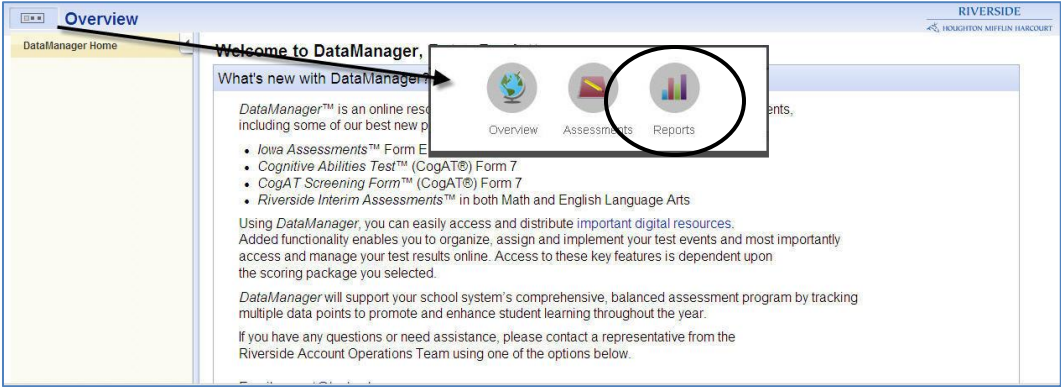


Navigating *DataManager* Reports

Basic Navigation					
• Log in with your ID/password • From the Welcome screen, select the Application Switcher • Click on the Reports icon	 The screenshot shows the 'Overview' page of the DataManager application. The top navigation bar includes 'Overview', 'Assessments', and 'Reports'. The 'Reports' icon is circled in red. A red arrow points from the 'Reports' icon to the 'Welcome to DataManager' text. The main content area displays a welcome message and a list of available assessments: Iowa Assessments™ Form E, Cognitive Abilities Test™ (CogAT®) Form 7, CogAT Screening Form™ (CogAT®) Form 7, and Riverside Interim Assessments™ in both Math and English Language Arts. Below this, there is a section titled 'Using DataManager' which describes the application's functionality for accessing and distributing digital resources, and a section titled 'DataManager will support your school system's comprehensive, balanced assessment program by tracking multiple data points to promote and enhance student learning throughout the year.' A link is provided for users to contact a representative from the Riverside Account Operations Team.				
• Select DataManager Reporting	 The screenshot shows the 'Reporting' page of the DataManager application. The top navigation bar includes 'Welcome', 'Admin', 'Help', and 'Logout'. The main content area displays a section titled 'Prebuilt Reports' with a table listing available reports. The 'DataManager Reporting' link is highlighted in the table. <table border="1"><thead><tr><th>Title</th><th>Author</th></tr></thead><tbody><tr><td>DataManager Reporting</td><td>RPC Admin</td></tr></tbody></table>	Title	Author	DataManager Reporting	RPC Admin
Title	Author				
DataManager Reporting	RPC Admin				

Navigation 1

From the Reports Selection menu, make the following selections:

- Select the **Iowa Assessments**
- Select the **grade/level** you want to view
- From the **Display Type**, select **Student Roster**
- Click **Run Report**

"How did my students perform on the Iowa Assessments?"

The Student Roster report is an alphabetical list of students/scores. To change to a ranked list:

- Click on the up (down) arrow beside column title to rank the report by subtest or composite score

STUDENT NAME	Birth Date	Level	(Gender)	Reading	Written Expression	Conventions of Writing	Vocabulary	ELA TOTAL
Bergen, Caroline	01/02/09-05	10	(F)	NPR	23	36	34	29
Caldwell, Isaac	09/02/09-01	10	(M)	NPR	69	72	58	72
Edwards, Jonathan	06/02/09-03	10	(M)	NPR	74	67	67	74
Greer, Lucy	12/01/09-09	10	(F)	NPR	99	99	99	99
Jackson, Lucas	05/02/09-04	10	(M)	NPR	69	72	88	80

Filter the report.

- Select **Show Filter(s)**. In the **Score** box, select **National Percentile Rank**.
- In **Content** area, select **Complete Composite**.
- In the next box, select **"is less than or equal to"**, and in the last box type **30**.
- Click **Apply Filter**
- You will then see all students who scored below the 30th percentile.

