## How to Add a Student to a Roster - June 2025

- 1. Log in to <a href="http://www.riversidedatamanager.com">http://www.riversidedatamanager.com</a>
- 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 Go to Test Events
- 6. Click on the Test Event Name (Iowa June 2025)
- 7. On right side of screen under Complete Tasks
- 8. Click on "Add a Student to the Roster"

## Complete Tasks



Add a student to the roster

Proctor an online test session

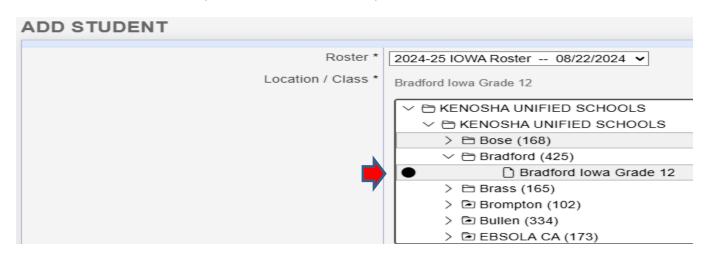
Close this test event

View status and change log

See reports

Delete this test event

- 9. The Roster has been selected (2024-25 Iowa Roster)
- 10. Select the location to which you wish to assign the student. You must assign the student to a class-level location. Click the arrows until you find the class. See example below.



- 11. Enter only the required fields\*
  - a. First name
  - b. Last Name
  - c. Unique Student ID (KUSD ID)
  - d. Date of Birth (MM/DD/YYYY)
  - e. Gender
- 12. If you have other students to enter, click Add Another



- 13. If you are finished, click Save Student
- 14. A confirmation message appears to inform you that the student has been entered successfully.