COGAT Next-Step Planning Tool

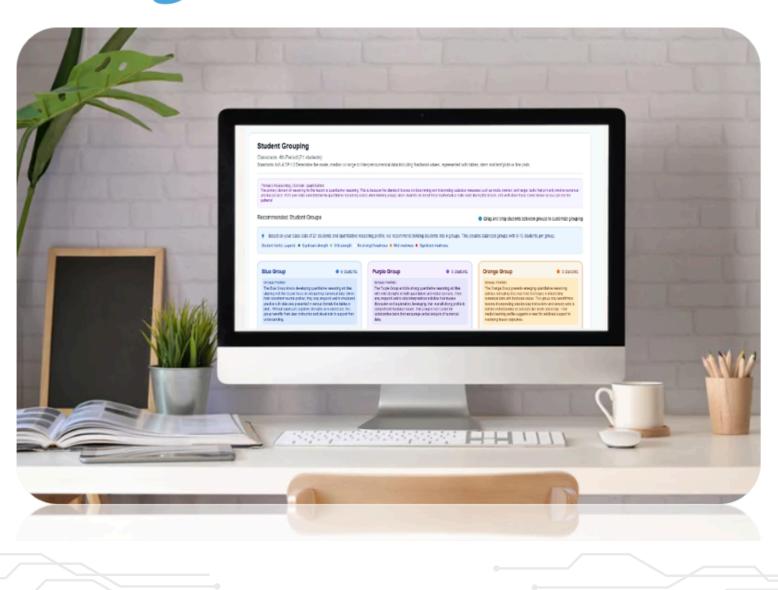




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COGAT Next-Step Planning Tool



The CogAT Next-Step Planning Tool transforms CogAT® data into clear, actionable insights for classroom instruction.

It helps educators translate reasoning ability data into differentiated lessons, saving time while maximizing student growth.

Whether you're a teacher, coach, or administrator, this tool bridges the gap between assessment and instruction, providing meaningful ways to use data every day.



What It Does

With just a few clicks, educators can:

- Upload CogAT data from Riverside DataManager
- Automatically group students with similar reasoning profiles
- Generate instructional strategies and lesson ideas based on group strengths
- Align instruction to selected standards or objectives
- Download and share customized lesson plans and strategy guides

How It Works

- Pull Student Roster Export from Riverside DataManager with Standard Age Scores.
- Upload File Import your roster into the CogAT Next Step Planning Tool.
- Generate Groups The tool automatically clusters students with similar reasoning patterns.
- Review Lessons Explore tailored strategies aligned to verbal, quantitative, or nonverbal reasoning strengths.
- Implement & Share Use insights to guide small-group instruction, enrichment, and differentiation.
- In minutes, you can go from data to a differentiated plan that supports every learner.

Why It Matters

The CogAT Next Step Planning Tool helps educators move beyond data review to data application.

Differentiation Made Simple – Instantly identify student strengths and needs.

Save Planning Time – Automatically generated lesson ideas aligned to your standards.

Support Collaboration – Use group insights for PLCs, RTI/MTSS, and enrichment planning.

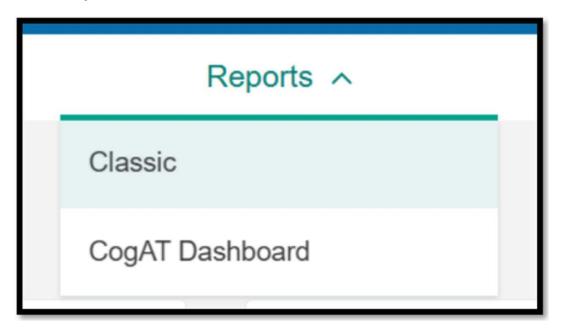
Equity in Action – Provide instruction matched to every student's cognitive potential.



