

## **Creating a Test Session**

## **Getting Started**

- Log in to
  <u>http://www.riversidedatamanager.com</u>
- 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.

Find Assessments					
	Year	(None)			
	Scope	(None)			
	View	Open Test Events			
					(Search)
Scope	¢1	est Event Name	Event Creator	¢D a	Actions
CogAT	С	ogAT Fall 2013	Betsy Rowlett	10/2/2013	
P	10	we Fell 2013	Batey Dowlott	10/2/2015	NT NT

## **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.

anage				
Create New Test	: Session			
Test Event *	Iowa Assessments 08/01 2012	~	Session Name *	RCollins gr2 Test 1
Grade *	2 - Two	~		
Test Group *	Iowa Form E Complete	~		
Level *	Level 8	~		
Battery/Subtest *	Vocabulary	~		
Test Admin Type	Proctor Led	~	Test Admin Type Desc	

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

octor Session											Student	Lookup
Hasage												
Create New Test	Session											
Test Event *	Select Test E	elect Test Event 🔗		Session	Name *							
Grade *												
Test Grosp *												
Level *	Select Linel											
Battery/Subtest *												
Test Admin Type				Test Admin Type Desc								
							Counts Serve	1091				
Created Session	6											-
Session No	ame	•	Test Event	+	Test Group	4	Len	i •	Bettery/Subtest #	Test Admin & Type	Session Codel	Actio
Collina g/2 Test 1		CagAT:5p	ning 2012		CogAT 2 Complete		Level 8		VERBAL / Picture Classification	Proctor Led	97-4038	*
Alames gr 2 Test 3		Solvin Asso	soments:06/08 2012		Source Form E Camplet	ŧ	Level 8		Computation	Proctor Led	04-8146	×
Cellina gr2 Test 2		CagAT:Se	ring 2012		CogAT 7 Complete		Level 8		QUARTITATIVE / Number Series	Proctor Led	05-0068	×





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