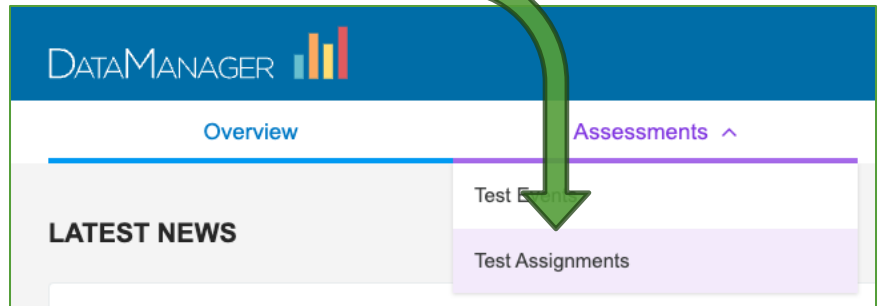


How to track who has completed what subtests

Once logged into DataManager (<https://www.riversidedatamanager.com/>) select **Test Assignments** from the **Assessments** menu

From the 'Test Assignments' page, select **Manage** from under 'Actions' of the grade level you wish to check

A screenshot of the 'TEST ASSIGNMENT OVERVIEW' page in DataManager. The page shows a table of assignments for 'CogAT Fall 2025'. A green arrow points from the 'Manage' link in the 'Actions' column of the first row to the 'TEST ASSIGNMENT' page in the next screenshot.

Assign By	Location	Grade	Test Group	Level	Battery/Subtest	Mode	Actions
Location/Grade	Saint Paul Public Schools	Grade K	CogAT Screening Form 7	Level 5/6	Verbal, Quantitative, Nonverbal	Online	Manage
Location/Grade	Saint Paul Public Schools	Grade 1	CogAT 7 Complete	Level 7	Verbal, Quantitative, Nonverbal	Online	Manage
Location/Grade	Saint Paul Public Schools	Grade 2	CogAT 7 Complete	Level 8	Verbal, Quantitative, Nonverbal	Online	Manage

The next page may take a moment to load:

A screenshot of the 'TEST ASSIGNMENT' page in DataManager. The page shows details for 'Grade 2/Level 8'. A green arrow points from the 'Check test status' link in the 'Other Actions' section to the text on the right.

Assign By	Location	Grade	Test Group	Level	Mode	Battery/Subtest
Location/Grade	Saint Paul Public Schools	Grade 2	CogAT 7 Complete	Level 8	Online	Verbal, Quantitative, Nonverbal

Select **Check test status** under 'Other Actions' to pull up the status of all students in this grade level

A new tab will open to display the student(s)' test status. (it may take a moment to load)

Each subtest a student is to take will be represented (3 for Kindergarten and 9 for all other grades) as well as 'Getting Started'. Students do NOT need to take 'Getting Started' as it is buggy, it should have a red status of 'Not Started'.

Location: Saint Paul Public Schools Test Event: CogAT - Fall Grade: 2 - Two Search										
Completed In Progress Not Started										
Student	Getting Started	Picture Analogies	Sentence Completion	Picture Classification	Number Analogies	Number Puzzles	Number Series	Figure Matrices	Paper Folding	Figure Classification
One, Student DOB: 1/1/2017 Student ID: 123456 CogAT 7 Complete Test Event: CogAT - Fall CogAT 7 Complete Grade 2 - Two Level 8										
Two, Student DOB: 1/2/2017 Student ID: 123457 CogAT 7 Complete Test Event: CogAT - Fall CogAT 7 Complete Grade 2 - Two Level 8										
Three, Student DOB: 1/5/2017 Student ID: 123458 CogAT 7 Complete Test Event: CogAT - Fall CogAT 7 Complete Grade 2 - Two Level 8										
Four, Student DOB: 1/4/2017 Student ID: 123459 CogAT 7 Complete Test Event: CogAT - Fall CogAT 7 Complete Grade 2 - Two Level 8										

Note: there is no way to download or print this report

Recommendation:

- Request that teachers/proctors clearly communicate who missed what subtests
 - Then used this report to verify status
- Create a list, table, or spreadsheet to track who needs makeup testing (like was done for paper CogAT testing) – [table example linked here](#) (can make copy)
- If student has a yellow “In Progress” status for a subtest, it will **not** be scored until it is completed. Have student come in to login and complete the subtest as needed.
 - Most common error is when a student selects **Done** on the last question and is moved to the *Thank you* page. Once on that page they get exited by the proctor without them selecting **End** first. Student must select **End** for each subtest to be Complete.