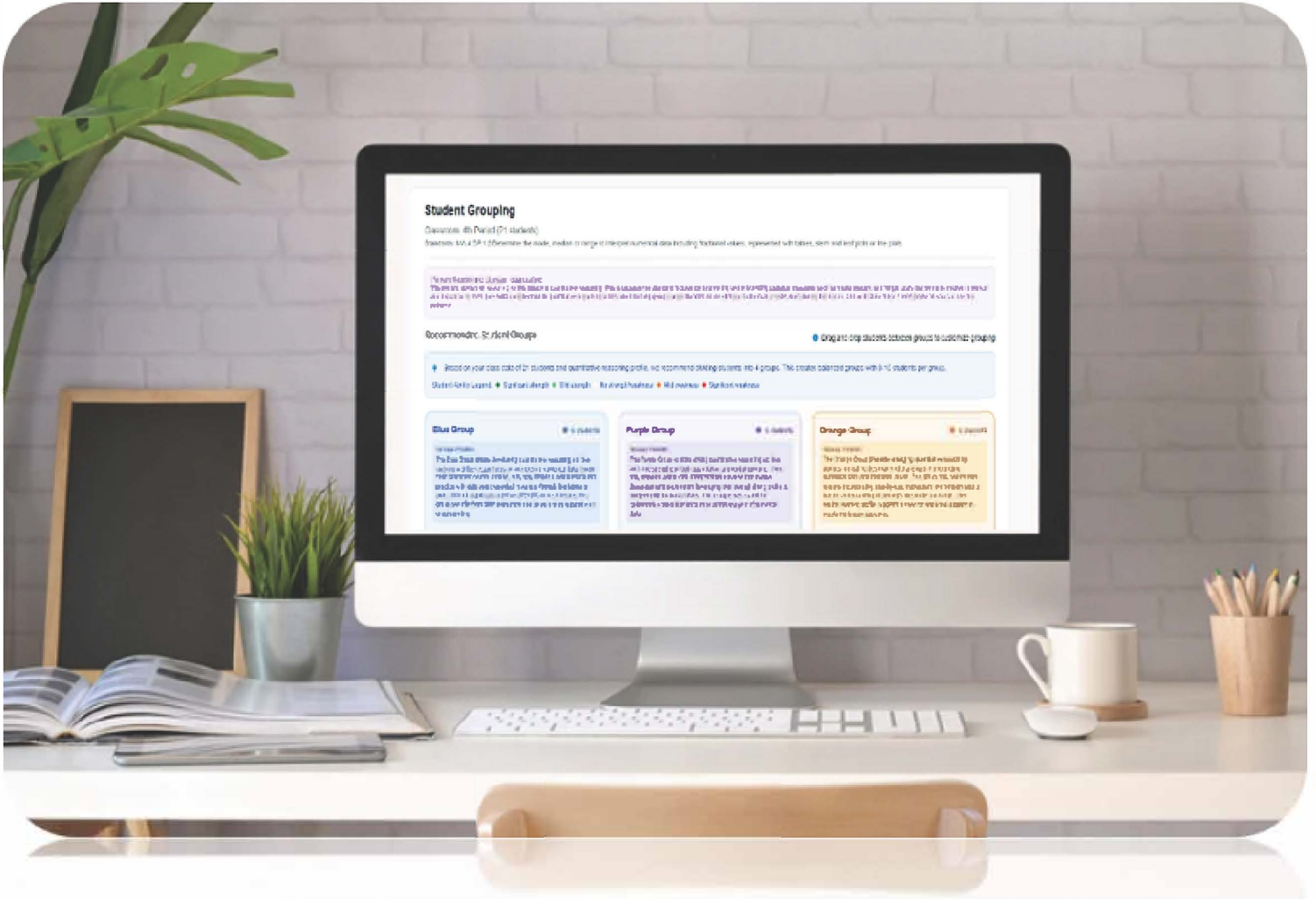


# CogAT<sup>®</sup> Next-Step Planning Tool



**Riverside**  
**Insights<sup>™</sup>**

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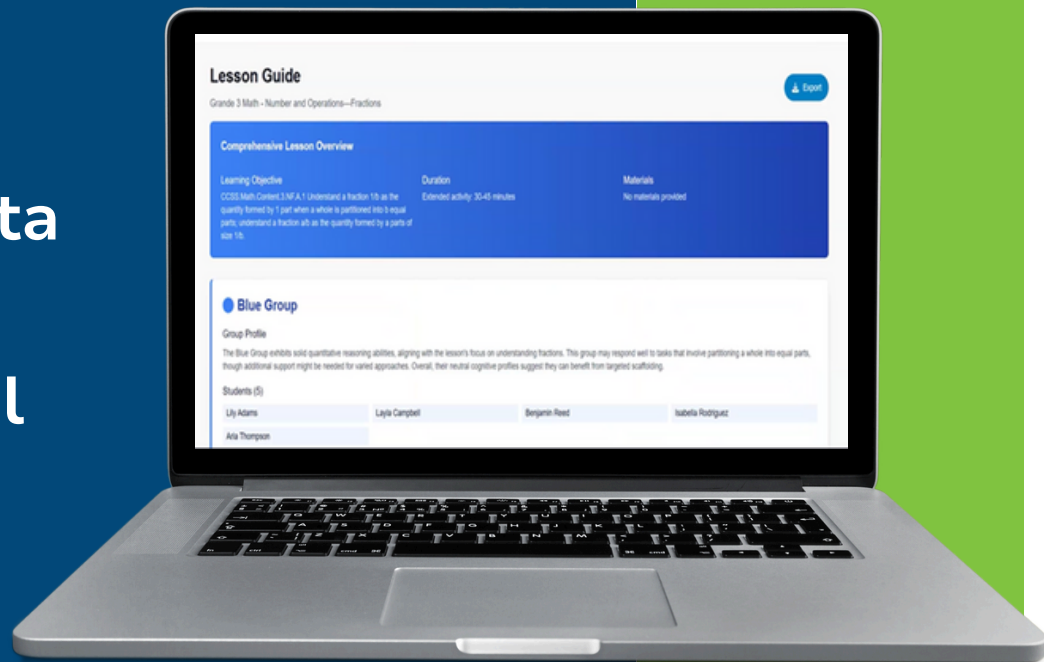
**04**

**Frequently Asked Questions &  
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# CogAT<sup>®</sup>

