

DataManager Trainings for SACs and Proctors

➤ Go to: <https://riversideinsights.com/dm-complimentary-training>

➤ Under 'Go to section' select **Test Administration**

- SACs and Gr. 1-5 Proctors select **CogAT Administering the Test**
- KG Proctors select **CogAT Screening Form Administration Test**

➤ SACs: watch entire video

- Some info covered is for reference only and are tasks completed at the district level)

➤ Gr. 1-5 Proctors: watch video from:

- 0:00 to 0:57
- 3:45 to 7:31
- 10:30 to 17:34
 - 17:34 – 18:21 for those administering the CogAT in grades 3-5
- 18:21 to end (22:07)

➤ KG Proctors: watch video from:

- 0:00 to 1:20
- 4:11 to 5:51
- 9:21 to 15:35
- 17:02 to 20:36

Riverside Complimentary Training

Go to section:

- [Rostering](#)
- [System Set-Up](#)
- [Test Administration](#)
- [Accessing Reports](#)

Test Administration

CogAT Administering the Test

VIEW

CogAT Screening Form Administration Test

VIEW

SAC &
Gr. 1-5 Proctors

KG Proctors

Additional REQUIRED video training:

- For both SACs and Proctors
- [Continue and Ending All Test](#) (2:54)

SPPS Specific Notes:

- Do NOT administer the Getting Started Tutorial to students – it is buggy and causes problems
 - We have a Getting Started Video posted on the SPPS website
- SPPS does not administer the Post Screener
- Most test sessions will be created by the SAC
 - Naming convention: School #, Grade, Proctor Name, Battery (example: "625 KG Lang Verbal")
- Administer only one battery per day
 - KG selects "End Testing All" at the end of each subtest (one per day)
 - Grades 1-5 select "Continue Testing All" after the first 2 subtests of the day and "End Testing All" after the third subtest of the day