

CogAT Quick Reference Spread students out as much as possible – it is easy to look at other screens!

1. Proctor computer - Sign in to Data Manager - <http://www.riversidedatamanager.com>
Do not proctor on an iPad or Chromebook
(link: District website/Teaching & Learning/Data & Assessment/CogAT/Data Manager test management site)
2. Select “Proctoring” from the white bar across the top of the screen
3. Create a test session (**skip to #4 if your sessions have been created for you**)
 - a. Test Event – Shakopee CogAT FALL 2024
 - b. Grade – Two
 - c. Test Group – CogAT 7 Complete
 - d. Level – 8
 - e. Battery/Subtest: select Verbal/Picture Analogies day 1, Quantitative/Number Analogies day 2 and Nonverbal/Figure Matrices on day 3 (skip the Getting Started Battery)
 - f. Test Admin Type – Audio-English
 - g. Session Name: naming convention building-teacher-subtest (example DO-Johnson-Verbal)
 - h. Draw Screen - On
 - i. Create Session

4. On the Manage tab  find the testing session you want to open (VERBAL/Picture Analogies is the first Subtest Name). Click on the session name.



Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
DO-Johnson-Verbal	Audio-English	CogAT Fall Grade2 October 2021	CogAT 7 Complete	Level 8	VERBAL / Picture Analogies	70-98327	

5. You will notice an additional tab appears (it is labeled with the session name, in this case DO-Johnson-Verbal)

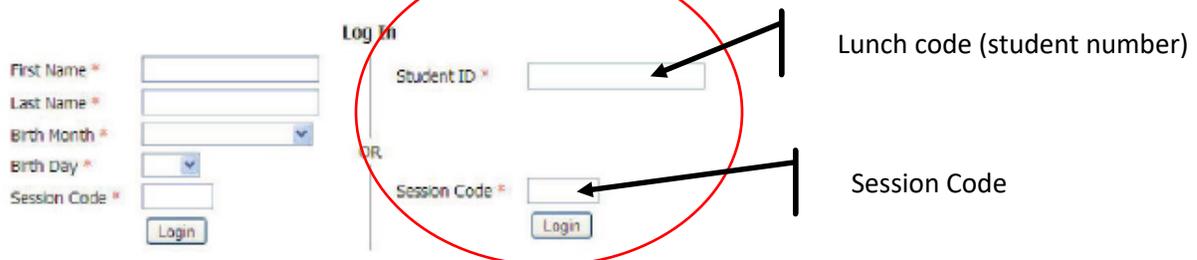


6. Write the “Session Code” on the board.

8. If student devices are not on the CogAT login screen, they should double click the CogAT or Data Manager icon and login. (iPads – if the App is not found it can be downloaded from self service; Chromebook- open Chromebook disregard sign in screen - on the bottom left under Apps as HMH DataManager)



9. Students login using his or her lunch code and the Session Code.



Log In

First Name *

Last Name *

Birth Month *

Birth Day *

Session Code *

OR

Student ID *

Session Code *

Lunch code (student number)

Session Code

10. Students will log in, verify their name and then wait on the Draw page for approval.

11. Students who have logged in appear in the Waiting for Approval area on the tab with the session name (here DO-Johnson-Verbal). Review the students listed and:

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
There are no records.							

- Approve all students OR
- Approve individual students - Click the approve button  in the Actions column

12. Once the student finishes a test they will select Finish or End in the bottom right hand corner. This will return them to the Draw screen.

13. At the end of a test you will choose one of the following options

Continue testing the next subtest

On the Session tab

In the Approved Students section verify the status for ALL students is completed

Click Continue Testing All - OK

A new tab will open with the new subtest as the tab (in this scenario DO-Johnson-Verbal link 2)

Close the tab from the prior test (in this scenario DO-Johnson-Verbal)

End Testing

On the Session tab

In the Approved Students section verify the status for ALL students is completed

Click End Testing All

Other Miscellaneous

- To magnify or shrink your screen on Chromebooks = Ctrl + Ctrl -
- Close browser: Chromebook= power down iPad= swipe away. This may be necessary if technical difficulties arise, or you are done for the day.
- To refresh the progress on the teacher screen (if it appears to not be auto refreshing) click the Refresh Status button
- If part or all of your screen goes blank reload the page using the  located by the website address bar.
- Missing a student in the system?? Call Katie at x5049 to add OR have your dean add the student.

Call Katie at 952-496-5049 if you have any questions at any time

Our goal is to make your testing experience as positive as possible😊