## Next-Step Planning Tool

Turning  
Cognitive Data  
into  
Instructional  
Action



The CogAT Next-Step Planning Tool transforms CogAT<sup>®</sup> 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.

## 02

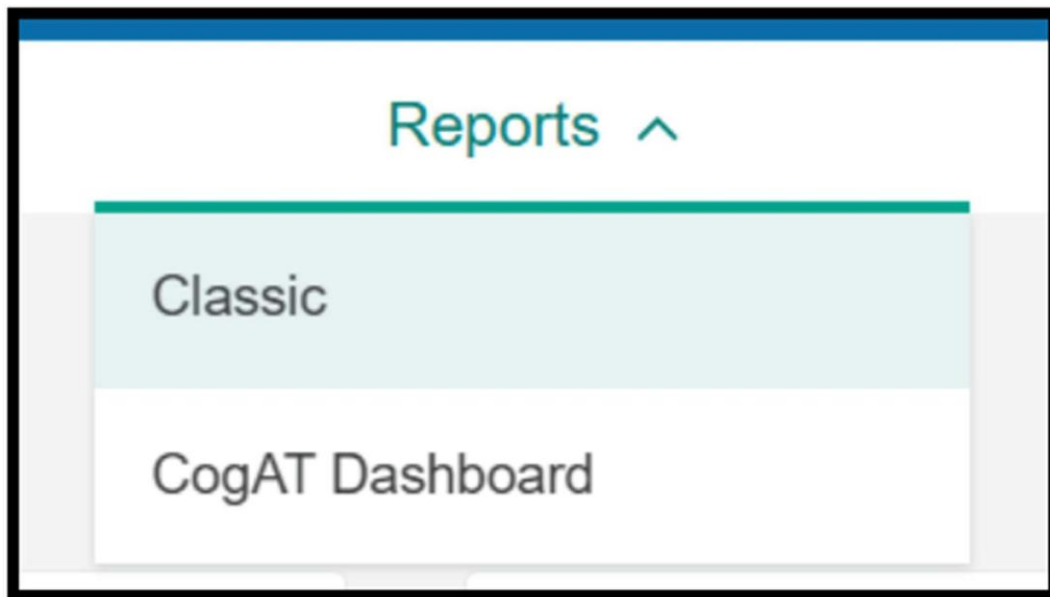
### Exporting the Student Roster from DataManager

