

# How to get CogAT for Viewpoint

CogAt from Riverside

CogAT from University of MN

# Riverside

<http://www.riversidedatamanager.com/balancedmanagement/login.aspx>

login

The screenshot shows the Data Manager web application interface. At the top, there is a blue header with the Data Manager logo on the left and user information on the right: "Welcome Amy Trombley", "Admin", "Help", and "Logout". Below the header is a navigation bar with "Overview" selected. On the left side, there is a sidebar with "DataManager Home" and "Digital Resources". The main content area displays a "Welcome to DataManager, Amy Trombley" message. Below this, there is a section titled "What's New with DataManager?" containing a "Are you ready for the New Year?" announcement. The announcement text reads: "It's not too soon to start planning for your Spring testing administration. Please check your product Planning and Implementation Guides in Digital Resources for valuable checklists to get ready in plenty of time." It also includes contact information: "If you have any questions or need assistance, please contact the *DataManager* Support Center Monday through Friday." and "Phone: 1-877-246-8337", "Email Contact: [help@riversidedatamanager.com](mailto:help@riversidedatamanager.com)", and "Software Support Hours: 6:00 AM–8:00 PM (CST) Monday through Friday". The bottom of the page shows a Windows taskbar with icons for the application, a folder, and a taskbar.

# Go to Reports

The screenshot shows the Data Manager web application interface. At the top, there is a blue navigation bar with the text "Apps" and "Check test results". Below this, the "DATA MANAGER" logo is on the left, and the user name "Welcome Amy Trombley" along with "Admin", "Help", and "Logout" links are on the right. A central white overlay contains three circular icons: a globe for "Overview", a red envelope for "Assessments", and a bar chart for "Reports". The background interface includes a sidebar with "Overview" (highlighted), "DataManager Home", and "Digital Resources". The main content area features a "Welcome to DataM..." heading, a "What's New with Data..." section, and a "Are you ready for the New Year?" announcement. Contact information for the Data Manager Support Center is provided at the bottom, including a phone number (1-877-246-8337), an email address (help@riversidedatamanager.com), and software support hours (6:00 AM-8:00 PM (CST) Monday through Friday). The browser address bar at the bottom shows the URL: <https://www.riversidedatamanager.com/BalancedManagement/Overview.aspx?UserID=891674#>

## Reports

### Navigate

- Add DataManager Reporting Key
- Create a Report
- Report Center

### Saved Criteria

- Load/Manage

## Create a Report

### Select Report Criteria

Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Group Profile
Grade/Level	Grade 1 / Level 7
Score(s)	Age Percentile Rank/Age Stanine
Students Coded in Office Use	Included
Content Scope	All
Building	All
Population Filters	None

# Select Data Export

The screenshot displays the 'Create a Report' interface in the Reports section of the Data Manager software. The interface is divided into a sidebar and a main content area.

**Sidebar:**

- Reports** (Header)
- Navigate**
  - Add DataManager Reporting Key
  - Create a Report
  - Report Center
- Saved Criteria**
  - Load/Manage

**Main Content Area:**

**Create a Report**

**Select Report Criteria**

Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	<ul style="list-style-type: none"><li><input type="radio"/> Data Export</li><li><input type="radio"/> Student Roster</li><li><input type="radio"/> Multimeasure Student Roster</li><li><input type="radio"/> List of Student Scores (Scoring Service Print Style)</li><li><input type="radio"/> Student Profile</li><li><input type="radio"/> Student Profile Narrative (Scoring Service Print Style)</li><li><input type="radio"/> Group Roster</li><li><input type="radio"/> Subgroup Roster</li><li><input checked="" type="radio"/> Group Profile</li><li><input type="radio"/> Group Summary (Scoring Service Print Style)</li></ul>
Grade/Level	
Score(s)	
Students Coded in Office Use	
Content Scope	
Building	
Population Filters	

<https://reports.riversidedatamanager.com/CreateReport#>

Houghton Mifflin Harcourt logo is visible in the top right corner.

