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 – CogAT Fall 2019
   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 – Proctor Lead
   g. Session Name: naming convention building-teacher-subtest (example DO-Johnson-Verbal)
   h. 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.

5. You will notice 2 additional tabs appear (session name, Proctor Led)

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 DataManager 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.

10. 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:
   - Approve all students OR
   - Approve individual students - Click the approve button 🟢 in the Actions column
11. After all students have been approved, click the Proctor Led tab. The Welcome page appears.

12. Click Go in the lower-right corner to advance to the first practice question. Follow the directions in the Directions for Administration area. You may need to scroll down in the Directions for Administration area to see the entire item.

13. Complete the test session – Click Done. A confirmation dialog box appears. Click OK to close and send results for scoring.

MAKE SURE ALL STUDENTS ARE ON THE THANK YOU SCREEN

Continue testing the next subtest
  Go to the Session tab
  In the Approved Students section verify the status for ALL students is completed
  Click Continue Testing All

End Testing
  Go to 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: PC & Chromebooks= Ctrl + Ctrl -
  • Close browser: PC= Ctrl+Shift+Q 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 button found on the Proctor Led tab.
  • 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 X5049 if you have any questions at any time
Our goal is to make your testing experience as positive as possible