation Card** on the Overview screen to access the Reports application.
- 2 On the Reports Center screen you will be able to **Create a Report** based on a menu of drop-down options for your test event and assessment type, view previously **Saved Criteria**, and pick up your scheduled reports from the **Report Library**.
- 3 If testing using paper/pencil answer documents, click **Add Reporting Key** and enter the key provided by your administrator to access reports for additional test events or locations.

The screenshot shows the 'DATA MANAGER' interface. At the top right, it says 'Hello Mary Petrie' with links for 'Resources | Help | Sign out'. The navigation bar includes 'Overview', 'Assessments', 'Proctoring/Scanning', 'Reports' (highlighted with a red circle '1'), and 'Administration'. Below the navigation bar is the 'REPORTS CENTER' section. It has three tabs: 'Create a Report' (highlighted with a red circle '2'), 'Saved Criteria', and 'Report Library'. A red circle '3' points to an 'Add Reporting Key' button. The 'Create a Report' form is titled 'Report Criteria for Training System' and includes the following fields:

ASSESSMENT	CogAT Assessments	⌵
TEST ADMIN DATE	08/30/2020 - CogAT Fall 2020	⌵
REPORT TYPE	Student Roster	⌵
GRADE/LEVEL	Grade 2 / Level 8	⌵
SCORE(S)	1 selected	⌵
	<input checked="" type="checkbox"/> Include Students Coded in Office Use	
CONTENT SCOPE	7 selected	⌵
SORT TYPE	Age Scores	⌵