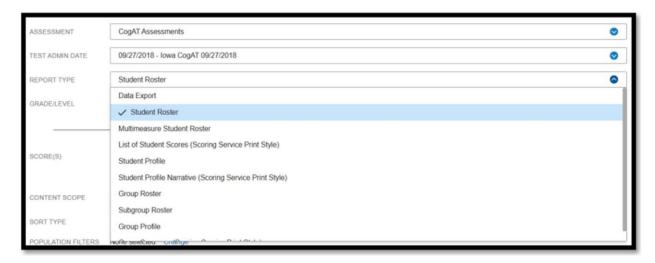
Log in to DataManager:



Select Reports > Classic:



Select Student Roster under the Report Type dropdown menu:



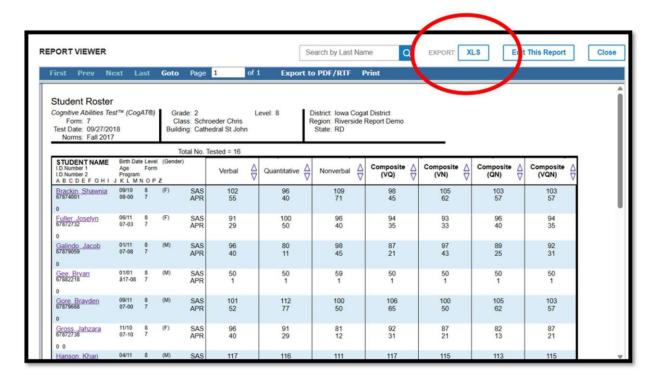
Select Standard Age Score under Scores: *Age Percentile Rank (APR)* may appear selected by default. You can leave it checked, it won't affect your results, but only SAS is required for the *CogAT* Next-Step Planning Tool. Be sure to select the *Apply* button to the left, before proceeding:



Click Run Report:

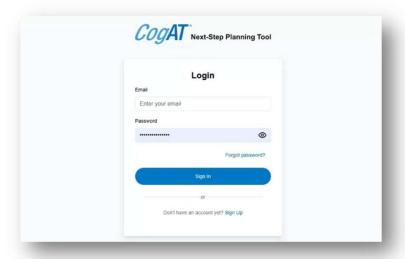


The report will generate as a Student Roster report, then use the Export XLS button:

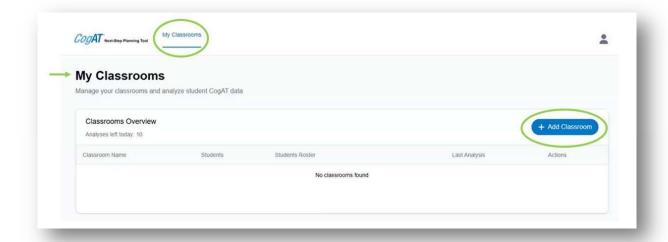


Uploading Data to Generate Groups and Lesson Plans

Create an account in the *CogAT* Next Step Planning Tool. Click the Sign-Up button, then enter your email address. The email address must be associated with your district or organization. Create a password, agree to the Terms of Service, and complete the sign-up process.



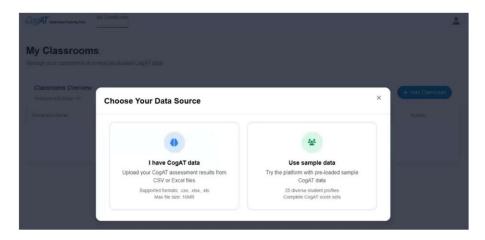
When you log in, you will land on the My Classrooms page. This page houses all classrooms, rosters, or groups for which you want to generate lesson plans. To get started, add a group: click Add Classroom.



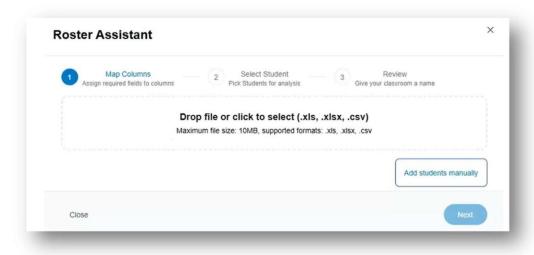
Uploading Your CogAT Data

- 1. Click the option that says I Have CogAT Data.
- 2. Upload the XLS file of the student roster that was pulled from Riverside DataManager.
- 3. Once uploaded, the tool will automatically analyze the data and prepare to generate student groups and lesson plans.

