

DATA MANAGER

Assessment Companion



Proctor Checklist

	Tasks to Complete:	Description:
	Testing Plan	Understand the testing plan for your school.
	Training	Attend training class to Administer the CogAT Assessment.
	Create Test Sessions	Create test sessions to match your testing schedule. Separate sessions may be needed for students with accommodations.
	Check Devices	Check computers/devices for sound and the DataManager app. or secure browser icon.
	Prepare Students	Practice materials available on the SPPS Test Administrator website.
	Open Test Sessions	Open the test session, students will use the code to join your session.
	Begin Testing	Approve All students to take the test.
	Monitor Students	Monitor student progress. Use Pause and Resume for short (10 minutes or less) breaks.
	Continue or End	Use Continue Testing All after each of the completed subtests, planned for the session. Use End Testing All when the last subtest is complete.

Before Testing

On each student workstation, confirm that the app or secure browser has been installed. Notify your district admin or tech specialist if the device is not ready for testing.



Also make sure all students have wired headphones or earbuds available for testing day.

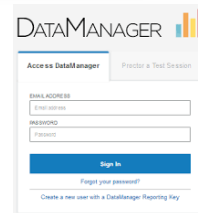


Student Login Page

Staff Devices & Login

Proctoring is **ONLY** supported on a laptop or desktop.

Go to DataManager www.riversidedatamanage.com



New users will receive a welcome email with their login credentials and directions.

Returning users will login with their email address and chosen password.

Create a Testing Schedule

Grades 1 - 5

Verbal Battery

Picture, K-2/Verbal, 3+ Analogies

Sentence Completion

Picture, K-2/Verbal, 3+ Classification

Quantitative Battery

Number Analogies

Number Puzzles

Number Series

Nonverbal Battery

Figure Matrices

Paper Folding

Figure Classification

Kindergarten

Verbal Battery

Picture Analogies

Quantitative Battery

Number Analogies

Nonverbal Battery

Figure Matrices

Practice resources and login guidance available on the SPSS website.

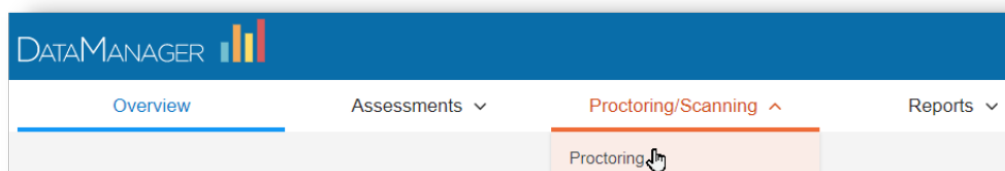
Testing in Three Days

- Day One:
 - Verbal Battery
- Day Two:
 - Quantitative Battery
- Day Three:
 - Nonverbal Battery

Best Practices: Use Pause for short breaks and schedule a Make-up Day.

Creating Test Sessions

Click the Proctoring tab at the top of the screen and then Proctoring.



Make selections in the drop-down boxes and enter your session name.

A screenshot of the 'Proctor Session' form in the Data Manager application. The form is titled 'Proctor Session' and has a 'Manage' tab. It contains several drop-down menus and a text input field, each with a numbered callout: 1. Test Event, 2. Grade, 3. Test Group, 4. Level, 5. Battery/Subtest, 6. Test Admin Type, 7. Session Name, 8. Draw Screen, and 9. Create Session button. The 'Create New Test Session' link is also visible.