Log in to DataManager:




The screenshot shows the DataManager login interface. At the top left, the text "DATAMANAGER" is displayed in a large, black, sans-serif font. To its right is a logo consisting of three vertical bars in blue, orange, and red. Below the header, there are two tabs: "Access DataManager" (which is selected and underlined) and "Proctor a Test Session". Under the "Access DataManager" tab, there is a form with two input fields: "Email Address \*" containing the text "cris.juarez@riversideinsights.com" and "Password \*" with masked characters. Below the password field is a blue "Sign In" button. Underneath the button are two links: "Forgot your password?" and "Create a new user with a DataManager Reporting Key".

Select Reports > Classic:



Select Student Roster under the Report Type dropdown menu:



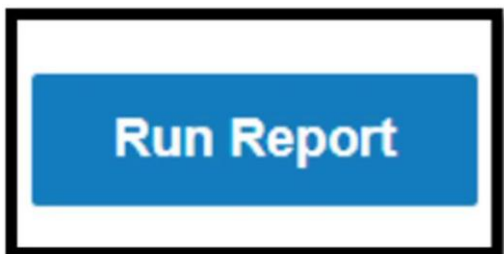
A screenshot of a software interface showing a dropdown menu for 'REPORT TYPE'. The menu is open, displaying several options. 'Student Roster' is highlighted in blue and has a checkmark next to it. Other options include 'Data Export', 'Multimeasure Student Roster', 'List of Student Scores (Scoring Service Print Style)', 'Student Profile', 'Student Profile Narrative (Scoring Service Print Style)', 'Group Roster', 'Subgroup Roster', and 'Group Profile'. The background shows other form fields like 'ASSESSMENT' (CogAT Assessments), 'TEST ADMIN DATE' (09/27/2018 - Iowa CogAT 09/27/2018), 'GRADE/LEVEL', 'SCORE(S)', 'CONTENT SCOPE', 'SORT TYPE', and 'POPULATION FILTERS'.

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:



A screenshot of a software interface showing a dropdown menu for 'SCORE(S)'. The menu is open, displaying a list of score types. 'Standard Age Score' is selected and has a checkmark next to it. Other options include 'Age Percentile Rank', 'Age Stanine', 'Grade Percentile Rank', 'Grade Stanine', 'Universal Scale Score', 'Raw Score', 'No. Att/No. of Items', and 'Ability Profile Score'. There are buttons for 'Reset Criteria', 'Cancel', and 'Apply' at the bottom of the menu. The background shows other form fields like 'CONTENT SCOPE', 'SORT TYPE', 'POPULATION FILTERS', 'SCORE FILTERS', and 'SCORE WARNING / INDICATOR FILTERS'.

Click Run Report:



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

**REPORT VIEWER** Search by Last Name   EXPORT:

First Prev Next Last Goto Page 1 of 1 Export to PDF/RTF Print

---

**Student Roster**  
 Cognitive Abilities Test™ (CogAT®) Grade: 2 Level: 8 District: Iowa Cogat District  
 Form: 7 Class: Schroeder Chris Region: Riverside Report Demo  
 Test Date: 09/27/2018 Building: Cathedral St John State: RD  
 Norms: Fall 2017

