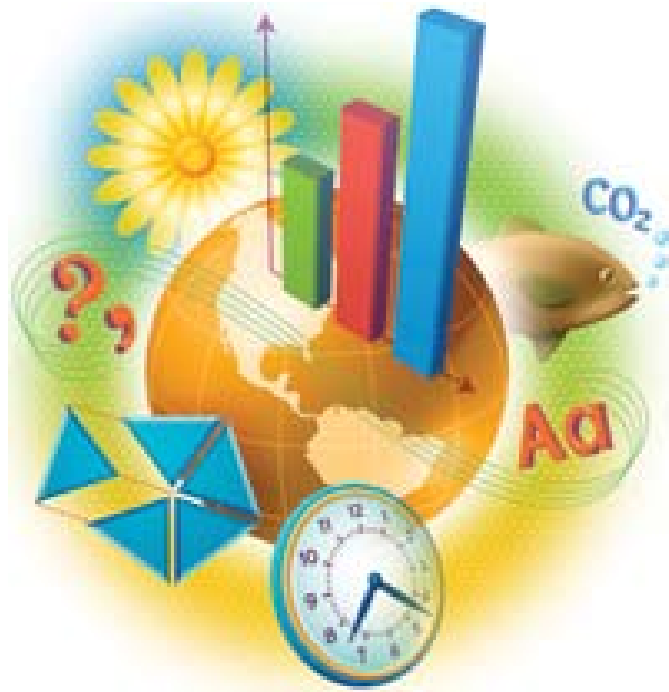


***Texas JJAEP***  
***Iowa Online Testing***  
***Quick Reference Guide v6***  
***2020-21***



# JJAEP Iowa Online Required Subtests

## Iowa Survey Grades 4-8 Subtests (2) Reading and Mathematics (2 Test Sessions)

Test	Subtests	Testing Time (minutes)	Level 10 Grade 4	Level 11 Grade 5	Level 12 Grade 6	Level 13 Grade 7	Level 14 Grade 8
<b>Reading and Math</b>							
	Reading	30	21	21	22	22	23
	Math	30	26	29	31	34	36
	<b>TOTALS</b>	<b>60</b>	<b>47</b>	<b>50</b>	<b>53</b>	<b>56</b>	<b>59</b>

Select Battery/Subtest

- Getting Started
- Reading
- ~~Written Expression~~
- Mathematics

## Level 15 -17/8 Grades 9-12 Subtests Total Reading: Reading and Vocabulary Total Mathematics: Math and Math Computation (Two test sessions)

Test	Subtests	Testing Time (minutes)	Level 15 Grade 9	Level 16 Grade 10	Level 17/18 Grade 11/12
<b>Total Reading</b>					
	Reading	40	40	40	40
	Vocabulary	15	40	40	40
<b>Total Math</b>					
	Math	40	40	40	40
	Math Computation	20	30	30	30
	<b>TOTALS</b>	<b>115</b>	<b>150</b>	<b>150</b>	<b>150</b>

Select Battery/Subtest

- Getting Started
- Reading
- ~~Written Expression~~
- Mathematics
- ~~Science~~
- ~~Social Studies~~
- Vocabulary
- Computation

## Before Testing: Secure Browser

On each student workstation, install (in a district-approved manner) the secure browser. The secure browser can be downloaded from:

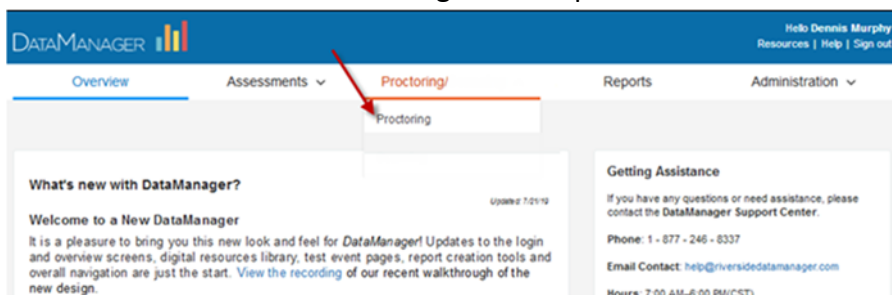
- <https://www.riversideinsights.com/solutions/data-manager?tab=2>
- **Scroll down to view “Online Testing” and download “Student Secure Browser”**