# Select Grades

The screenshot displays the 'Reports' section of an application, specifically the 'Create a Report' window. The interface includes a navigation pane on the left with options like 'Add DataManager Reporting Key', 'Create a Report', 'Report Center', and 'Load/Manage' under 'Saved Criteria'. The main area is titled 'Create a Report' and contains a 'Select Report Criteria' section. This section lists several criteria: 'Assessment' (CogAT Assessments), 'Test Administration Date' (09/22/2014 - Fall Elementary Testing), 'Display Type' (Data Export), 'Grade' (with a dropdown menu open), 'Export Template', 'Export Format', and 'Building'. The 'Grade' dropdown menu is currently open, showing options for '[All] [Deselect All]', Grade 1, Grade 2, Grade 3, and Grade 4, all of which are checked. A status bar at the bottom of the dropdown indicates 'Min: 1 Max: 4 Selected: 4'. A 'Save Criteria' button is located at the bottom left of the criteria selection area. The top of the application window shows 'Apps' and 'Check test results' buttons, and the Houghton Mifflin Harcourt logo is in the top right corner.

Criteria	Value
Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Data Export
Grade	<input checked="" type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 3 <input checked="" type="checkbox"/> Grade 4
Export Template	
Export Format	
Building	

Min: 1 Max: 4 Selected: 4

# Standard Template

The screenshot displays the 'Reports' section of a software application. The top navigation bar includes 'Apps' and 'Check test results'. The sidebar on the left is titled 'Reports' and contains a 'Navigate' section with options: 'Add DataManager Reporting Key', 'Create a Report', and 'Report Center'. Below this is a 'Saved Criteria' section with a 'Load/Manage' option. The main content area is titled 'Create a Report' and features a 'Select Report Criteria' form. The form contains the following fields and values:

Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Data Export
Grade	All
Export Template	<input checked="" type="radio"/> Standard <input type="radio"/> Custom Data Fields (select below)
Export Format	
Building	All

At the bottom of the form are two buttons: 'Save Criteria' and 'Run in Background'. The browser address bar at the bottom shows the URL: <https://reports.riversidedatamanager.com/CreateReport#>. The Houghton Mifflin Harcourt logo is visible in the top right corner.

# ASCII Fixed-Width (.txt file)

Apps Check test results

Reports

Houghton Mifflin Harcourt

**Create a Report**

**Select Report Criteria**

Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Data Export
Grade	All
Export Template	Standard
Export Format	<ul style="list-style-type: none"><li><input checked="" type="radio"/> ASCII Fixed-Width (.txt file)</li><li><input type="radio"/> ASCII Tab-Delimited (.txt file)</li><li><input type="radio"/> ASCII Comma-Delimited (.txt file)</li><li><input type="radio"/> ASCII Pipe-Delimited (.txt file)</li></ul>
Building	

Save Criteria

<https://reports.nversidedatamanager.com/CreateReport#>

# Select Building or “All”

The screenshot shows the 'Create a Report' interface in the Reports section of the Data Manager application. The 'Building' dropdown menu is open, showing options: All (selected), Oak Ridge Elementary, and Pine Meadow Elementary. The 'Save Criteria' and 'Run in Background' buttons are visible at the bottom of the form.