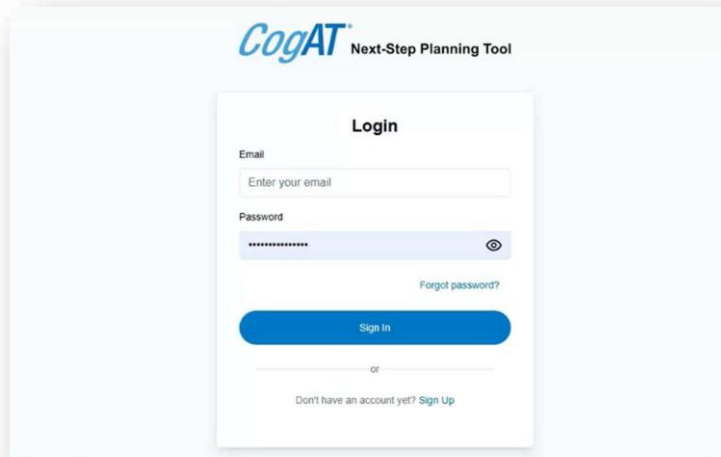
Total No. Tested = 16

STUDENT NAME	Birth Date	Level	(Gender)		Verbal	Quantitative	Nonverbal	Composite (VQ)	Composite (VN)	Composite (QN)	Composite (VQN)
I.D. Number 1	Age	Form									
I.D. Number 2	Program										
A B C D E F G H I J K L M N O P Z											
Bracklin, Shawnia 67874891	09/10 08-00	8 7	(F)	SAS APR	102 55	96 40	109 71	98 45	105 62	103 57	103 57
0											
Fuller, Joselyn 67872732	06/11 07-03	8 7	(F)	SAS APR	91 29	100 50	96 40	94 35	93 33	96 40	94 35
0											
Galindo, Jacob 67879059	01/11 07-08	8 7	(M)	SAS APR	96 40	80 11	98 45	87 21	97 43	89 25	92 31
0											
Gee, Bryan 67882218	01/01 01-08	8 7	(M)	SAS APR	50 1	50 1	59 1	50 1	50 1	50 1	50 1
0											
Gore, Brayden 67879688	09/11 07-00	8 7	(M)	SAS APR	101 52	112 77	100 50	106 65	100 50	105 62	103 57
0											
Gross, Jahzara 67872738	11/10 07-10	8 7	(F)	SAS APR	96 40	91 29	81 12	92 31	87 21	82 13	87 21
0											
Hanson, Khari	04/11	8	(M)	SAS	117	116	111	117	115	113	115

