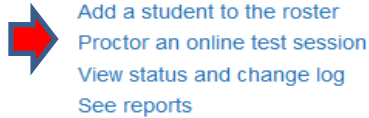


How to Create a Test Session – June 2024

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. Click on Go to Test Events, then select Test Event Name (Iowa June 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 June 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 E 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 June 2024 (Remote)**
 - b. Grade: **12-Twelve**
 - c. Test Group: **Iowa Form E 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 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		✖

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