STUDENT NAME	Birth Date	Level	(Gender)	Reading	Written	Conventions of	Vocabulary	ELA TOTAL
I.D. Number 1	Age	Form						

Navigation 2 From the Reports Selection menu, make the following selections: • Select the CogAT • Select the grade/level you want to view • From the Display Type, select Group Roster • Click Run Report	Select Report Criteria for ST MARY Assessment CogAT Assessments Test Administration Date 09/28/2011 Grade/Level Grade 3 / Level 9 Display Type Group Roster Score(s) Age Percentile Rank Students Coded in Office Use Included Content Scope All Class All Population Filters None Run Report																								
Click on a class name to see data from that class (Group Profile report).	Group Roster Cognitive Abilities Test™ (CogAT®) Form: 7 Test Date: 09/28/2011 Norms: Fall 2011 Grade: 5 Class: Building: St Mary Level: 11 Diocese: Riverside Diocese State: IL <table><thead><tr><th>GROUP NAME</th><th></th><th>Verbal</th><th>Quantitative</th><th>Nonverbal</th><th>Composite (VQ)</th><th>Composite (VN)</th><th>Composite (QN)</th></tr></thead><tbody><tr><td>THOMPSON</td><td>APR</td><td>84</td><td>64</td><td>78</td><td>77</td><td>83</td><td>71</td></tr><tr><td>WILLIAMS</td><td>APR</td><td>83</td><td>74</td><td>72</td><td>81</td><td>80</td><td>73</td></tr></tbody></table>	GROUP NAME		Verbal	Quantitative	Nonverbal	Composite (VQ)	Composite (VN)	Composite (QN)	THOMPSON	APR	84	64	78	77	83	71	WILLIAMS	APR	83	74	72	81	80	73
GROUP NAME		Verbal	Quantitative	Nonverbal	Composite (VQ)	Composite (VN)	Composite (QN)																		
THOMPSON	APR	84	64	78	77	83	71																		
WILLIAMS	APR	83	74	72	81	80	73																		
Change to view a list of students in the class. • From the menu on the left, select Edit All Criteria • From Display Type, select Student Roster • Click Run Report	Edit Criteria Edit All Criteria Create New report Edit Score(s) Edit Students Coded in Office Use Edit Content Scope Edit Population Filters First Prev Next Last Goto Page 1 of 1 Print Group Profile for Williams Cognitive Abilities Test™ (CogAT®) Form: 7 Test Date: 09/28/2011 Norms: Fall 2011 Select Report Criteria for ST MARY Assessment CogAT Assessments Test Administration Date 09/28/2011 Grade/Level Grade 3 / Level 9 Display Type Group Roster Score(s) Age Percentile Rank Students Coded in Office Use Included Content Scope All Class All Population Filters None																								

Change the score type in the report from Percentile to Grade Equivalent score:

- From the menu on the left, click **Edit Scores**
- Click **Grade Equivalent**
- Click **OK**
- The report will update with Grade Equivalent Scores

DATA MANAGER™

Score(s)

- ☒ National Percentile Rank/National Stanine
- ☐ Grade Equivalent/Standard Score
- ☐ Normal Curve Equivalent/National Percentile Rank
- ☐ Local Percentile Rank/Local Stanine

Student Profile For Levi Morgan

Student ID: _____ Grade: 1 Level: 5/6 Diocese: Chicago
 Iowa Assessments™ Form: E Class: Grade 1
 Test Date: 09/28/2011 Building: St. Peter State: IL
 Norms: Fall 2011

National Stanine		National Percentile Rank	
1	2	1	2
10	25	50	75
99	99	99	99
69	72	88	81
80			

Reading

STUDENT NAME	ID Number 1	ID Number 2	ABCEFG	Score	Grade	Level	Diocese	State
Bergen, Caroli								
Caldwell, Isaac								
Edwards, Jona								
Greer, Lucy	12/01 09-09	10 E	(F) Print	NPR	99	99	99	99
Jackson, Lucas	05/02 09-04	10 E	(M)	NPR	69	72	88	81

Click on **Create New Report** from Navigation menu on the left to start over with a new report.

Navigation 3 “Can I see how the students did on the Common Core Standards?”

From the Reports Selection menu:

- Select the **Iowa Assessments**
- Select the **grade/level** you want to view
- From the **Display Type**, select **Student Roster**
- From Level of Analysis, select **Skill Domain Analysis**
- From Skill Domain Classification, select **Common Core State Standard Domains**
- Click **Run Report**