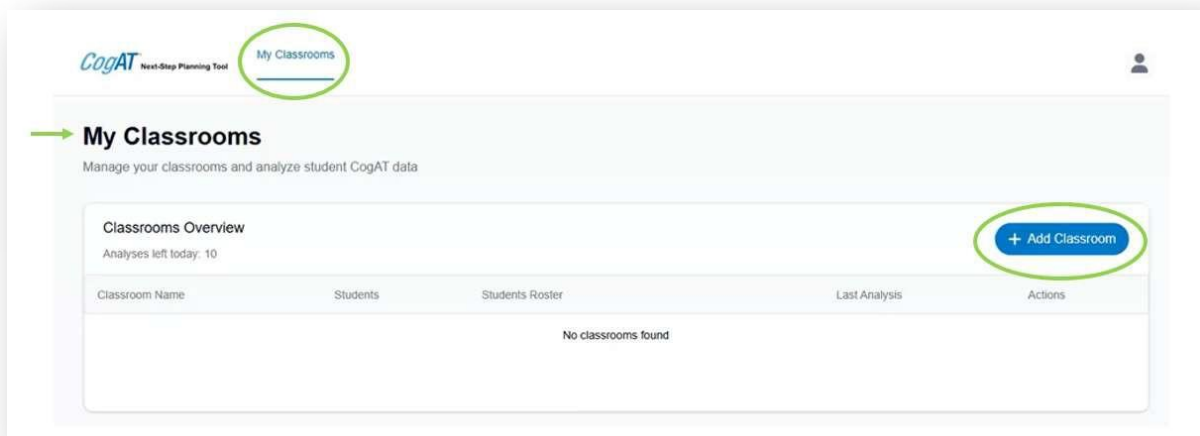
# 03

## 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.



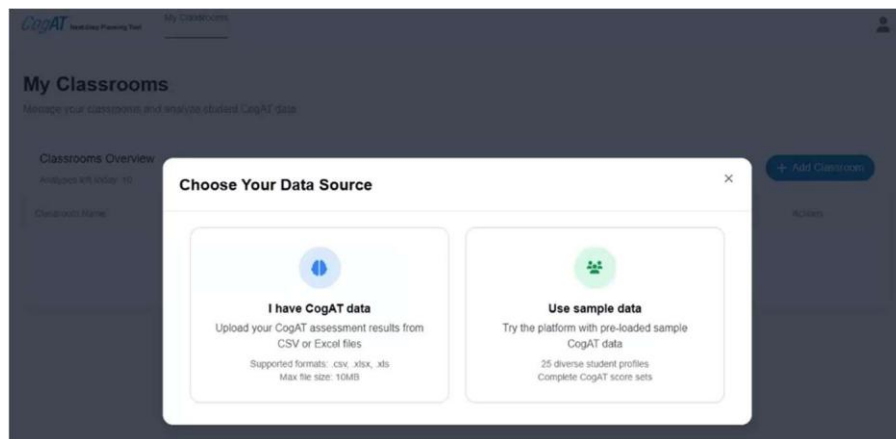
When you log in, you will land on the My Classrooms page. This page houses all classrooms, rosters, or groups for which you want to generate lesson plans. To get started, add a group: click Add Classroom.



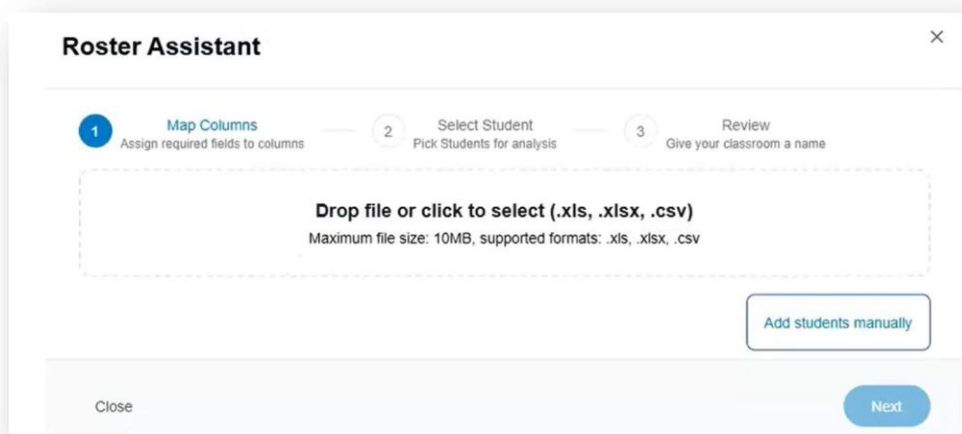
## Uploading Your CogAT Data

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.

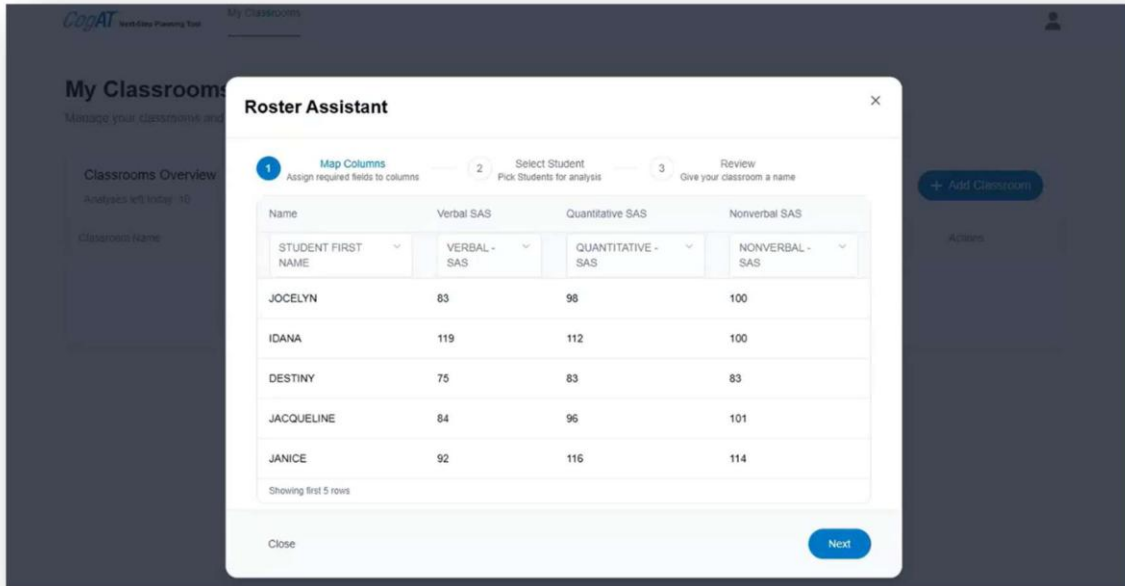
**Tip: Ensure the XLS file includes student names and Standard Age Scores for all three CogAT batteries.**



