



DataManager Online Testing Implementation Overview

<p>✓ Technical Validation</p> <ul style="list-style-type: none">▪ Verify your system meets <i>DataManager</i> system requirements - DataManager System Requirements▪ Run System Checker at all test locations that will be online testing - System Check Application
<p>✓ Getting Started</p> <ul style="list-style-type: none">▪ Account Holder activates account by verifying email address and creating password▪ Access important digital resources under 'important digital resources' link in <i>DataManager</i>:<ul style="list-style-type: none">• Directions for Administration• Practice Activities• <i>DataManager</i> User's Guides• Score Interpretation Guides
<p>✓ Data Files Preparation (Rostering)</p> <ul style="list-style-type: none">▪ Data files are required for online testing - Data file templates and guides located on <i>DataManager</i> Product Information page - Data File Templates and Guides▪ Establish user permissions on User/staff file▪ School system Data Contact creates and submits data files
<p>✓ Training</p> <ul style="list-style-type: none">▪ Access eLearning resources under 'important digital resources' link in <i>DataManager</i><ul style="list-style-type: none">• Quick Start Guides• Training videos• Register for WebEx on proctoring
<p>✓ Online Testing</p> <ul style="list-style-type: none">▪ Prior to Testing<ul style="list-style-type: none">• Complete technical steps<ul style="list-style-type: none">✓ Review Ready-for-Testing Technical Checklist - Ready-for-Testing Technical Checklist✓ Review Technical Setup and Performance Troubleshooting Guide - Technical Setup and Performance Troubleshooting Guide• Complete set up tasks in <i>DataManager</i><ul style="list-style-type: none">✓ Create test events✓ Create test assignments✓ Create test sessions for each subtest being administered using proctor application▪ During Testing<ul style="list-style-type: none">• Students log in with session code to <i>DataManager</i> student site
<p>✓ Reporting</p> <ul style="list-style-type: none">▪ Login information email sent to users from imported user/staff file▪ Access web-based reports after test event closes

NOTE: Links provided in the Implementation Overview are located on the **DataManager Product Information** page:
<http://www.riversidepublishing.com/products/datamanager/index.html>