



Creating a Test Session

Getting Started

- Log in to <http://www.riversidedatamanager.com>
- Click the **Application Switcher** (☰)
- Select **Assessments**
- Find the **Test Event** for which you want to create sessions and click on the blue icon ("Proctor an Online Test Session for this Test Event") to the right of the Test Event name.



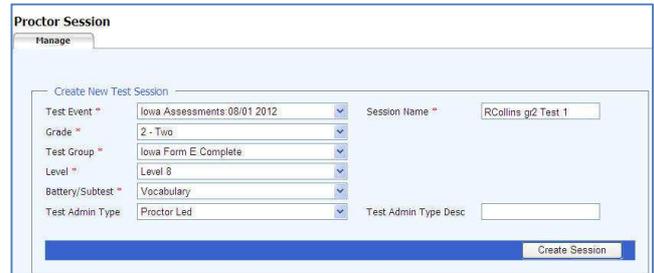
Steps to Create a Test Session

- From the Create a New Test session area, follow these steps:
 - In the **Test Event*** list, select your test event (for example, Iowa Assessments or CogAT).
 - In the **Grade*** list, select your grade.
 - In the **Test Group*** list, select your test group (for example, CogAT 7 Complete).
 - In the **Level*** list, select the test level that has been assigned to the students you will be testing.
 - In the **Battery/Subtest*** list, select the battery/subtest where students will start for this test session.

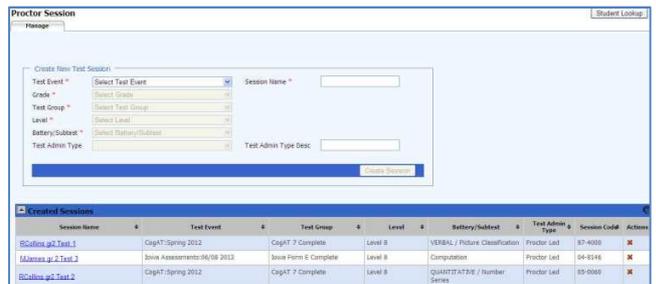
Tip: The subtests are listed in the recommended order that they should be administered. **It is recommended** to give the **Getting Started** tutorial first.

- In the **Session Name*** box, type a session name.

Tip: You can type any name for the session. It is recommended that you enter a logical name to help you identify the session, such as using the following format: teacher name/grade/subtest (for example, "R.Collins gr2 Test 1"). **Note:** Session name must be unique.



- Click **Create Session**. Your session appears in the **Created Sessions** area; the session is ready for you to proctor.



Tip: Additional information or information on test specific functionality can be found under the **Help** link.

