



## DataManager Overview

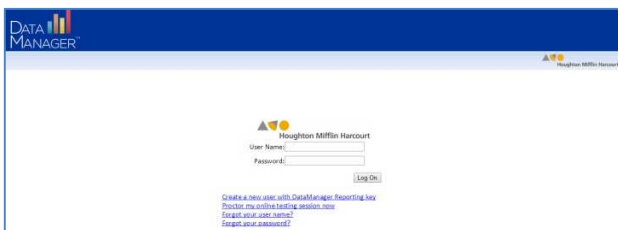
**DataManager** is your online resource for streamlining the management of your assessment program using the *Iowa Assessments™*, *Cognitive Abilities Test™ (CogAT®)*, *Logramos®* Third Edition, and the *Riverside® Interim Assessments*.

### Use **DataManager** to:

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

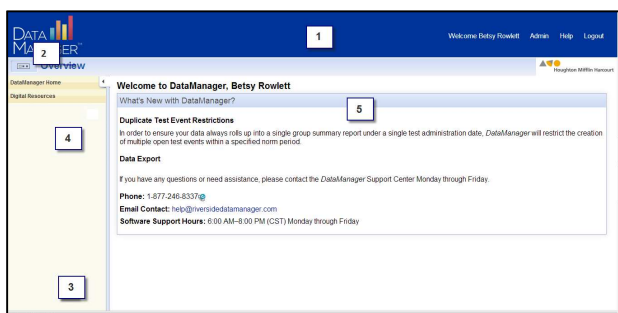
### Logging on to **DataManager**

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**

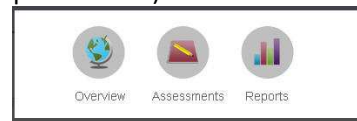
Riverside **DataManager** has an easy-to-use layout and a permissions-based, single sign-on page to help you efficiently get to the tools and information you need.



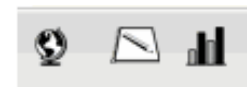
**1 Banner:** Located at the top of all Riverside **DataManager** pages and contains the following links:

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

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



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



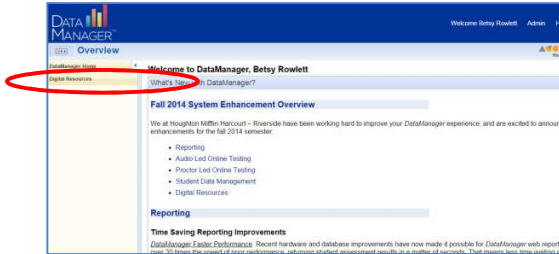
**4 Navigation Menu:** Located to the left of the application workspace and displays links that are specific to each application. These links allow you to perform common tasks for the current application and the associated links.

**5 Application Workspace** is the main work area of a Riverside **DataManager** page. Use the

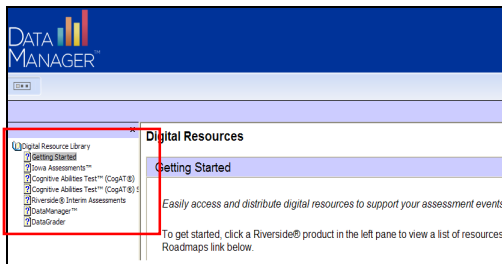
Application Switcher or Quick Links to open applications in the application workspace.

## Accessing Important Digital Resources

- Click the **Digital Resources** link from the left menu options.



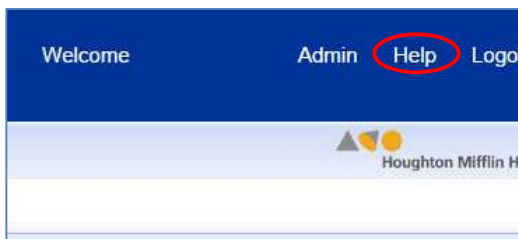
- Click on the book icon or resource title to access.



- 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 the *DataManager* chapter on the left navigation menu to access:
  - DataManager* User's Guides
  - How-to-videos and Quick Guides under the Training and eLearning Resources area

## Accessing Online Help

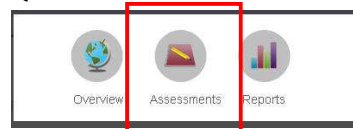
- Click the **Help** link in the upper right corner.



- 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

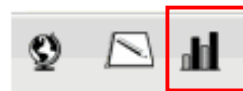
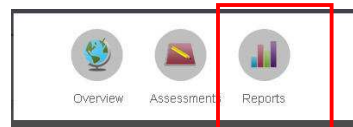
- If testing online or using the scanning option, use the **Application Switcher** or **Quick Links** to access Assessments.



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

## Accessing Reports

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



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