## New Roster:

1. Add a new Roster at beginning of each year
  - a. Click Administration tab, Manage Rosters, Add new roster “Iowa Roster 2020-21”

## Add Student(s):

1. Add Students: Click the Proctoring Tab at top of screen:



2. In the upper left corner of screen click


Add a walk-in Student

3. Fill in the following “Required Fields”

- a. Roster \*
- b. Location / Class \*
- c. First Name \*
- d. Last Name \*
- e. Unique Student Id \*
- f. DOB (MM/DD/YYYY) \*
- g. Gender \*

Add Student	
Roster *	RISD District Roster (DM) -- 08/19/2014
Location / Class *	J.K. Rowling (103) Grade 3
	<input checked="" type="radio"/> Riverside District 004
Grade	Grade 3
First Name *	George
Last Name *	Washington
Middle Name	(None)
Unique Student Id *	734236
DOB (MM/DD/YYYY) *	08/08/2008
Gender *	Male

**IMPORTANT NOTES:**

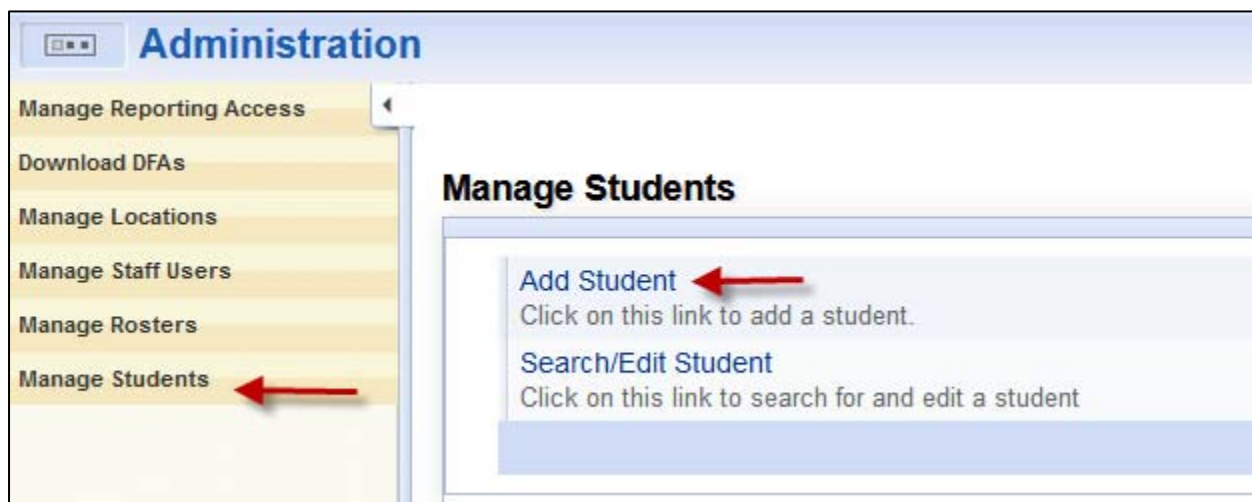
- *Roster – use JJAEP 2020-21 roster (one roster for the school year)*
- *Location/Class – please click on to arrow  to select class.*
- *Please make sure you enter the **Local Student ID** and **Birthdate** for new student that matches the information in your JJAEP Student Information System.*

