

## How to Add a Student to a Roster – May 2025

1. Log in to <http://www.riversidedatamanager.com>
2. Your email address is your User Name (ex: lthomas@kUSD.edu)
3. If you forgot your password, click [Forgot your password?](#)
4. On the Overview Tab – Find Assessments Section
5. Select Go to Assessments and then Go to Test Events
6. Click on the Test Event Name (Iowa May 2025)
7. On right side of screen under Complete Tasks
8. Click on “Add a Student to the Roster”

### Complete Tasks



- [Add a student to the roster](#)
- [Proctor an online test session](#)
- [Close this test event](#)
- [View status and change log](#)
- [See reports](#)
- [Delete this test event](#)

9. The Roster has been selected (2024-25 Iowa Roster)
10. Select the location to which you wish to assign the student. You must assign the student to a class-level location. Click the arrows until you find the class. See example below.

### ADD STUDENT

The screenshot shows the 'ADD STUDENT' form. The 'Roster \*' dropdown is set to '2024-25 IOWA Roster -- 08/22/2024'. The 'Location / Class \*' dropdown is set to 'Bradford Iowa Grade 12'. Below this, a tree view shows the selection path: 'KENOSHA UNIFIED SCHOOLS' (selected), 'KENOSHA UNIFIED SCHOOLS' (selected), 'Bose (168)', 'Bradford (425)', and 'Bradford Iowa Grade 12' (selected). A red arrow points to the 'Bradford Iowa Grade 12' option.

11. Enter only the required fields\*
  - a. First Name
  - b. Last Name
  - c. Unique Student ID (**KUSD ID**)
  - d. Date of Birth (MM/DD/YYYY)
  - e. Gender
12. If you have other students to enter, click Add Another

Buttons: [Back](#) [Add Another](#) [Save Student](#)

13. If you are finished, click Save Student
14. A confirmation message appears to inform you that the student has been entered successfully.