

DataManager Activities

Activity # 1: Do you want to obtain a list of students at or above a certain percentile score or at or below a given percentile score? For example: To create a list the students scoring **less than** the 30th percentile rank on the new Iowa Assessments in:

- Reading Comprehension and/or
- Mathematics Total (including math computation)

After logging into *DataManager* you will see the Welcome Screen.

1. At the welcome screen, click **Reports** (graph at lower left or the button on top left)
2. Review the **DataManager Reporting** screen
3. **Iowa Assessments** should appear on the top line followed by the administration date
4. At the **Display Type** – select Student Roster
5. Select the **Grade/Level** you want to see (grade 5)
6. **Score(s)** – select National Percentile Rank
7. **Content Scope** – Deselect All, then check Reading and MATH TOTAL
8. At the bottom lower right corner select **Run Report**
9. When the roster display appears go to the top of the roster report and select “**Show Filter(s)**”
10. In the drop down menu for Score – select **National Percentile Rank**
11. In the drop down menu for Content area – select **Reading**
12. Next drop down menu select “**is less than or equal to**”, then type “**30**”
13. To the left of the second SCORE box, select “**or**”
14. Again select **National Percentile Rank**
15. Content Area select **MATH TOTAL**
16. Next select “**less than or equal to**” then type “**30**”
17. Select **Apply Filter**, to see the students below the 30th Percentile in Reading and/or MATH TOTAL
18. **Rank Ordering** – If you wish to rank order this filtered list, you can click on the arrow at the top of either column and it will rank the students in that column
19. You can now **Print** out this report by selecting the print button or Export to Excel or PDF/RTF.

Activity # 2: Do you want to know the percentage and number of students in each quartile?

1. Navigate to **Create a Report**
2. At the Display Type – select **Group Roster**
3. Select the **Grade** (grade 5)
4. Score(s) – select **Percent of Students in NPR groups & Number of Students in NPR groups** (located at bottom of list – keep your cursor in the field panel of scores and use the scroll wheel on your mouse, or the up and down arrows on your keyboard)
5. Content Scope – narrow your choice of content areas to 5 areas (this helps later with printing). **Deselect All, and then check the content areas you would like to see.**
6. Now select **Run Report or Run in Background.**

Activity # 3 - Multimeasure Student Roster Report - Do you want to compare student performance on the CogAT: Verbal, Quantitative, and Non-Verbal subtests?

1. Create another report by selecting **Assessment**, and then check **CogAT Assessments**.
2. At Display Type select **Multimeasure Student Roster**
3. Verbal Battery will automatically appear in Content Scope
4. Select Score type – **Age Stanine**
5. Select Performance bands and type the following: **Green = from 7 to 9**, **Yellow = from 4 to 6**, and **Red = from 1 to 3** (omit blue and orange)
6. Add another column and this time change Content Scope to **Quantitative** - everything else should stay the same
7. Add another column and now change the Content Scope to **Nonverbal**
8. Select **Run report or Run in Background**
9. You should see 3 columns of data color-coded by performance levels. You can now rank a column and see all students coded **"Green"** at the top (7th Stanine and above). **"Red"** would be all students at the 1st, 2nd, or 3rd Stanine in one or more subtests.

Activity # 4 – Group Longitudinal Display – Do you want to review student performance over time?

Navigate to **Create a Report**

1. At Display type select **Group Profile**
2. At Display Option select **Longitudinal Line Graph**
3. Select the **Grade/Level** you want to see (grade 5)
4. **Scores** – select **Grade Equivalent/National Percentile Rank**
5. At **Longitudinal Types** select **Consecutive Grades All Students** (or select Same Grade All Students)
6. Select **Test Administrations** and check the most recent test administration date
7. Select **Run Report or Run in Background**

Activity # 5: Do you want to know the performance of different groups of students based on codes selected on their answer documents or on their barcode labels? For example- gender, race/ethnicity, special programs (IEP, ELL, etc.), or other codes that you may have had students enter in the administrative code section.

1. Navigate to **Create a Report** and select **Test and Grade**
2. At Display Type – select **Subgroup Roster**
3. Score(s) – select **NPR of Average SS**
4. Content Scope – only one content area can be selected at a time for this display
5. Select **Run Report or Run in Background**