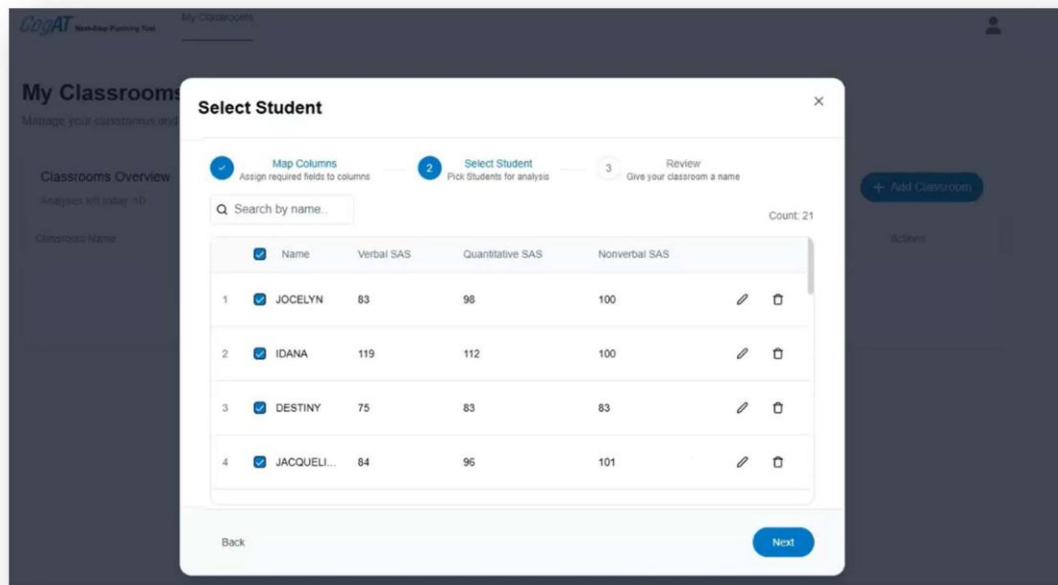
**Click in the box to add your XLS file. Locate the student roster you just downloaded and select Open. Your students will automatically populate in the tool.**



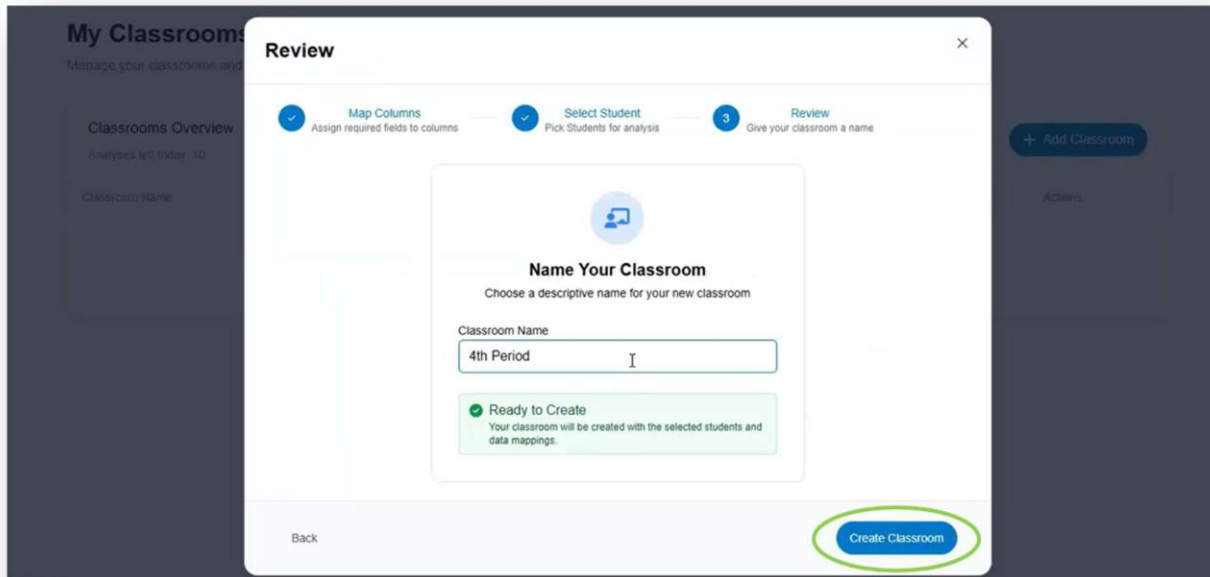
The system will extract the required fields—student names and Standard Age Scores for the *CogAT* batteries. If any column is not recognized, use the dropdown menus to manually map it. Verify that all mapped scores are accurate, then select **Next** to continue.