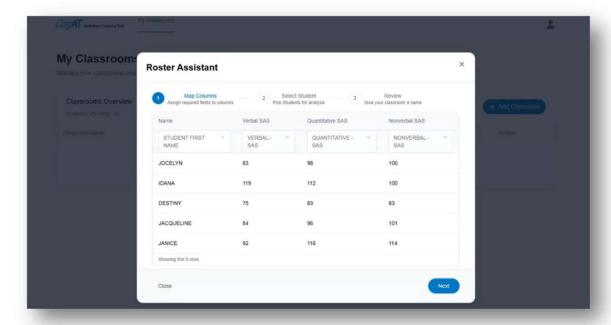
Tip: Ensure the XLS file includes student names and Standard Age Scores for all three *CogAT* batteries.



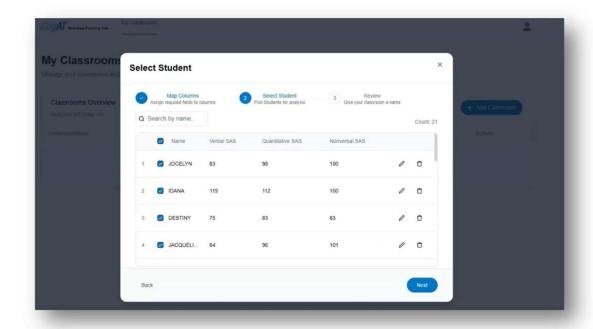
Click in the box to add your XLS file. Locate the student roster you just downloaded and select Open. Your students will automatically populate in the tool.



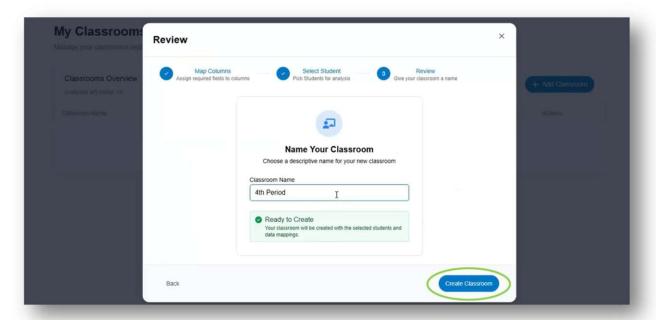
The system will extract the required fields—student names and Standard Age Scores for the *CogAT* batteries. If any column is not recognized, use the dropdown menus to manually map it. Verify that all mapped scores are accurate, then select Next to continue.



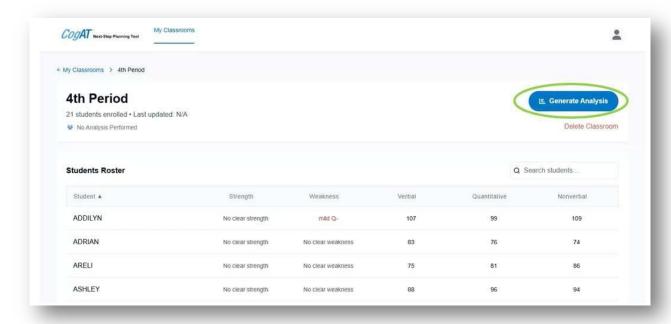
Here you can edit or remove students, update scores, or add new students to the roster. Click Next to continue.



Enter a name for the class, then click Create Classroom.



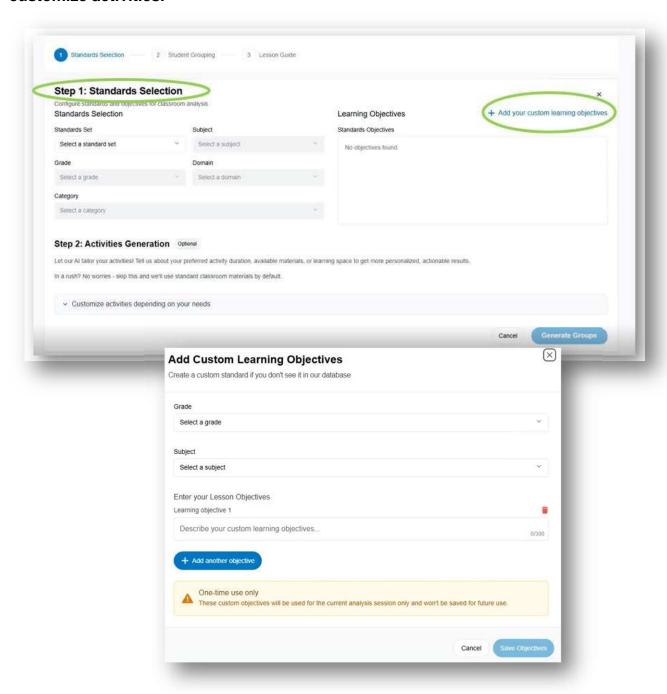
In addition to the Standard Age Scores for each battery, the tool automatically identifies each student's strengths and weaknesses based on score distribution. From here, click the Generate Analysis button.