- 1. Test Event:** You will only have one drop-down choice for the test event open for CogAT.
- 2. Grade:** Each grade level testing must be set up separate test sessions.
- 3. Test Group:** You will have only one choice since the test group was assigned during district setup.
- 4. Level:** You will have one choice to select since the test level was assigned during district setup.
- 5. Battery/Subtest:** Select the appropriate battery & subtest you will open first for this session.
- 6. Test Admin Type:** Audio-English is recommended; however, you may choose Proctor-Led.
- 7. Draw Screen:** Select On or Off for a draw screening waiting page for students.
- 8. Session Name:** A consistent naming convention for your district and/or school is recommended.
Examples: Robinson Gr 2 Verbal; Robinson Gr 2 Quant; Robinson Gr 2 Non-V
- 9. Create Session:** Click on the create button and your session will appear in list with a proctor code.

Don't forget to create a separate session for the "Getting Started" tutorial.

Starting Testing

1. Open Test Session by clicking on the blue session name. Provide the students the session code.
2. Have students click on the Secure Browser or App icon and login using their Student ID and the Session Code (or Name, Birthday, and Session Code.)
3. Make sure students have the Test Session Code and know their IDs as you wait for all to appear.
4. Use "Approve All" to move students from the waiting page/draw screen into testing.
5. Student tests will begin with directions and samples, and you will be able to check their status.
6. Monitor the students during testing.
7. Once all students show a status of "Completed" on the subtest, use "Continue Testing All" to move the whole group together to the next subtest (Subtest 1 completed, continue to Subtest 2).

Created Sessions							
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Lee_5 Session 1 GS	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	Getting Started	56-12657	
Lee_5 Session 2 Verbal	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	VERBAL / Verbal Analogies	77-42094	✖
Lee_5 Session 3 Quan	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	QUANTITATIVE / Number Analogies	32-48494	✖
Lee_5 Session 4 NonVer	Audio-English	CogAT_Assessments_	CogAT 7 Complete	Level 11	NONVERBAL / Figure Matrices	82-09584	✖

No of Records: 125

During Testing

- Monitor students' progress from the Session tab.
- When all students in a session have a status of "Completed," click "Continue Testing All" to move students to next subtest in sequence. **OR**
- Click "End Testing All" to move students out of testing back to the login screen.

1. When students successfully login, they will arrive on a Waiting to Test screen or a Draw Screen.



2. Once all students have logged in and you have verified correct number of students, click "Approve All".

Waiting for Approval (4 of 6)							Approve All	Deny All
Last Name	First Name	ME	Date of Birth	Gender	Grade	Battery/Subtest	Actions	
Barnett	Chelsea		02/10/2010	F	2	VERBAL / Verbal Analogies	✓	✗
Moody	Elbert		12/09/2010	M	2	VERBAL / Verbal Analogies	✓	✗
Todd	Cameron		01/01/2010	M	2	VERBAL / Verbal Analogies	✓	✗
Vega	Lewis		02/25/2010	M	2	VERBAL / Verbal Analogies	✓	✗

3. Student test session will begin, and you will be able to check their status as highlighted below.

Approved Students (17 of 33)							Refresh Status	Continue Testing All	End Testing All	Exit All	Cancel All	Extend Time All
Last Name	First Name	ME	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions				
Barnett	Chelsea		02/10/2010	F	2	VERBAL / Verbal Analogies	Completed					
Goode	Camren		11/11/2009	F	2	VERBAL / Verbal Analogies	15 of 24 7 min					
Hedley	Michael		01/06/2008	U	2	VERBAL / Verbal Analogies	Completed					
Hanson	Daranna		08/25/2010	F	2	VERBAL / Verbal Analogies	Completed					
Harrington	Penny		01/09/2008	U	2	VERBAL / Verbal Analogies	Completed					
Hartford	Charlotte		01/10/2008	U	2	VERBAL / Verbal Analogies	Completed					
Hughes	Corey		12/12/2009	M	2	VERBAL / Verbal Analogies	Completed					
James	Kareem		11/11/2009	M	2	VERBAL / Verbal Analogies	22 of 24 7 min					
Leiter	Jean		01/01/2008	U	2	VERBAL / Verbal Analogies	15 of 24 7 min					

Tips for Monitoring & Using Action Buttons

- Observe each student's progress; make sure students are on task.
- Use top buttons for whole group or buttons in each student's row for individuals.