4. Click “Save Student” button:



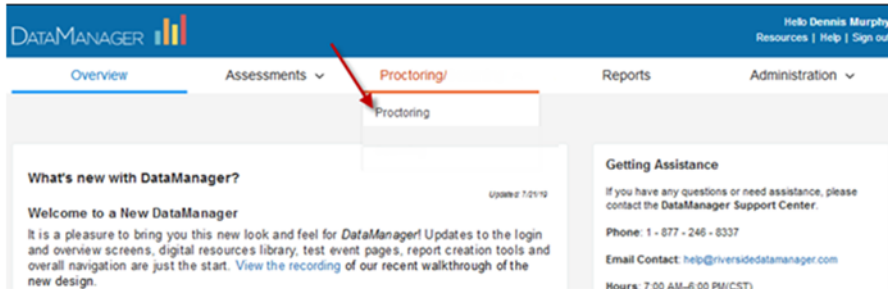
Save Student

You can also add students from Administration – Manage Students, Add Student



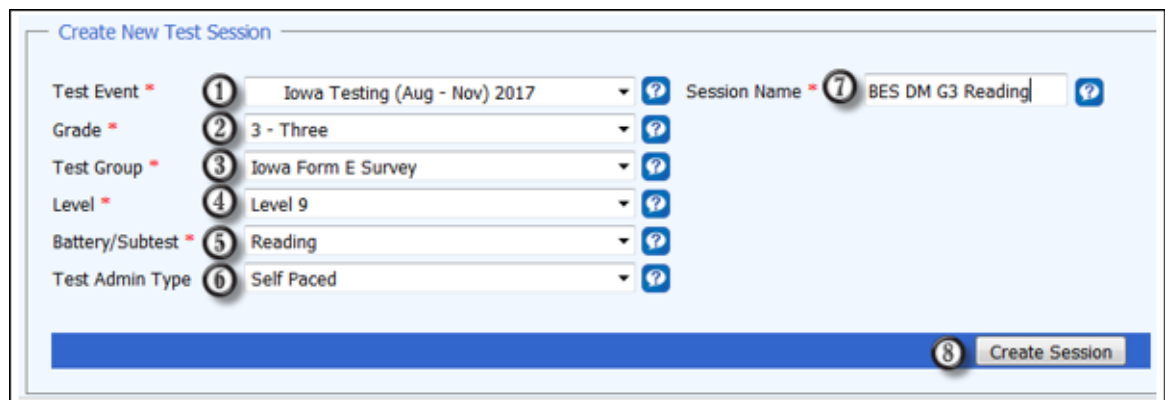
## Step 1: Creating Test Session

1. Logon to DataManager [www.riversidedatamanager.com](http://www.riversidedatamanager.com)
  - a. Logon is your email and your password
  - b. If first time you will be prompted to change your password
2. Click the Proctoring Tab at top of screen



3. Fill in the six (6) drop down boxes and enter session name:
  1. Test Event: choose Pre Or Post Iowa Testing
  2. Grade: choose grade you want to test
  3. Test Group: choose default choice
  4. Level: choose default choice
  5. Subtest: choose Reading
  6. Test Admin Type: Choose "Self-Paced"
  7. Session Name: (Your initials, Grade, and "Reading" subtest)
  8. Click "Create Session"

Best practice to create test session(s) in advance



## Step 2: Proctor Session

- ✓ Make sure the [secure browser](#) has loaded on student device

1. Click the session you want to proctor from list of test sessions you have created

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
<a href="#">LEP Testing 09/10/14</a>	Audio-English	LEP Iowa Assessments Sept-Oct 2014	Iowa Form E Survey	Level 8	Getting Started	29-6730

2. Have student launch Secure Browser and login using Student ID and Session Code

**Log In**

Student ID \*

Session Code \*

3. Once all the student(s) has logged in and you have verified student names, click "Approve All" or the green check mark to start test

Waiting for Approval (1 of 1)								Approve All	Deny All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions		
<a href="#">Pruitt</a>	Noah		03/14/2005	M	3 - Three	Reading	✓ ✗		

4. Student test session will begin and you will be able to check their status as highlighted below.

Approved Students (1 of 1)								All	Continue Testing All	End Testing All	Pause All	Exit All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions				
<a href="#">Pruitt</a>	Noah		03/14/2005	M	3 - Three	Reading	Section 1: 4 of 30	⏸ ✗ ⏹				

5. Once ALL student(s) have all finished the test, click **"Continue Testing All"** to start the next subtest (i.e. finished Number Analogies will start Number Puzzles)
  - a. Click Ok to box "If you want to administer a test after current test"

Approved Students (1 of 1)								All	Continue Testing All	End Testing All	Pause All	Exit All
Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions				
<a href="#">Pruitt</a>	Noah		03/14/2005	M	3 - Three	Reading	Completed					

6. When student(s) have completed all subtests or time has expired (status says "Completed") then select End Testing All to complete testing session.

