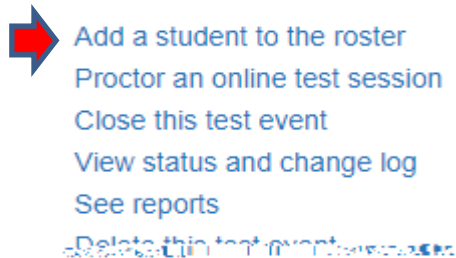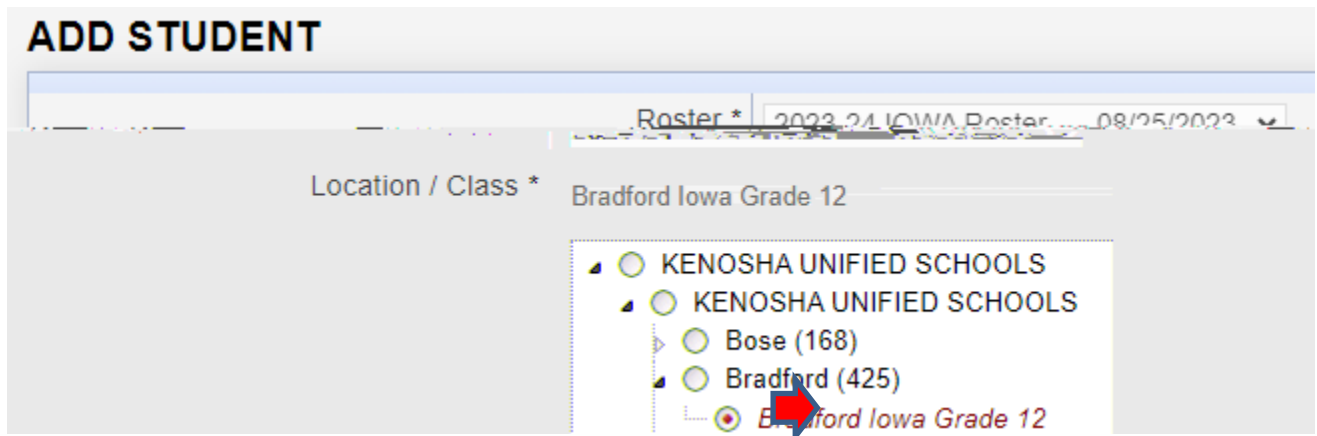1. Log in to http://www.riversidedatamanager.com
2. Your email address is your User Name (ex: lthomas@kusd.edu)
3. If you forgot your password, click Forgot your password?
4. On the Overview Tab – Find Assessments Section
5. Select Go to Assessments and then Go to Test Events
6. Click on the Test Event Name (Iowa June 2024)
7. On right side of screen under Complete Tasks
8. Click on "Add a Student to the Roster"

Complete Tasks

Add a student to the roster
Proctor an online test session
Close this test event
View status and change log
See reports
Delete this test event

9. The Roster has been selected (2023-24 Iowa Roster)
10. Select the location to which you wish to assign the student. You must assign the student to a class-level location. Click the arrows until you find the class. See example below.

ADD STUDENT

Roster * 2023-24 IOWA Roster   08/25/2023

Location / Class *   Bradford Iowa Grade 12

◢ ○ KENOSHA UNIFIED SCHOOLS
  ◢ ○ KENOSHA UNIFIED SCHOOLS
    ▷ ○ Bose (168)
    ◢ ○ Bradford (425)
      ⦿ Bradford Iowa Grade 12

11. Enter only the required fields*
    a. First name
    b. Last Name
    c. Unique Student ID
    d. Date of Birth (MM/DD/YYYY)
    e. Gender
12. If you have other students to enter, click Add Another

(Back) (Add Another) (Save Student)

13. If you are finished, click Save Student
14. A confirmation message appears to inform you that the student has been entered successfully.