



Screening Form: System Setup

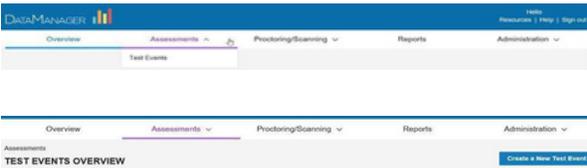
Once roster files have been imported, create the Test Event.

Test Assignments are then created within the Test Event.

After the Test Event and Test Assignments have been made, test administrators can create Test Sessions.

Create Test Event

Go to DataManager
www.riversidedatamanager.com
 Click the **Assessments** tab and **Test Events**.



Create Test Event

1. Test Event Name: Enter a name that will help you identify the test event, i.e., Test Year/Test Season/Test Family or Name (Ex: 2022 Fall CogAT Screening). The name must be unique.

2. Test Event Assessment Type: Select Screening Form

3. Test Event Participant List: Select the district name. Do not drill down to a specific school or class.

4. Test Event Roster: Select the roster to associate with the test event.

Score & Reporting Details

5. Test Event Date: Use the midpoint of the testing window as the Test Event Date. Testing can begin 30 days prior to this date and can continue testing 30 days after the Test Event Date.

a. Normative Year: Most current normative data is 2017.

b. Normative Period: The normative year and normative period are automatically populated based on what is entered as the Test Event date.

6. Achievement Scores: Leave default selection.

7. Ability Scores: Compare a student to other students within your district.

(For example, how did David in School A perform on the assessment compared to Michael in School A or Jacob in School B). *National comparisons are the primary scores provided.*

8. Suppress Program Labels: Select "Suppress Program Indications from Class Reports" if sensitive student information, such as Free and Reduced Lunch, Special Education, etc., should not be displayed.

9. Teacher reports. This information appears only if included in the roster file when submitted.

CogAT® Screening Form: System Setup

Online Testing Details

- 10. Allow or disallow Draw Screen**
Students will see the draw screen after logging in successfully and after completion of each subtest
- 11. Allow Audio Test Administration:**
Allow provides the option for Test Sessions to be created as “Proctor-Led” when the Proctor reads the directions, OR “Audio” where students hear directions through headphones.
- 12. Click Save.**

Create Assignments

- After the saving the Test Event details, click the blue Assignments tab in the right hand corner and Create/Edit Assignments.
- Click Online Testing for the Administration Mode.
- Click Online Testing for the Administration Mode.



Status: Open

Close
Edit
Assign

Create/Edit Assignment

MODE

Online Testing
▼

EXAMPLE - Creating the Test Event

Create a New Test Event
Fields with an asterisk are required.

* = Required Fields

1 Test Event Details

TEST EVENT NAME* CogAT Grades K-6 2020	TEST EVENT ASSESSMENT TYPE* CogAT 2
TEST EVENT PARTICIPANT LIST* 1 participant(s) selected 3	TEST EVENT ROSTER* Assessment Services 2018 -- 03/07/2018 4 XLS

Scoring and Reporting Details

TEST EVENT DATE* 10/16/2020 5	NORMATIVE YEAR 2017 6	NORMATIVE PERIOD Season: Fall 7
ACHIEVEMENT SCORES 1 selected 8	ABILITY SCORES Select ability score 9	

11 Online Testing Details

Allow Audio Test Administration Allow Draw Screen Allow Remote Proctoring

Cancel
Clear
Save
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CogAT® Screening Form: System Setup

Creating Test Assignments

Choose the **Test Group** for each grade, and the **Level** and **Battery** will default to the recommended levels for those grades participating in this test window. Click **Save**.

TEST ASSIGNMENT

Assign by Location and Grade

Select a test event, location, and mode for the assignment. Then select any additional options based on the assessment type.

TEST EVENT: Spring 2021 CogAT Screening | LOCATION: Maple ISD | MODE: Online Testing

Grade	Test Group	Level	Battery	Actions
Grade K	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 1	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 2	CogAT Screening Form 7	Level 8	3 selected	View Test Tickets Eligibility Clear
Grade 3	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 4	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 5	CogAT Screening Form 7	Level 11	3 selected	View Test Tickets Eligibility Clear
Grade 6	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 7	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 8	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 10	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear
Grade 12	Select test group	Select level	Select battery	View Test Tickets Eligibility Clear

Save

If administering the Post Screener:

1. Close the Test Event for the Screening Test
2. Create a Test Event for the Post Screener. The date for the Post Screener MUST fall within 30 days of the Screening Form test event.
3. Create Test Assignments for the Post Screener.



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TEST EVENT

Spring 2021 CogAT Screening

View and manage your test event

Complete Tasks

- Add a location to the roster
- Proctor an online test session
- Manage scanning sessions
- Clear the test event
- View status and change log
- See reports
- Create this test event

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Create a New Test Event

Fields with an asterisk are required.

Test Event Details

TEST EVENT NAME*: CogAT Screening Spring 2021 | TEST EVENT ASSESSMENT TYPE*: CogAT

TEST EVENT PARTICIPANT LIST*: 1 participant(s) selected | TEST EVENT ROSTER*: Assessment Services 2018 - 03/07/2018

Scoring and Reporting Details

TEST EVENT DATE*: 06/07/2021 | NORMATIVE YEAR: 2017 | NORMATIVE PERIOD: Season: Spring

ACHIEVEMENT SCORES: 1 selected | ABILITY SCORES: 2 selected

SUPPRESS PROGRAM LABEL(S): Yes No

Online Testing Details

Allow Audio Test Administration Allow Draw Screen Allow Retake Proctoring

Cancel **Clear** **Save**

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Grade	Test Group
<input type="checkbox"/> K - Kindergarten	Select Test Group
<input type="checkbox"/> 1 - One	Select Test Group
<input checked="" type="checkbox"/> 2 - Two	CogAT Post-Screener Form 7
<input type="checkbox"/> 3 - Three	Select Test Group
<input type="checkbox"/> 4 - Four	Select Test Group
<input checked="" type="checkbox"/> 5 - Five	CogAT Post-Screener Form 7
<input type="checkbox"/> 6 - Six	Select Test Group