

Basic Navigation

DataManager Reports

Logging On

- Go to https://www.riversidedatamanager.com
- From the logon screen, type your logon ID and password
- Press the Enter key or click Log On

Accessing the Report Menu

• From the Welcome screen, select the Application Switcher.



• Select Reports.



Selecting Report Criteria

 Make the selections for the report by clicking on any of the options in blue on the right side of the screen.



• Click **Run Report** or **Run in Background** once all selections are made. **Note**: Once run, reports **Run in Background** are available from the **Report Center** in the navigation menu on the left.

Select Report Criteria for Training System	•
Assessment	Iowa Assessments
Test Administration Date	12/12/2012
Display Type	Student Roster
Grade/Level	Grade 5 / Level 11
Level of Analysis	Test and Composite Analysis
Score(s)	National Percentile Rank
Students Coded in Office Use	Included
Composite Calculation Options	Include in Math Total, Excluded from Core and Complete Composite Calculation
Content Scope	Reading, Written Expression, Conventions of Writing, Vocabulary, ELA TOTAL, Mathematics,
	Computation, MATH TOTAL, CORE COMPOSITE, Social Studies, Science, COMPLETE
	COMPOSITE
Building	All
Population Filters	None

• The report will display.

Changing Report Criteria

• Once viewing a report, changes can easily be made to the report view by using the menu options to the left of the report.



• After making any change/selection in any category, click **OK** and the report will refresh to reflect any new selection(s).