

## How to Create a Test Session – 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. Click on Go to Test Events, then select Test Event Name (Iowa May 2025)
6. On right side of screen under Complete Tasks
7. Click on “Proctor an Online Test Session”

### Complete Tasks

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

8. Create a Test Session for each subtest

[Create New Test Session](#)

Test Event *	<input type="text" value="IOWA May 2025"/>	?	Session Name *	<input type="text" value="Thomas/Getting Starte"/>	?
Grade *	<input type="text" value="12 - Twelve"/>	?	Draw Screen	<input type="text" value="On"/>	?
Test Group *	<input type="text" value="Iowa Form F Complete"/>	?			
Level *	<input type="text" value="Level 17/18"/>	?			
Battery/Subtest *	<input type="text" value="Getting Started"/>	?			
Test Admin Type	<input type="text" value="Self Paced"/>	?			

Create Session

9. Select the following:
  - a. Test Event: **Iowa May 2025**
  - b. Grade: **12-Twelve**
  - c. Test Group: **Iowa Form F Complete**
  - d. Level: **Level 17/18**
  - e. Battery/Subtest: **Select each subtest individually** (ex: Reading)
  - f. Test Admin Type: **Self Paced**
  - g. Session Name: **Proctor Last Name/Subtest Name** (ex: Thomas/Reading)
  - h. Draw Screen: **On**

10. Click Create Session

11. Each proctor should create the following test sessions to be ready prior to testing

Created Sessions							
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Thomas/Getting Started	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Getting Started	92-15694	✘
Thomas/Reading	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Reading	74-05395	✘
Thomas/Written Expression	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Written Expression	59-93941	✘
Thomas/Mathematics	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Mathematics	22-84943	✘
Thomas/Science	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Science	64-39066	✘
Thomas/Social Studies	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Social Studies	59-31070	✘
Thomas/Vocabulary	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Vocabulary	46-54351	✘
Thomas/Computation	Self Paced	IOWA May 2025	Iowa Form F Complete	Level 17/18	Computation	78-15334	✘

Each Test Session will have unique a Session Code to the right

12. The Test Proctor will provide this session code to students in order to begin testing

