

DataManager Overview

DataManager is your online resource for streamlining the management of your assessment program using the *lowa 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: <u>http://www.riversidedatamanager.com</u>
- 2. In the User Name box, type your user name
- 3. In the **Password** box, type your password

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	User Name:	
	Password:	
	Log On	
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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.

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Vanager Home	Welcome to DataManager, Betsy Rowlett
al Resources	What's New with DataManager? 5
_	Duplicate Test Event Restrictions
4	In order to ensure your data always rolls up into a single group summary report under a single test administration date, DataManager will restrict the creation of multiple open test events within a specified norm period.
	Data Export
	If you have any questions or need assistance, please contact the DataManager Support Center Monday through Friday.
	Phone: 1-877-246-8337@
	Email Contact: help@riversidedatamanager.com
	Software Support Hours: 8:00 AM-8:00 PM (CST) Monday through Friday

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).



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.



Avigation 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.

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



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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.

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	Fall 2014 System Enhancement Overview
	We at Houghton Miffin Harcourt – Riverside have been working hard to improve your DataManager experience, and are ex enhancements for the fail 2014 semisster.
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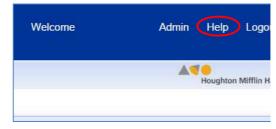
Click on the book icon or resource title to access.



- 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:
 - o DataManager User's Guides
 - How-to-videos and Quick Guides under the Training and eLearning Resources area

Accessing Online Help

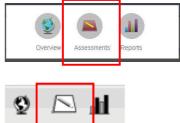
• Click the **Help** link in the upper right corner.



- 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

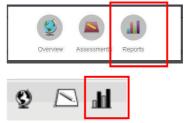
 If testing online or using the scanning option, use the Application Switcher or Quick Links to access Assessments.



• 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.



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