Field	Value
Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Data Export
Grade	All
Export Template	<input checked="" type="radio"/> All <input type="radio"/> Oak Ridge Elementary <input type="radio"/> Pine Meadow Elementary
Export Format	
Building	

Buttons: Save Criteria, Run in Background

URL: <https://reports.riversidedatamanager.com/CreateReport#>

# Click: Run in Background

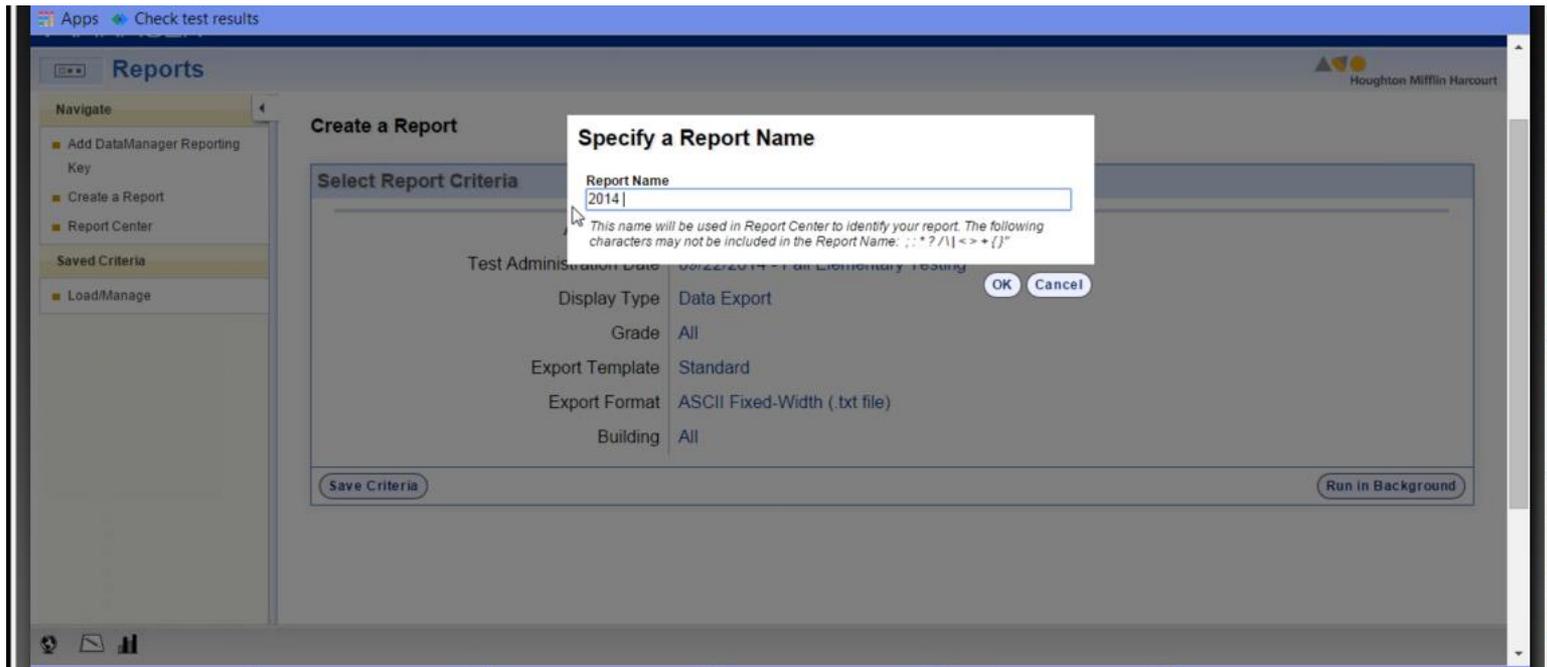
The screenshot shows a web application interface for creating a report. The top navigation bar includes 'Apps' and 'Check test results'. The main header is 'Reports' with the Houghton Mifflin Harcourt logo. A left sidebar contains navigation options: 'Navigate' (Add DataManager Reporting Key, Create a Report, Report Center) and 'Saved Criteria' (Load/Manage). The main content area is titled 'Create a Report' and features a 'Select Report Criteria' section with a table of settings.

Field	Value
Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Data Export
Grade	All
Export Template	Standard
Export Format	ASCII Fixed-Width (.txt file)
Building	All

At the bottom of the criteria selection area, there are two buttons: 'Save Criteria' on the left and 'Run in Background' on the right. A mouse cursor is positioned over the 'Run in Background' button.