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.

The screenshot shows the '4th Period' classroom page. At the top right, a blue 'Generate Analysis' button is circled in green. Below the classroom name, it states '21 students enrolled • Last updated: N/A' and 'No Analysis Performed'. A 'Delete Classroom' link is at the bottom right. The 'Students Roster' section includes a search bar and a table with columns for Student, Strength, Weakness, Verbal, Quantitative, and Nonverbal.

Student	Strength	Weakness	Verbal	Quantitative	Nonverbal
ADDILYN	No clear strength	mild Q-	107	99	109
ADRIAN	No clear strength	No clear weakness	83	76	74
ARELI	No clear strength	No clear weakness	75	81	86
ASHLEY	No clear strength	No clear weakness	88	96	94

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 use the optional **Activities Generation** to customize activities.

**Step 1: Standards Selection**

Configure standards and objectives for Classroom analysis

**Standards Selection**

Standards Set: Select a standard set

Subject: Select a subject

Grade: Select a grade

Domain: Select a domain

Category: Select a category

**Learning Objectives**

Standards Objectives

No objectives found.

**+ Add your custom learning objectives**

**Step 2: Activities Generation** Optional

Let our AI tailor your activities! Tell us about your preferred activity duration, available materials, or learning space to get more personalized, actionable results.

In a rush? No worries - skip this and we'll use standard classroom materials by default.

Customize activities depending on your needs

Cancel **Generate Groups**

**Add Custom Learning Objectives**

Create a custom standard if you don't see it in our database

Grade: Select a grade

Subject: Select a subject

Enter your Lesson Objectives

Learning objective 1

Describe your custom learning objectives... 0/300

**+ Add another objective**

**One-time use only**  
These custom objectives will be used for the current analysis session only and won't be saved for future use.

Cancel **Save Objectives**

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.

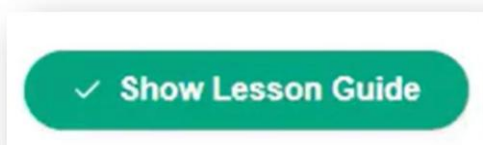
For each group, you'll see a brief lesson-aligned commentary, the student count, and the group profile.

The screenshot shows the 'Student Grouping' interface. At the top, there are three steps: 'Standards Selection', 'Student Grouping' (active), and 'Lesson Guide'. Below this, the 'Student Grouping' section includes the classroom name '4th Period (21 students)' and the standard 'MA.4.DP.1.2 Determine the mode, median or range to interpret numerical data including fractional values, represented with tables, stem-and-leaf plots or line plots.' A callout box labeled 'Primary Reasoning Domain' points to the 'Primary Reasoning Domain: quantitative' section, which explains that the primary domain is quantitative because the standard focuses on determining and interpreting statistical measures.