Pause - short break (10 minutes or less) - **Resume** to return to the test



Exit - leave session with answers and time remaining saved - Create a new session starting with that subtest, and students login with new code to continue in the test.



Cancel - **rarely used** - does NOT save answers - Start Over - emergency use only



Extend Time - allows time to be added to the individual student's subtest; *follow district policy about adding times for specific students.*

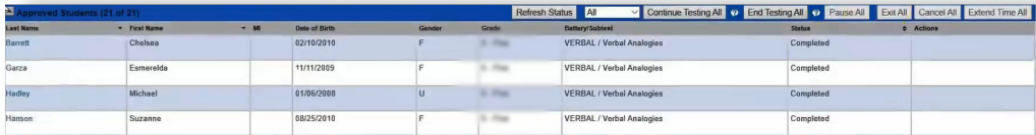


Continue Testing All - Click **once**, press okay and wait for the group to move to next subtest in sequence. It may take a little bit to close out one test and move the group.



End Testing All - Ends testing session for the group and returns to login screen.

4. Once all student(s) have all “Completed” the subtest, click “Continue Testing All” to move the group together and start the next subtest in sequence. Repeat this until subtests for that sitting are completed.



Refresh Status All Continue Testing All End Testing All Pause All Exit All Cancel All Extend Time All									
Last Name	First Name	DOB	Gender	Grade	Subtest/Session	Status	Actions		
Harrell	Chelsea	02/10/2019	F	5	VERBAL / Verbal Analogies	Completed			
Garza	Esmeralda	11/11/2009	F	5	VERBAL / Verbal Analogies	Completed			
Hedley	Michael	01/06/2008	M	5	VERBAL / Verbal Analogies	Completed			
Hanson	Suzanne	08/25/2010	F	5	VERBAL / Verbal Analogies	Completed			

Tips for "Continue Testing All" & "End Testing All"

- Proctor uses using the "Continue Testing All" button to move students together as a group to next test.
- All students must show a "Completed" status in order for the proctor to use "Continue Testing All."
- "Continue Testing All" moves students sequentially through the entire test and minimizes the need for students to log in and out of the system after every subtest.
- The only option after the "Getting Started" tutorial and the last subtest of the assessment is the "End Testing All" button which will automatically return the students to the login page.

Frequently Asked Questions:

Proctor log in site: [HTTP://WWW.RIVERSIDEDATAMANAGER.COM](http://www.riversidedatamanager.com)

User Name: email address

Password: self-created

Student Rosters:

Will each teacher have to add students to DataManager? Your district/organization uploaded a file that contained the names of students and their information into the system. You will not need to add students into the system.

Can teachers add students into DataManager? Users with the Role of Teacher in DataManager cannot add students into DataManager; users with the role of Administration can manually add new students.

Logging in Students for online testing:

How do students log in? Students will access online testing through a secure browser that has been installed on desktop and/or laptop computer, or through an app that has been downloaded on to each Chromebook or iPad.

How do the students exit the secure browser?

PC or Mac: Ctrl, Shift, Q

Chromebook: Ctrl, Tab, Q

iPad: Home button + Swipe-up

Proctoring/Testing:

Do test session codes expire? Yes, once students log in with a test session code, that test session code will expire.

If one student completes the subtest before the rest of the students in the group, can that student move on to the next subtest? No, all students in the test session will move together to the next subtest. Once all students in the session have a status of “completed”, the Proctor can click on the “Continue Testing All” button to move students to the next subtest in sequence.

I don’t see the “Continue Testing All” button. You will not see the “Continue Testing All” button if:

- you are giving the Getting Started tutorial.
- you are administering the last subtest for the CogAT.
- you are on the tab entitled “Merge.”
- you have 4 tabs/sessions open. Max is 4, so close some tabs.