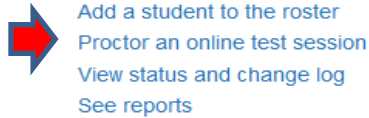


How to Create a Test Session – May 2024

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. Click on Go to Test Events, then select Test Event Name (Iowa May 2024)
6. On right side of screen under Complete Tasks
7. Click on “Proctor an Online Test Session”

Complete Tasks



8. Create a Test Session for each subtest

[Create New Test Session](#)

Test Event *	<input type="text" value="IOWA May 2024"/>	?	Session Name *	<input type="text" value="Thomas/Getting Starte"/>	?
Grade *	<input type="text" value="12 - Twelve"/>	?	Draw Screen	<input type="text" value="On"/>	?
Test Group *	<input type="text" value="Iowa Form F Complete"/>	?			
Level *	<input type="text" value="Level 17/18"/>	?			
Battery/Subtest *	<input type="text" value="Getting Started"/>	?			
Test Admin Type	<input type="text" value="Self Paced"/>	?			

Create Session

9. Select the following:
 - a. Test Event: **Iowa May 2024**
 - b. Grade: **12-Twelve**
 - c. Test Group: **Iowa Form F Complete**
 - d. Level: **Level 17/18**
 - e. Battery/Subtest: **Select each subtest individually** (ex: Reading)
 - f. Test Admin Type: **Self Paced**
 - g. Session Name: **Proctor Last Name/Subtest Name** (ex: Thomas/Reading)
 - h. Draw Screen: **On**

10. Click Create Session

11. Each proctor should create the following test sessions to be ready prior to testing

Created Sessions							
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Thomas/Written Expression	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Written Expression	67-89365	✖
Thomas/Vocabulary	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Vocabulary	84-99088	✖
Thomas/Social Studies	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Social Studies	06-97950	✖
Thomas/Science	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Science	83-95830	✖
Thomas/Reading	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Reading	51-17916	✖
Thomas/Mathematics	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Mathematics	13-12354	✖
Thomas/Getting Started	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Getting Started	93-78447	✖
Thomas/Computation	Self Paced	IOWA May 2024	Iowa Form F Complete	Level 17/18	Computation	79-40047	✖

Each Test Session will have unique a Session Code to the right

12. The Test Proctor will provide this session code to students in order to begin testing

