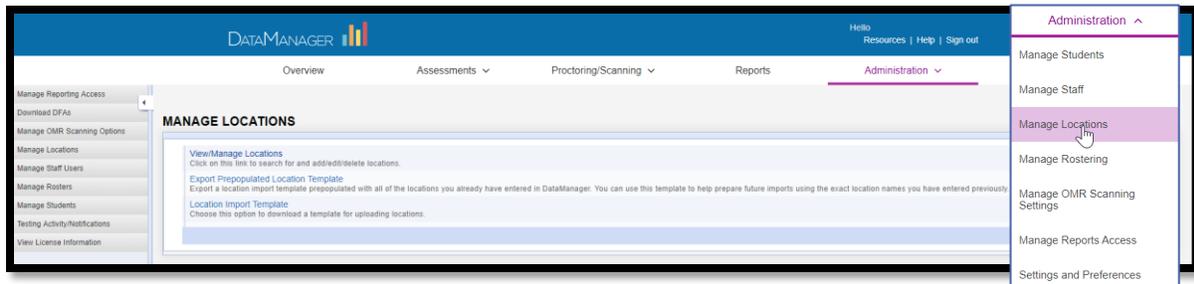




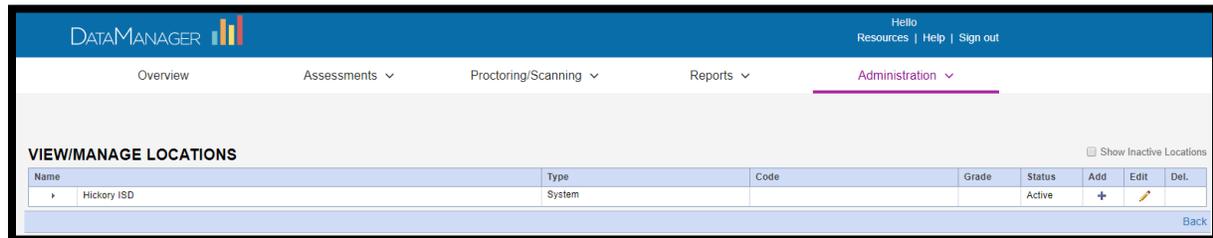
Manual Entry

- Add Locations
- Add Students
- Add Staff

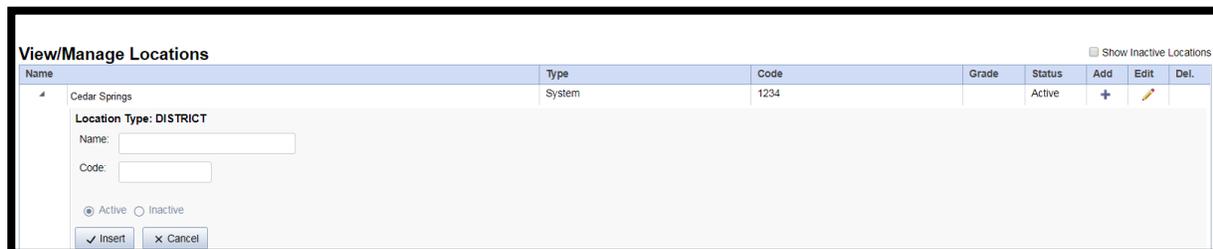
1. The first step before adding any data is to check your District hierarchy. Login and go to **Administration** in the top right corner, choosing **Manage Locations**, and then **View / Manage Locations**.



2. Click the small triangle next to the System level to show the District level. If there is no District, then click the plus sign to add a District level.



3. In the **Name** section, type your district name as you want it to appear on reports, leave the Code field blank and finalize by choosing **Insert**.





- Next, add a School by clicking the plus sign to the right of the District name. Enter the **name** of one school that will have testers. You do not need to enter a Code and then select **Insert**. Repeat this process for each school, elementary or high school that will be testing.

View/Manage Locations

Name	Type	Code	Grade	Status	Add	Edit	Del.
Cedar Springs	System	1234		Active	+		
Cedar Springs School District	Not in Use			Active	+		

Location Type: BUILDING

Name:

Code:

Active Inactive

- Then, add a Class by clicking the plus sign next to Building name. Enter the **Name** of each specific class (e.g. Grade 1), choose the **Grade** and then select **Insert**. Repeat this process for the remaining Grades 2, 11, 12, unless you don't have re-testers at a specific grade level.

View/Manage Locations

Name	Type	Code	Grade	Status	Add	Edit	Del.
Cedar Springs	System	1234		Active	+		
Cedar Springs School District	Not in Use			Active	+		
Cedar Springs Elem.	Building			Active	+		

Location Type: CLASS

Name:

Code:

Grade:

Active Inactive

- To add Staff, click the **Administration** header, then **Manage Staff** Users and then **Add Staff**. On the next screen
 - Fill in the required information
 - Please make sure to type in their correct district **email address**
 - For **Role**, assign either Administrator, Teacher, Proctor or Digital Resource and Reporting Access
 - For **Location**, you will need to drill down and select the exact school or class the user is associated to and then hit **Save**
 - Follow these steps for each staff member that needs to view reports or assess students

Overview Assessments ▾ Proctoring/Scanning ▾ Reports ▾ **Administration ▾**

MANAGE STAFF

[Add Staff/Users](#)
Click on this link to add a staff.

[Search/Edit Staff/Users](#)
Click on this link to search for and edit staff.

[Usage Report](#)
Click on this link to see who has accessed the system

[Export Staff Users](#)
Click to Export a list of staff users with all the details you already have entered in DataManager.

- Manage Students
- Manage Staff**
- Manage Locations
- Manage Rostering
- Manage OMR Scanning Settings
- Manage Reports Access
- Settings and Preferences



- Next, we need to create a Test Event roster and add students to this roster. From menu on left, select **Manage Rosters**.

Enter a name for the roster (Year, Season, Assessment) and make sure to click your mouse outside of this box and select **Add Roster**.

- Lastly, click **Add a Student**, on your new roster and enter the required information, First Name, Last Name, Unique Student ID, DOB, and Gender. You can add information to the other fields, but they are not required. Click **Save**.

Continue and add additional students that will be assessed.

*For immediate support with manual entry, please use the Help menu in the top right corner.