# Student Status Report

*Use this report to verify student has completed "ALL" required subtests*

1. Click Proctoring Tab
2. Click "Student Lookup" in upper right of screen
3. Enter Student Information to Search by Student
4. Search by Location/Grade Level
5. Click Search

*You will see report with list all students at your campus and their progress on each subtest*

	Getting Started	Reading	Written Expression	Mathematics	Vocabulary	Computation
Iowa Form E Core Test Event: Post-Test MOY January-March 2020 Iowa Form E Core Grade 11 - Eleven Level 17/18						
Iowa Form E Core Test Event: Post-Test MOY January-March 2020 Iowa Form E Core Grade 11 - Eleven Level 17/18		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

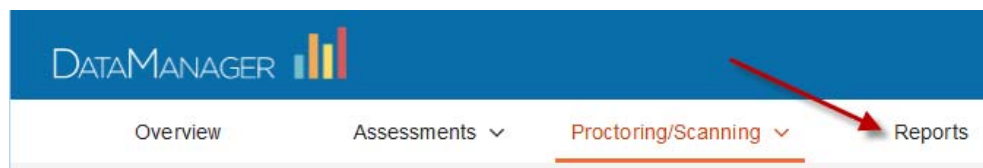
# DataManager JJAEP Reports



- 1. Student Profile**
- 2. Roster File**
- 3. Individual Performance Profile Report**

To Access Reports:

Click the Reports tab at top of screen:





# Student Profile Report

**Report Criteria for Training System** [Change](#)

---

ASSESSMENT ① Iowa Assessments ▼

TEST ADMIN DATE ② 12/12/2012 - Iowa Fall 2012 ▼

REPORT TYPE ③ Student Profile ▼

GRADE/LEVEL ④ Grade 6 / Level 12 ▼

---

LEVEL OF ANALYSIS Test and Composite Analysis ▼

DISPLAY OPTIONS Bar Graph ▼

SCORE(S) ⑤ Grade Equivalent/Standard Score ▼

Include Math Computation in Math Total  Include Extended ELA Total in Core and Complete Composite Calculation

