DataManager Overview

DataManager is your online resource for streamlining the management of your assessment programs using the Iowa Assessments™, Cognitive Abilities Test™ (CogAT®), Logramos® Third Edition, and Gates-MacGinitie Reading Tests® (GMRT®). Use DataManager to access digital resources, prepare for test events, administer assessments, and view reports.

Logging on to DataManager

➢ Go to www.riversidedatamanager.com
➢ In the User Name box, enter your email address
➢ In the Password box, enter your password

Navigating DataManager

DataManager has an easy-to-use layout and a permissions-based system to help you efficiently get to the tools and information you need.

➢ 1) Banner: Located at the top of all DataManager pages and contains the following links:
   o Help: Launches the DataManager online help system
   o Logout: Logs you out of DataManager

➢ 2) Application Switcher: Located below the banner area and launches applications within DataManager, based on your user permissions.
➢ 3) Quick Links: Located in the lower left corner of the page. Use to open applications within DataManager. Like the application switcher, only those applications available to you, based on your user permissions, are shown in the Quick Links area.

➢ 4) Navigation 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.

➢ 5) Application Workspace: The main work area of a DataManager page. Use the application switcher or quick links to open applications in the application workspace.

Accessing Important Digital Resources

➢ Click the Digital Resources link from the left navigation menu
➢ Click on the book icon or resource title to access
➢ Resources for your assessments can be viewed by test administration lifecycle phases. To view, download or print, click on the document icon or title of the resource.
➢ Chapters in the left navigation menu allow you to access User’s Guides, file templates and Quick Guides
Accessing DataManager Online Help

- Click the Help link in the upper right corner.
- On the DataManager Online Help page, click on the Table of Contents icon in the left navigation to display topics. Click on a topic for information on DataManager applications and instructions for common tasks.
- Additionally, the Online Help system provides a search function to help you locate specific content more quickly.

Accessing Assessments

- If testing online or using the OMR 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

If you have any questions or need assistance, please contact the DataManager Support Center Monday through Friday.

Riverside DataManager Support Center
Phone: 1-877-246-8337
Email Contact: help@riversidedatamanager.com
Software Support Hours: 8:00 AM–7:00 PM (EST) Monday through Friday