You can generate an analysis by selecting standards or by adding a custom learning objective.

To use standards, start by selecting the subject, grade level, domain, and category. The learning objectives will populate automatically. Choose one or more objectives, then click Generate Groups.

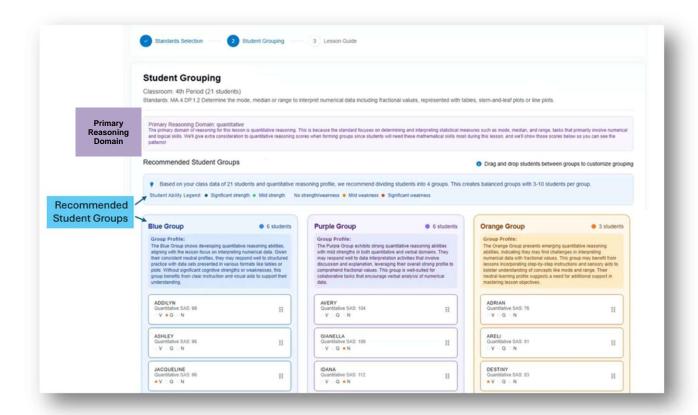
At the bottom of this page, you can used the optional Activities Generation to customize activities.



You're now on the Student Grouping screen.

At the top, you'll see the class/group name, the selected standard, and the primary reasoning domain. Below that are the recommended groups, created using student scores plus identified strengths and weaknesses. A color-coded legend indicates ability levels. Groups are balanced, typically 3–10 students each.

For each group, you'll see a brief lesson-aligned commentary, the student count, and the group profile.

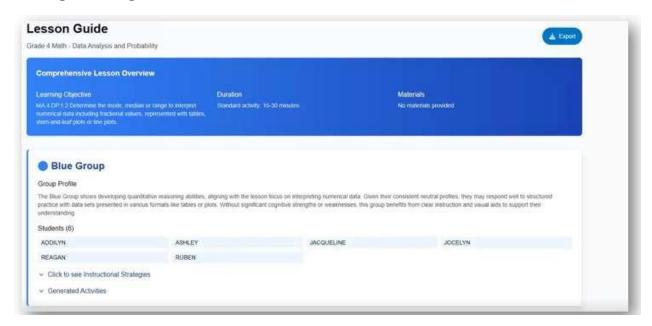


Click Show Lesson Guide to proceed.

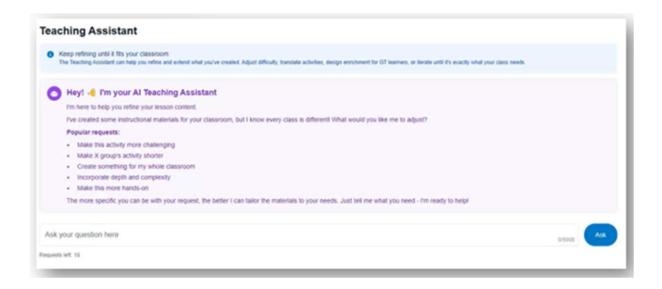


The CogAT Next Step Planning Tool has now generated a lesson plan with corresponding student groups.