CONTENT SCOPE ⑥ 6 selected ▼

BUILDING Longitudinal Bldg ▼

CLASS VALLIERE ▼

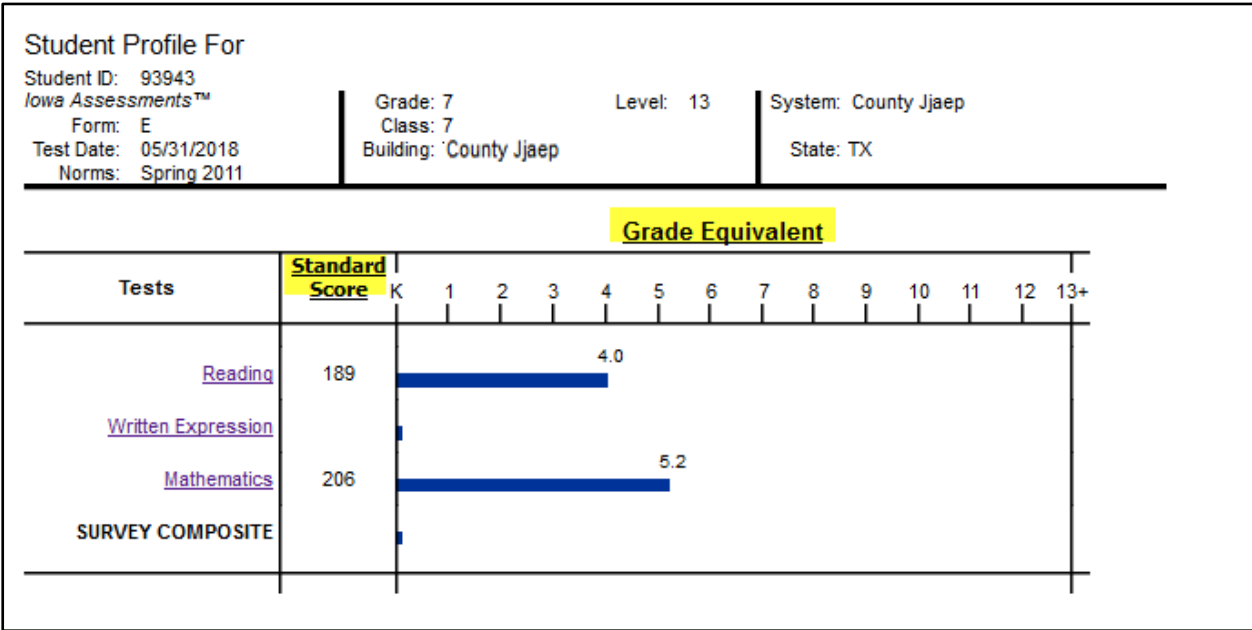
STUDENT ⑦ ALEJANDRO, AMADEO ▼

Reset Criteria
Save Criteria
⑧
Run Report in Background
Run Report

## Select Report Criteria:

1. Select Iowa Assessments
2. Select Test Administration Date – current testing window
3. Select Report:  
Student Profile Report, Student Roster Report, Performance Profile Report
4. Select Grade
5. Scores: Select “Grade Equivalent/Standard Score
6. Content Scope:
  - a. Iowa Survey Select: Reading, and Math
  - b. Iowa Complete Select: Reading, Vocabulary, Reading Total, Math, Computation, and Math Total.
7. Choose Student
8. Click “Run Report”

## Student Profile Report:



## Student Roster Report:

First Prev Next Last Goto Page 1 of 1 Export to PDF/RTF Print

Student Roster

Iowa Assessments™

Form: E	Grade: 10	Level: 16	System: County Jjaep
Test Date: 05/31/2018	Building: County Jjaep		State: TX
Norms: Spring 2011			

Total No. Tested: 3

STUDENT NAME	Birth Date	Level (Gender)	READING TOTAL	MATH TOTAL
	12/00	16 (M)	SS	
	17-05	E	GE	
			225	193
			6.6	4.3
	10/00	16 (M)	SS	
	17-07	E	GE	
	IEP		229	200
			7.0	4.8
	05/02	16 (F)	SS	
	16-00	E	GE	
			284	264
			13+	10.2
<b>Group Total</b>			Avg. SS	246.0
			GE of Avg. SS	8.5
				219.0
				6.2

SS = Developmental Standard Score GE = Grade Equivalent

# Individual Performance Profile Report (Scoring Service Print Style)

**Note:** all “Scoring Service Print Style” reports will “Run in Background” and be saved as PDF. To access your report, click on “Report Center”, click on name and either save or open as PDF.

1. Specify a name for the report – add name or initials

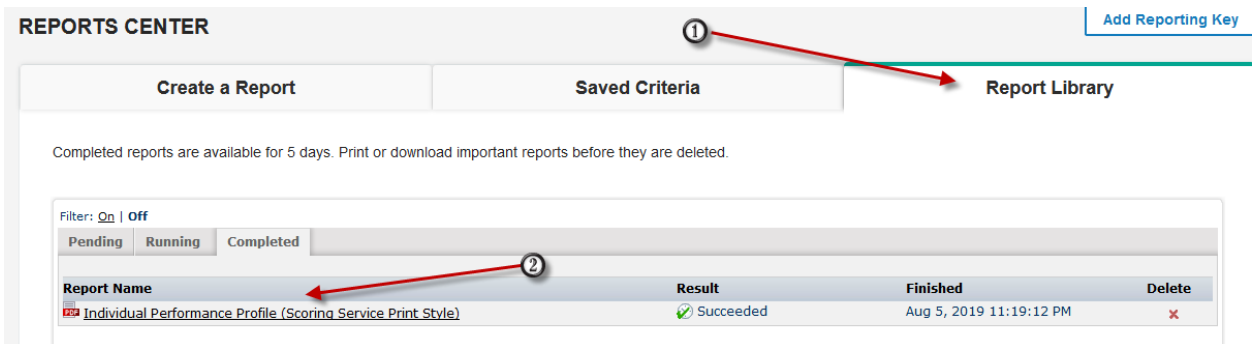
## Specify a Report Name

Report Name

Student Profile Narrative (DM)