Below the domain information is the 'Recommended Student Groups' section, which includes a legend for student ability levels: Significant strength (blue), Mild strength (green), No strength/weakness (grey), Mid weakness (orange), and Significant weakness (red). A callout box labeled 'Recommended Student Groups' points to this section. The groups are:

- Blue Group** (6 students): Group Profile: The Blue Group shows developing quantitative reasoning abilities, aligning with the lesson focus on interpreting numerical data. Given their consistent neutral profiles, they may respond well to structured practice with data sets presented in various formats like tables or plots. Without significant cognitive strengths or weaknesses, this group benefits from clear instruction and visual aids to support their understanding. Students: ADDILYN (SAS: 99), ASHLEY (SAS: 96), JACQUELINE (SAS: 96).
- Purple Group** (6 students): Group Profile: The Purple Group exhibits strong quantitative reasoning abilities with mid strengths in both quantitative and verbal domains. They may respond well to data interpretation activities that involve discussion and explanation, leveraging their overall strong profile to comprehend fractional values. This group is well-suited for collaborative tasks that encourage verbal analysis of numerical data. Students: AVERY (SAS: 104), GIANELLA (SAS: 109), IDANA (SAS: 112).
- Orange Group** (3 students): Group Profile: The Orange Group presents emerging quantitative reasoning abilities, indicating they may find challenges in interpreting numerical data with fractional values. This group may benefit from lessons incorporating step-by-step instructions and sensory aids to bolster understanding of concepts like mode and range. Their neutral learning profile suggests a need for additional support in mastering lesson objectives. Students: ADRIAN (SAS: 76), ARELI (SAS: 81), DESTINY (SAS: 83).

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.

**Lesson Guide** Export

Grade 4 Math - Data Analysis and Probability

### Comprehensive Lesson Overview

<b>Learning Objective</b> MA.4.DP.1.2 Determine the mode, median or range to interpret numerical data including fractional values, represented with tables, stem-and-leaf plots or line plots.	<b>Duration</b> Standard activity: 15-30 minutes	<b>Materials</b> No materials provided
---	---	---

### Blue Group

**Group Profile**  
The Blue Group shows developing quantitative reasoning abilities, aligning with the lesson focus on interpreting numerical data. Given their consistent neutral profiles, they may respond well to structured practice with data sets presented in various formats like tables or plots. Without significant cognitive strengths or weaknesses, this group benefits from clear instruction and visual aids to support their understanding.

**Students (6)**

ADDILYN	ASHLEY	JACQUELINE	JOCELYN
REAGAN	RUBEN		

Click to see Instructional Strategies

Generated Activities

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

### Teaching Assistant

Keep refining until it fits your classroom  
The Teaching Assistant can help you refine and extend what you've created. Adjust difficulty, translate activities, design enrichment for GT learners, or iterate until it's exactly what your class needs.

**Hey! 🤖 I'm your AI Teaching Assistant**

I'm here to help you refine your lesson content.  
I've created some instructional materials for your classroom, but I know every class is different! What would you like me to adjust?

**Popular requests:**

- Make this activity more challenging
- Make X group's activity shorter
- Create something for my whole classroom
- Incorporate depth and complexity
- Make this more hands-on

The more specific you can be with your request, the better I can tailor the materials to your needs. Just tell me what you need - I'm ready to help!

Ask your question here 0/5000 Ask


Requests left: 10

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.

### Export Lesson Materials


Download resources for your classroom based on the generated lesson guide and activities. Feel free to ask any follow-up questions in the Q&A tab to make adjustments before exporting.

#### Select Export Type

 **Lesson Overview**


A comprehensive document with all groups, their cognitive profiles, instructional strategies, and activities.

[Download PDF](#) [Download Word](#)

 **Task Cards**

Ready-to-print activity cards for students, differentiated by group.

[Download PDF](#) [Download Word](#)

 **Exit Tickets**

End-of-lesson assessments tailored to each group's learning objectives.

[Download PDF](#) [Download Word](#)

## 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 [inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com).*

### **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 [inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com) 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 de-identified 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 DataManager [refer to Step 3, pg. 9 in this document].

### **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.riversideinisgths.com](http://cogat-nextstep.riversideinisgths.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 8<sup>th</sup> 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 [inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com) 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](http://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 grouped 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.