How to Begin a Test Session – June 2025

- 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 2025)
- 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

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

	Created Sessions							ē
	Session Name 👻	Test Admin Type 🔶	Test Event \$	Test Group \$	Level \$	Battery/Subtest -	Session Code	Actions
	Thomas/Computation	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Computation	51-05488	×
	Thomas/Getting Started	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Getting Started	52-95105	×
	Thomas/Mathematics	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Mathematics	81-54268	×
	Thomas/Reading	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Reading	61-44292	×
	Thomas/Science	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Science	90-83751	×
1	Thomas/Social Studies	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Social Studies	86-86953	×
	Thomas/Vocabulary	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Vocabulary	87-38168	×
	Thomas/Written Expression	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Written Expression	68-78462	×

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

Proctor Session Manage Thomas/Getting Started 😰					A	dd a walk-in Student Stude
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Thomas/Getting Started	Self Paced	IOWA June 2025	Iowa Form E Complete	Level 17/18	Getting Started	52-95105
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
Last Name	✓ First Name	✓ MI Date of Bit	rth Gender	Grade	Battery/Subtest	Actions
There are no records.						
				2	0 0 0	0
Approved Students (0 of 0)			Refresh Status All	Continue Testing All	End Testing All 🕜 Pause All Exit	All Cancel All Extend
Last Name	✓ First Name	✓ MI Date of Birth	Gender	Grade Battery/Subtes	st 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.
- 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)