Create a Report

Select Report Criteria for **ST MARY**

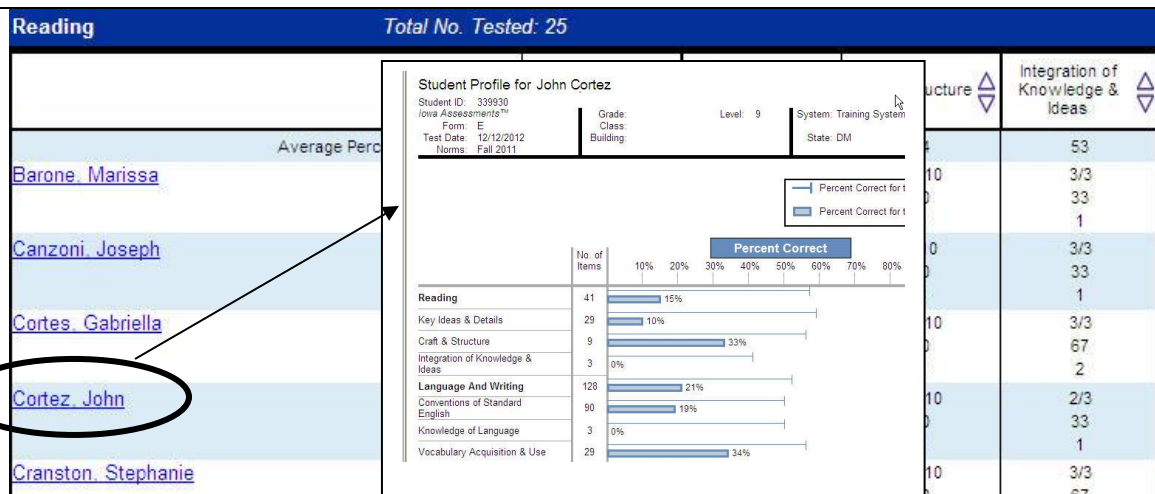
Assessment	Iowa Assessments
Test Administration Date	09/28/2011
Grade/Level	Grade 3 / Level 9
Display Type	Student Roster
Level of Analysis	Skill Domain Analysis
Skill Domain Classification	☒ Common Core State Standard Domains ☐ Iowa Assessments Domains
Score(s)	
Content Scope	Reading, Written Expression, Conventions of Writing, Vocabulary, Word Analysis, Listening, Computation, Social Studies, Science, Information Literacy
Sub Content Scope	All
Class	All
Population Filters	None

Student Roster report is an alphabetical list of students / scores. To change to a ranked list:

- Click on the up (down) arrow beside column title to rank the report by subtest or composite score

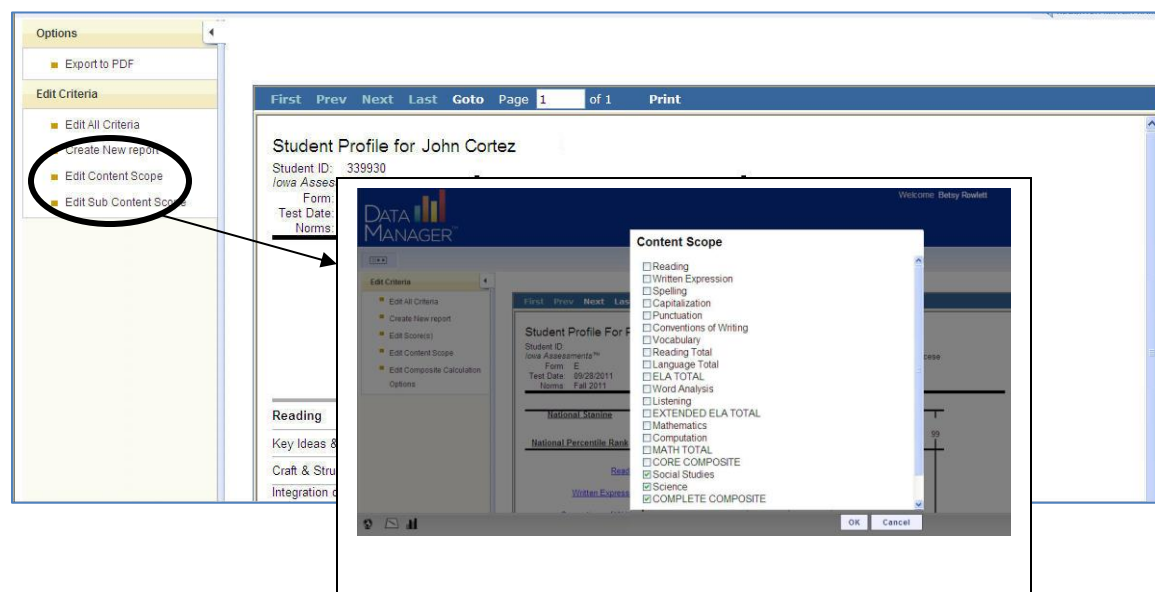
Reading <i>Total No. Tested: 25</i>					
	Reading	Key Ideas & Details	Craft & Structure	Integration of Knowledge & Ideas	
Average Percent Correct Nation	62	62	64	53	
Barone, Marissa	NA/NI 42/42	29/29	10/10	3/3	
	%C 69	76	60	33	
	RS 29	22	6	1	
Canzoni, Joseph	NA/NI 41/42	29/29	9/10	3/3	
	%C 81	86	80	33	
	RS 34	25	8	1	
Cortes, Gabriella	NA/NI 42/42	29/29	10/10	3/3	
	%C 62	62	60	67	
	RS 26	18	6	2	
Cortez, John	NA/NI 40/42	28/29	10/10	2/3	
	%C 40	41	40	33	
	RS 17	12	4	1	
Cranston, Stephanie	NA/NI 42/42	29/29	10/10	3/3	
	%C 55	59	40	67	

