**How to Create a Test Session – June 2025**
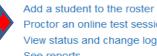
1. Log in to http://www.riversidedatamanager.com
2. Your email address is your User Name (ex: lthomas@kusd.edu)
3. If you forgot your password, click <u>Forgot your password</u>?
4. On the Overview Tab – Find Assessments Section
5. Click on Go to Test Events, the select Test Event Name (Iowa June 2025)
6. On right side of screen under Complete Tasks
7. Click on "Proctor an Online Test Session"



8. Create a Test Session for <u>each</u> subtest



9. Select the following:
   a. Test Event: **Iowa June 2025**
   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

| 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 | ✖ |
| 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 | ✖ |

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