*This name will be used in Report Center to identify your report. The following characters may not be included in the Report Name: ; : \* ? / \ | < > + { }*

1. Select Report Library






REPORTS CENTER [Add Reporting Key](#)

Create a Report
Saved Criteria
Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Filter: [On](#) | [Off](#)

Pending
Running
Completed

Report Name	Result	Finished	Delete
 Individual Performance Profile (Scoring Service Print Style)	 Succeeded	Aug 5, 2019 11:19:12 PM	

2. Select your report from list to view.

If you do not see your report you can click Pending or Running to view status.



### PERFORMANCE PROFILE FOR AIDEN BAGSBY

Iowa Assessments

Class: Class 1  
 Building: Building 1  
 District: District 1  
 System: System 1  
 Region: Region 1  
 State: State 1

Student: Aiden  
 Student ID: 000140548  
 Room/Level: 6-9  
 Test Date: 10/2012  
 Name: Aiden  
 Grade: 3

TESTS	99	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0	
Reading	183	65	69	3.7	6	6	58															
Written Expression	186	70	74	3.9	6	6	58															
Conventions of Writing	182	63	67	3.6	6	6	57															
Vocabulary	188	74	78	4.0	6	7	64															
ELA Total	185	68	72	3.8	6	6	60															
Word Analysis	180	60	64	3.5	6	6	55															
Listening	184	67	71	3.7	6	6	59															
Extended ELA Total	182	63	67	3.6	6	6	57															
Mathematics	165	31	35	2.6	4	4	40															
Computation	163	27	31	2.5	4	4	37															
Math Total	164	29	33	2.6	4	4	38															
Core Composite	175	50	54	3.2	5	5	50															
Social Studies	171	41	45	2.9	5	5	45															
Science	162	28	30	2.4	4	4	36															
Complete Composite	171	41	45	2.9	5	5	45															

In the upper part of this report, scores are printed for the tests, totals, and composites. Several types of scores are reported, including the NPR and LPR. The NPR represents the percent of students in the same grade throughout the nation with a lower score. The LPR represents the percent of students in the same grade in your local area with a lower score.

The horizontal bands in the NPR/LPR Graph illustrate the student's performance on each test relative to the other test areas. The black horizontal bars represent the NPRs for each test. The gray horizontal bars represent the LPRs for each test. The lengths of these bars permit identification of the student's stronger and weaker areas of achievement.

The lower part of the report provides information about the skill domains measured by each test. It also summarizes data by the different levels of cognition required by the items in some tests. The number of items for each domain and cognitive level, the number attempted, the percent correct for the student, and the average percent correct for students in this grade throughout the nation are reported. The difference between the student's percent correct and the national percent correct is displayed as a horizontal bar.