From the **Student Roster** report, click on a **student's name**. You will now view the **Student Profile** report for the selected student.



Change the view to a single subject area:

- From the menu on the left, click on **Edit Content Scope**
- Click to select subtests for a single subject area (for example, select Mathematics, Computation, Math Total to select Math only)



Click on **Create New Report** from Navigation menu on the left to start over with a new report.

Navigation 4

"I need quartile data for our Accreditation Report."

From the Reports Selection menu:

- Select the **Iowa Assessments**
- Select the **grade/level** you want to view
- From the **Display Type**, select **Group Roster**
- From **Score** option, select the **Percent Of Students in NPR Range**
- Click **Run Report**

Create a Report

Select Report Criteria

Assessment: Iowa Assessments

Test Administration Date: 12/12/2012

Grade/Level: Grade 3 / Level 9

Display Type: Group Roster

Level of Analysis: Test and Composite Analysis

Score(s): ☐ NS of Avg. SS ☐ NS of Avg. 05SS ☐ SCHPR of Avg. SS ☐ HSES PR of Avg. SS ☐ LSES PR of Avg. SS ☒ Number Included ☐ Percent Of Students in NPR Range: 75-99

Students Coded in Office Use: ☐

Composite Calculation Options: ☐

Content Scope: ☐

Building: 50-74

Class: 25-49

1-24

☐ Number Of Students in NPR Range: 75-99

http://reports.riversidedatamanager.com/CreateReport#

Options

- Export to PDF
- Export to Excel

Edit Criteria

- Edit All Criteria
- Create New report
- Edit Score(s)
- Edit Students Coded in Office Use
- Edit Content Scope
- Edit Composite Calculation
- Options

First Prev Next Last Goto Page 1 of 1 Print

Group Roster

Iowa Assessments™

Form: E

Test Date: 12/12/2012

Norms: Fall 2011

Grade: 3

Level: 9

System: Training System

State: DM

GROUP NAME	Reading	Written Expression	Conventions of Writing	Vocabulary	ELA TOTAL	Word An
St. Mary's School	40	49	41	42	43	40
Number Tested	14	19	24	14	14	14
Percent of Students in NPR Range 75-99	33	29	29	29	38	38
50-74	19	19	10	29	14	10
25-49	33	33	38	29	33	38
1-24						
Group Total	40	49	41	42	43	40
Percent of Students in NPR Range 75-99	14	19	24	14	14	14
50-74	33	29	29	29	38	38
25-49	19	19	10	29	14	10
1-24	33	33	38	29	33	38

Navigation 5

“My students took both the Iowa and the CogAT tests. Is there a way to compare how they did on both tests?”

From the Reports Selection menu:

- Select the **Iowa Assessments**
- Select the **grade/level** you want to view
- From the **Display Type**, select **Multimeasure Roster Report**
- From **Performance Band**, click **Select Range** to select color coding for score ranges
- At the bottom of the screen, select **Add Column**.
- Select CogAT
- Click **Run Report**

Multimeasure Student Roster

Region: Riverside Diocese
State: IL

	Reading	Verbal
	Iowa Assessments	CogAT Assessments
	Form: E	Form: 7
	Grade: 7 Level: 13	Grade: 7 Level: 13/14
	Score: NPR	Score: APR
	Test Date: 09/14/2011	Test Date: 09/14/2011
Abbott, Stephan	53	57
Abney, Adriana	68	71
Adair, Riley	73	87
Addison, Carly	39	52
Aguilar, Gabriella	53	67
Akerman, Tyler	91	95
Allen, Cade	35	35
Anderson, Tanisha	11	45
Arrington, Jared	3	33
Asher, Grace	84	86
Atwater, Chris	80	77
Ayers, Deonte	84	75
Bachmann, Jacob	65	43
Battle, David	98	94
Baucaum, Trent	65	75
Byers, Heaven	49	40