



How to Begin a Test Session – June 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 June 2024)
7. On right side of screen under Complete Tasks
8. Click on “Proctor an Online Test Session”

Complete Tasks



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- Add a student to the roster
 - Proctor an online test session
 - Close this test event
 - View status and change log

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



Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Thomas/Written Expression	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Written Expression	98-99686	✖
Thomas/Vocabulary	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Vocabulary	79-37593	✖
Thomas/Social Studies	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Social Studies	83-90831	✖
Thomas/Science	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Science	31-04092	✖
Thomas/Reading	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Reading	87-90499	✖
Thomas/Mathematics	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Mathematics	93-21393	✖
Thomas/Getting Started	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Getting Started	29-80050	✖
Thomas/Computation	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Computation	34-12699	✖

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

Proctor Session

Manage Thomas/Getting Started Add a walk-in Student Student Lookup

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Thomas/Getting Started	Self Paced	IOWA June 2024	Iowa Form E Complete	Level 17/18	Getting Started	29-80050

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 End Testing All Pause All Exit 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)