■ National Percentile Rank  
 ■ Local Percentile Rank

Domain/Cognitive Levels	Total Items	No. At	% At	% Nat. Diff	Difference	Domain/Cognitive Levels	Total Items	No. At	% At	% Nat. Diff	Difference	Domain/Cognitive Levels	Total Items	No. At	% At	% Nat. Diff	Difference	
<b>Reading</b>	183	65	35.5%	3.7	6	<b>Vocabulary</b>	188	74	39.4%	4.0	7	<b>Social Studies</b>	171	41	23.9%	2.9	5	
Informational Text	19	9	47.4%	5.4	14	Domain						History	8	8	100%	67	-3	
Literary Text	23	22	95.7%	80	3	Vocabulary	29	29	100%	12			Geography	10	10	100%	66	-6
Domain						Word Analysis						Economics	6	6	100%	61	-3	
Spoken Meaning	6	6	100%	61	0	Phonological Awareness/Decoding	13	13	100%	71	4		Civics and Government	6	6	100%	61	-2
Key Ideas	10	10	100%	61	6	Identify/Analyze Word Parts	20	20	100%	67	2		Cognitive Levels					
Author's Craft	9	9	100%	57	2	Skills						Essential Competencies	10	10	100%	71	-2	
Vocabulary	7	7	100%	60	11	Literal Comprehension	18	18	100%	74	-3		Conceptual Understanding	9	9	100%	57	-1
Spoken Meaning	7	7	100%	60	11	Inferential Comprehension	15	15	100%	65	-2		Extended Reasoning	11	11	100%	51	-11
Cognitive Levels						<b>Mathematics</b>						<b>Science</b>						
Essential Competencies	15	15	100%	71	5	Domain						Physical Science	12	12	100%	53	-15	
Conceptual Understanding	14	14	100%	58	5	Number Sense and Operations	14	14	100%	58	-8		Life Science	9	9	100%	62	-25
Extended Reasoning	12	12	100%	48	4	Algebra/Patterns and Connections	11	11	100%	65	-17		Earth/Space Science	9	9	100%	62	-2
<b>Written Expression</b>						Data Analysis/Probability/Statistics	7	7	100%	53	-15		Cognitive Levels					
Domain						Geometry	10	10	100%	59	-9		Essential Competencies	11	11	100%	66	-11
Planning/Organization	7	7	100%	67	14	Measurement	8	8	100%	60	-13		Conceptual Understanding	10	10	100%	44	-8
Language/Content	8	8	100%	62	3	Cognitive Levels						Extended Reasoning	9	9	100%	53	-18	
Sentence Structure	8	8	100%	67	11	Essential Competencies	17	17	100%	62	-11		<b>Information Literacy</b>					
Appropriate Expression	8	8	100%	66	0	Conceptual Understanding	17	17	100%	48	-17		Domain					
Mechanics	8	8	100%	59	13	Extended Reasoning	18	18	100%	39	-10		Local/Process Information	12	12	100%	57	-15
Cognitive Levels						<b>Computation</b>						Interpreted Information	10	10	100%	38	-20	
Essential Competencies	13	13	100%	76	5	Domain						Analyze Information	8	8	100%	44	-2	
Conceptual Understanding	11	11	100%	56	4	Add whole numbers	10	10	100%	71	-21							
Extended Reasoning	11	11	100%	43	3	Subtract whole numbers	9	9	100%	65	-17							
<b>Conventions of Writing</b>						Multiply/divide whole numbers	8	8	100%	57	-7							
Domain																		
Spelling	24	24	100%	61	7													
Capitalization	20	20	100%	64	6													
Punctuation	20	20	100%	75	6													



## Need Help:

### 1. DataManager Resources:

- **Online Help:** Click “Help” in upper left of screen to access online help documents
- **User Guides:** User Guides are available in the Digital Resource Library (Overview)

### 2. JJAEP Support:

Contact your JJAEP Coordinator with questions on any of the following:

- Score Types Required
- Entering Scores into State TJJD System

### 3. DataManager Support Center

- **Phone: 1-877-246-8337**
- Email Contact: [help@riversidedatamanager.com](mailto:help@riversidedatamanager.com)
- Software Support Hours: 7:00 AM–7:00 PM (CST) Monday through Friday
- Contact HMH Support with questions on any of the following:
  - Specific DataManager Questions
  - Technical Concerns
  - System Errors

### 4. [Online Technical Resources](#)

- DataManager System Requirements
- Technical Checklist
- DataManager IP Address and Port Listing
- System Checker
- Secure Student Browser Instructions - Windows and Mac
- Secure Student Browser - Windows
- Secure Student Browser - Mac
- iPad Quick Start Guide: Online Testing Installation Instructions
- Installing the DataManager Chromebook Application (Managed Solution)
- Installing the DataManager Chromebook Application (Unmanaged Solution)
- Online Testing Resources:
  - <https://www.riversideinsights.com/solutions/data-manager?tab=2>