## How to Begin a Test Session - January 2024

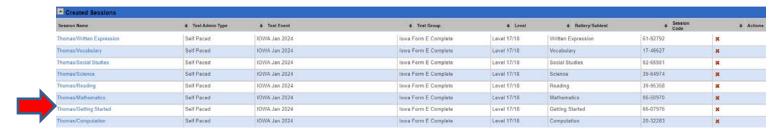
- 1. Log in to http://www.riversidedatamanager.com
- 2. Your email address is your User Name (ex: lthomas@kusd.edu)
- 3. If you forgot your password, click Forgot your password?
- 4. On the Overview Tab Find Assessments Section
- 5. Select Go to Assessments and then Click Go to Test Events
- 6. Click 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



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



- 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)