



DataManager Overview

DataManager is your online resource for streamlining the management of your assessment program using the *Iowa Assessments™*, *Cognitive Abilities Test™ (CogAT®)*, and the *Riverside® Interim Assessments*.

Use DataManager to:

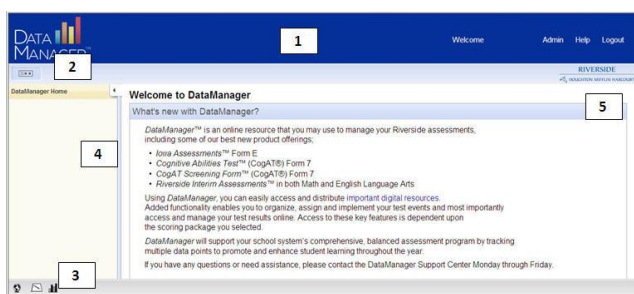
- Access digital resources
- Prepare for test events
- Administer assessments
- View reports

Logging on to DataManager

1. URL: <http://www.riversidedatamanager.com>
2. In the **User Name** box, type your user name
3. In the **Password** box, type your password

Navigating DataManager

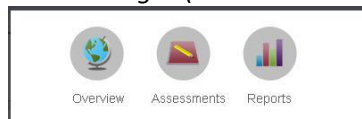
Riverside *DataManager* has an easy-to-use layout and a permissions-based, single sign-on page to help you efficiently get to the tools and information you need.



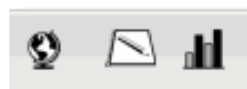
1 Banner: Located at the top of all Riverside DataManager pages and contains the following links:

- Help – Launches *DataManager* online help
- Logout – Logs you out of *DataManager*

2 Application Switcher: Located below the **Banner** area and launches applications within *DataManager* (based on user permissions).



3 Quick Links: Located in the lower left corner of the page. Use to open applications within *DataManager*. Like the Application Switcher, only those applications available to you, based on your user permissions, are shown in the Quick Links area.



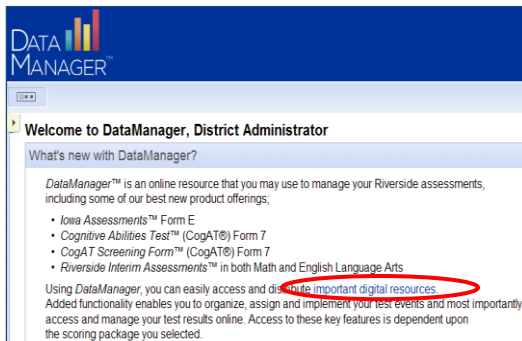
4 Navigation Menu: Located to the left of the Application Workspace and displays links that are specific to each application. These links allow you to perform common tasks for the current application and the associated links.

5 Application Workspace is the main work area of a Riverside *DataManager* page. Use the Application Switcher or Quick Links to open applications in the application workspace.

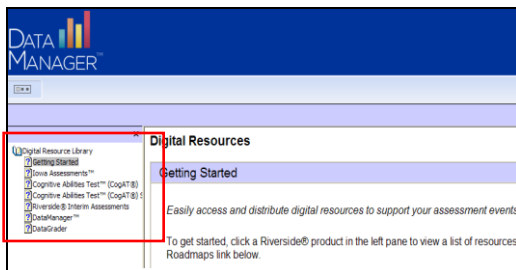


Accessing Important Digital Resources

- Click the **important digital resources** link on the **Overview** screen.



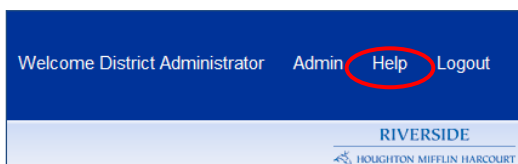
- The Digital Resources Library navigation is located on the navigation menu on the left hand side of the screen. Click a folder icon or resource title to access.



- The resources for the assessments can be viewed by test administration life cycle phases. To view or print, click on the PDF icon or title of resource.
- Click on *DataManager* on the left navigation menu to access:
 - DataManager User's Guides*
 - How-to-videos and Quick Guides (listed under the Training and eLearning Resources area)

Accessing Online Help

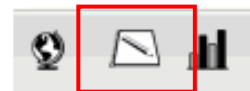
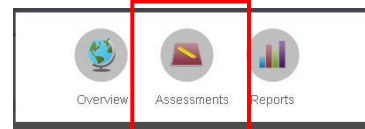
- Click the **Help** link in the upper right corner.



- On the online help page, click **Table of Contents** to display the navigational panel. Click a topic to display information on DataManager applications and view demonstrations of common tasks.
- Additionally, the help system provides search, index, and glossary functions to find specific content.

Accessing Assessments

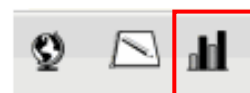
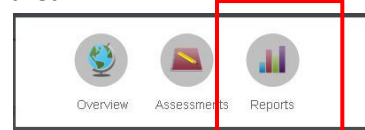
- If testing online or using the scanning option, use the **Application Switcher** or **Quick Links** to access the assessment area.



- The left navigation menu displays the tasks that are specific to each application such as Find or Create Test Event in Assessments.

Accessing Reports

- To view reports, use the **Application Switcher** or **Quick Links** to access the report area.



- From the report area you will be able to build reports based on a drop down menu of options.