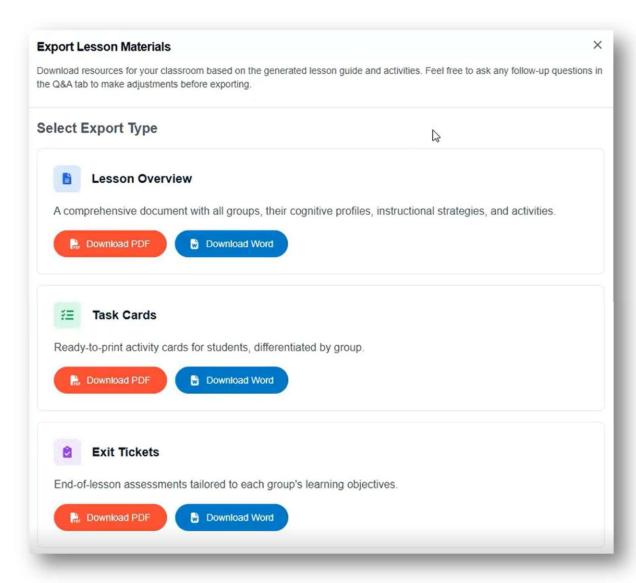
Select any group to review the instructional guidance, strategies, and activities designed to meet that group's specific needs. Click to view the instructional strategies and generated activities in detail.



At the bottom of the page, you can also ask questions to the Teaching Assistant for additional support.



If you scroll back to the top, you can export the lesson as a PDF or Word document. The export includes a lesson overview, task cards, and exit tickets for immediate classroom use.



FAQ/Troubleshooting

This section covers frequently asked questions and common issues users may experience while use the tool. Use the troubleshooting steps below to diagnose and resolve these issues.

If you need additional support, please contact <u>inquiry@service.riversideinsights.com</u>.

My district doesn't use CogAT- can I still create an account?

The app is currently only available to *CogAT* customers. If your district does not use *CogAT*, please contact <u>inquiry@service.riversideinsights.com</u> for more information about bringing *CogAT* to your school or district.

Is the tool compliant with district and federal data privacy requirements?

Yes, the *CogAT* Next-Step Planning Tool is compliant with FERPA and COPPA. At no point does the AI process personally identifiable information (PII). All student data is deidentified before processing and securely re-associated only after the AI generates its response, so the information you see is never tied to individual student identities during processing.

My data isn't uploading into the tool- what do I do?

Double-check that you exported the correct file type and scores from Data Manager by using our [user guide here- ADD LINK].

I don't have access to my students' CogAT data- can I still use the tool?

Yes. You can use the built-in sample data to explore how the tool works and try out all major features. However, to put your data to work and generate meaningful groupings and instructional activities for your students, you'll need to upload real CogAT data. If you don't have access, please contact your district administrator or CogAT coordinator to request an export of your students' scores from DataManager.

The tool is blocked by my district- what can I do?

If you receive a message that the site is blocked, ask your district technology coordinator to add cogat-nextstep.riversideinisghts.com to the district whitelist.

The activities generated are too easy for my students- what can I do?

Use the Teacher Assistant at the bottom of the activities page to ask for revisions to the activities created by the tool. For example, you could type, "Make the blue group lesson more difficult for an 8th grade Gifted and Talented class." The Teaching Assistant can also simplify, translate, extend activities, and more, based on your request.

Are there limits on how much I can use the tool?

Yes, within the tool:

- You can upload up to 5 rosters at any given time. Feel free to delete unused rosters if you hit this limit.
- You can generate up to 10 analyses per day (across all rosters).
- You can ask up to 10 questions per analysis in the embedded Teaching Assistant.

I think some standards are missing or incorrect – what should I do?

The standards database was last updated in August 2025 to align with the most recent national and state standards.

If you can't find a specific standard or something looks off:

- Use the "Add your custom learning objective" feature at the top right of the Standards Selection screen to manually enter your own objective.
- You can also contact <u>inquiry@service.riversideinsights.com</u> to report issues with the standards database.

How do I log back in or access the tool later?

You can access the tool anytime at cogat-nextstep.riversideinsights.com using your district email and password. We recommend you bookmark the page for easy access.

Can I edit or customize the generated lessons?

Absolutely. All generated activities can be edited directly after using the export feature to download to Word. You can also use the Teaching Assistant to adjust or iterate on outputs before downloading.

How are students grouped?

Students are groups based on patterns in their *CogAT* Standard Age Scores (SAS) across the Verbal, Quantitative, and Nonverbal domains. Groups represent similar reasoning profiles and are designed to help guide differentiated instructions.

Can I use this with other assessments?

No. The tool is currently optimized for CogAT data only.