

How to Begin a Test Session – January 2024

1. Log in to <http://www.riversidedatamanager.com>
2. Your email address is your User Name (ex: lthomas@kUSD.edu)
3. If you forgot your password, click [Forgot your password?](#)
4. On the Overview Tab – Find Assessments Section
5. Select Go to Assessments and then Click Go to Test Events
6. Click on the Test Event Name (Iowa Jan 2024)
7. On right side of screen under Complete Tasks
8. Click on “Proctor an Online Test Session”

Complete Tasks



[Add a student to the roster](#)
[Proctor an online test session](#)
[Close this test event](#)
[View status and change log](#)
[See reports](#)
[Delete this test event](#)

9. Click on the Test Session you would like to **begin**

Created Sessions								
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions	
Thomas/Written Expression	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Written Expression	61-92792		
Thomas/Vocabulary	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Vocabulary	17-46627		
Thomas/Social Studies	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Social Studies	02-65901		
Thomas/Science	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Science	39-64974		
Thomas/Reading	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Reading	39-95358		
Thomas/Mathematics	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Mathematics	06-50970		
Thomas/Getting Started	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Getting Started	66-07976		
Thomas/Computation	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Computation	20-32283		

10. This session name will appear along with **Waiting for Approval** and **Approved Students**

Proctor Session									Add a walk-in Student	Student Lookup	
Manage		Thomas/Getting Started									
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code					
Thomas/Getting Started	Self Paced	IOWA Jan 2024	Iowa Form E Complete	Level 17/18	Getting Started						
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)											
Refresh Status				All	Continue Testing All	Exit Testing All	Cancel All	Extend Time All			
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions			
There are no records.											

11. Provide the **Session Code** to the student to begin testing.
12. The **Waiting for Approval** section shows the students that have logged in for the session and who are waiting for approval to begin testing.
13. Once the students are approved, their names appear in the **Approved Students** section
14. For those students with extra time accommodations, **based on an IEP or Language Plan**, click on the extend time icon about five minutes into the test session. Enter a time between 1 and 99 minutes.
15. The status of the student will appear during testing (ex. 5 of 40 indicates the student is on question 5 out of a total of 40 questions). Please monitor progress of student.
16. When the time for the test session has expired, the status will read **Completed**.
17. Test sessions that are started on a particular day will expire at the end of the day.
18. New test sessions will have to be created for subtests if new students will test on another day.
(For example, on a second day, a session can be named Thomas/Computation2)