The browser address bar at the bottom shows the URL: <https://reports.nversidedatamanager.com/CreateReport#>

# Name it



# Go to Report Center

The screenshot shows the Data Manager Report Center interface. The top navigation bar includes the Data Manager logo, a user welcome message 'Welcome Amy Trombley', and links for 'Admin', 'Help', and 'Logout'. The main content area is titled 'Report Center' and includes a sub-header 'Completed Jobs are available for 5 days.' A left-hand navigation pane lists options such as 'Add DataManager Reporting Key', 'Create a Report', 'Report Center', 'Saved Criteria', and 'Load/Manage'. The 'Report Center' section features a filter set to 'On' and tabs for 'Pending', 'Running', and 'Completed'. A table displays a single report entry: '2014 Fall Grades 1-4', which has a 'Succeeded' result and was finished on 'Jan 8, 2015 11:13:06 AM'. A 'Delete' link is visible for this report. The browser address bar at the bottom shows the URL 'https://reports.riversidedatamanager.com/ReportCenter'.

DATA MANAGER™

Welcome Amy Trombley Admin Help Logout

Reports

Houghton Mifflin Harcourt

Navigate

- Add DataManager Reporting Key
- Create a Report
- Report Center
- Saved Criteria
- Load/Manage

### Report Center

Completed Jobs are available for 5 days.

Filter: On | Off

Pending Running Completed

Report Name	Result	Finished	Delete
 2014 Fall Grades 1-4	 Succeeded	Jan 8, 2015 11:13:06 AM	

https://reports.riversidedatamanager.com/ReportCenter

# Data Export

The screenshot shows a web application interface for data export. The top navigation bar includes the word "Reports" and the Houghton Mifflin Harcourt logo. A sidebar on the left contains navigation options such as "Add DataManager Reporting Key", "Create a Report", "Report Center", "Edit Criteria", "Edit All Criteria", "Saved Criteria", and "Load/Manage". The main content area displays the "Data Export" page for the "Cognitive Abilities Test™ (CogAT®)" system, specifically for Independent School District 74. The test date is 09/22/2014 and the norms are from Fall 2011. The state is MN. A link is provided for downloading the 2014 Fall Grades 1-4 data. The export format is ASCII Fixed-Width and the grade levels are 1, 2, 3, and 4. A table lists the fields to be exported, including Order Number, Test, State Name, Region Name, Region Code, System Name, and System Code.

Reports Houghton Mifflin Harcourt

[Data Export File Format Documents](#)

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

### Data Export

Cognitive Abilities Test™ (CogAT®) | System: Independent School District 74

Test Date: 09/22/2014 | State: MN  
Norms: Fall 2011

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2014 Fall Grades 1-4 is available to download by clicking the link below:

[2014 Fall Grades 1-4\\_08-Jan-15\\_t111305.txt](#)

Export Format: ASCII Fixed-Width  
Grade: 1,2,3,4

Field	Length	Field Name
1	30	Order Number
2	8	Test
3	30	State Name
4	30	Region Name
5	15	Region Code
6	30	System Name
7	15	System Code

# Save Criteria if you wish

The screenshot displays the 'Create a Report' interface. On the left is a 'Navigate' sidebar with options: 'Add DataManager Reporting Key', 'Create a Report', 'Report Center', 'Saved Criteria', and 'Load/Manage'. The main area is titled 'Create a Report' and contains a 'Select Report Criteria' table. The table lists various criteria and their current values. At the bottom of the table are three buttons: 'Save Criteria', 'Run in Background', and 'Run Report'. The browser's address bar at the bottom shows the URL: <https://reports.riversidedatamanager.com/CreateReport?loadDefaults=True#>

