



Managing a Self-Paced Test Session

Getting Started

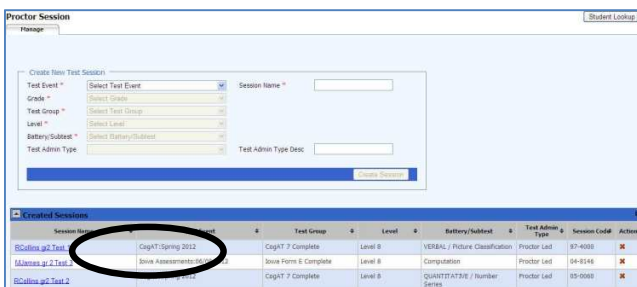
- Log in to <http://www.riversidedatamanager.com>
- If logging in as a DataManager teacher or administrator:
 - Log in with your admin ID/password
 - Click the **Application Switcher** ()
 - Select **Assessments**
 - To the right of the name of the **Test Event** for which you want to proctor a session, click on the **blue icon** ("Proctor an Online Test Session for this Event")



- If logging in as a Proctor:
 - Log in with your proctor ID/password

Starting a Test Session

- From the list of sessions, click on the name of the session that you want to open



Managing a Self-Paced Session

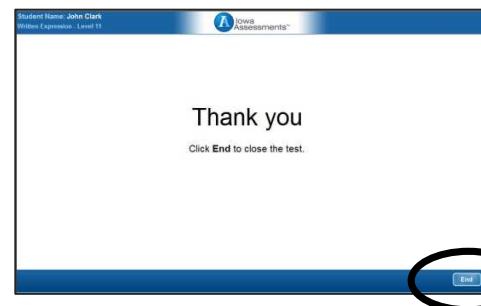
- As students log in for this session, their names will appear in the **Waiting for Approval** area



- Once all students have logged in, select **Approve All** or approve students individually as they log in
- As students proceed independently through the test, you can pause students (individually or as a group) or terminate a student's test session as needed.



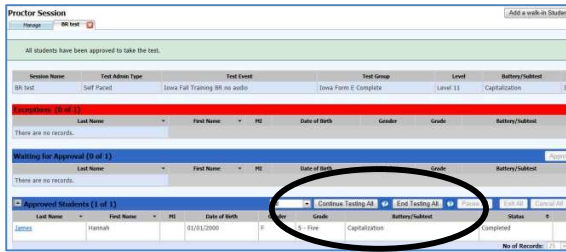
Note: Students must end their subtest by selecting the **End** button.



Once students have ended the subtest, they will be returned to the drawing screen where they will wait for further instructions.

- When all students complete the subtest, the proctor will select to **Continue Testing All** (which will automatically advance students to the next subtest in sequence) or **End Testing All**.





- If the Proctor continued testing to the next subtest, once the next subtest is completed, the proctor can again continue to the next subtest or end testing. This process continues until the proctor selects to ends testing. To end testing, the proctor will select **End Testing All**.