Select Report Criteria	
Assessment	CogAT Assessments
Test Administration Date	09/22/2014 - Fall Elementary Testing
Display Type	Group Profile
Grade/Level	Grade 1 / Level 7
Score(s)	Age Percentile Rank/Age Stanine
Students Coded in Office Use	Included
Content Scope	All
Building	All
Population Filters	None

[Save Criteria](#) [Run in Background](#) [Run Report](#)

<https://reports.riversidedatamanager.com/CreateReport?loadDefaults=True#>

# U of M

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*The Minnesota  
Statewide Testing Program*

*The Office of  
Measurement Services*

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OMS/MSTP Fileserv

[Forgot Password \(local only\)](#)

Welcome to the OMS/MSTP Fileserv!

Address: 103 University Stores So. 879 29th Ave. SE Minneapolis MN, 55414 OMS Phone: 612-626-0006 MSTP Phone: 612-626-1803 Fax: 612-624-1336

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## Process as per U of M

Once we score the reports, I create the PDF files and the 2 excel files and send them through our secure portal. He receives an e-mail from our OMS fileserv (which is our secure portal). He has been set up in our system. Once he receives the e-mail, he is provided a link that he clicks on which brings him to the portal. He signs in using his username and the password that he has created. The files for him are sitting right there when he signs in. He just clicks on it to get the files and then can save it wherever he wants to for others to have access. I have included a print screen of the first page that he would see and the second page that he would see. The file page is what I can see because I can't do a print screen shot for someone that is not a U of M employee. Hope this helps. Thanks!



# The Minnesota Statewide Testing Program

# The Office of Measurement Services

[Login](#)

[List of Files](#)

[Insert Files](#)

[Logout](#)

## OMS/MSTP Fileserv

[Forgot Password \(local only\)](#)

### Welcome to the OMS/MSTP Fileserv!

If you do not have an x500 account, you must request a user name and password from an OMS/MSTP staff member. Please contact OMS at (612) 626-0006 or MSTP at (612) 626-1803 to set up an account.

User name:

Password:

Login

**Note:** User names are case-sensitive.

[Login](#)[List of Files](#)[Insert Files](#)[Logout](#)

## OMS Fileserv

[Add New Users \(Employees Only\)](#)

**Login successful! Welcome roger009!**

The following is a list of files that are associated with your user account. If something appears to be missing or inaccurate, please contact the OMS IT staff at 612-626-0006.

**NOTE:** Please save a copy of your files before the expiration date... expired files are deleted and you will no longer be able to access them.

**In order to generate and post expired files, exams will need to be re-processed and are subject to full package reporting fees.**

ID	File Uploaded On	File Received On	File Name	Expires On
6770	01-14-2015		CogAT7_Common_Mistakes.pdf	01-28-2015
6771		01-15-2015	<a href="#">CogAt_FINAL_011415.xlsx</a>	01-29-2015
6804	01-23-2015		St_Thomas_Academy_01172015.pdf	02-06-2015
6805	01-23-2015		St_Thomas_Academy_01212015.pdf	02-06-2015
6806	01-23-2015		Student_Excel_Report_01232015.xls	02-06-2015
6807	01-23-2015		Summary_Excel_Report_01232015.xls	02-06-2015
6808	01-23-2015		White_Bear_Lake_01232015.pdf	02-06-2015
6809	01-23-2015		St_Thomas_Academy_Reports_062014.pdf...	02-06-2015
6810	01-23-2015		Inver_Grove_Heights_01232015.pdf	02-06-2015
6849	01-26-2015		Student_Excel_File_12172014.xls	02-09-2015
6850	01-26-2015		Summary_Excel_File_12172014.xls	02-09-2015

If you would like email announcements to be sent to an email address other than the one listed below, please enter in a new address and click the 'Submit' button.

**Remember to send an email to  
Viewpoint anytime you put files on the  
FTP site.**

**[viewpoint@erdc.k12.mn.us](mailto:viewpoint@erdc.k12.mn.us)**