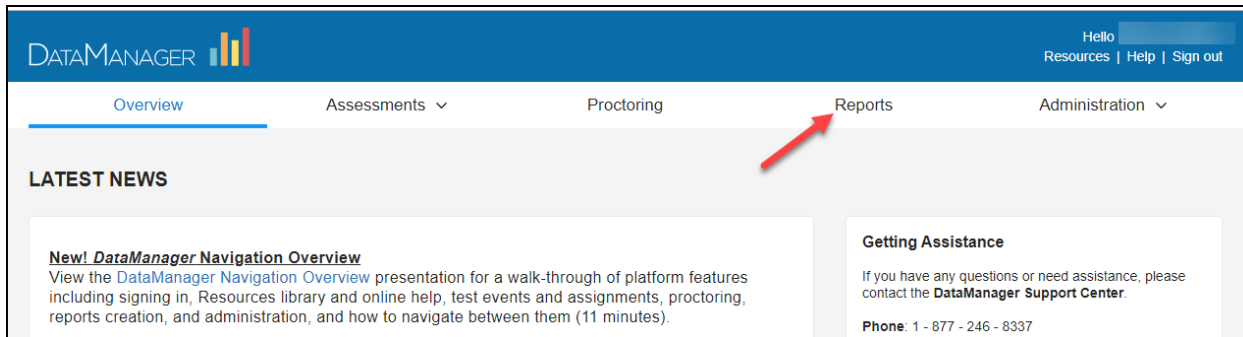


## How to Create the IOWA Test Assessment score file from Riverside DataManager

1. Log into IOWA Data Manager.
2. Click **Reports**



3. On the **Report Center > Classic > Create a Report** tab
4. Select the following criteria:
  - a. Assessments
    - i. Select either **IOWA Assessment**
    - ii. You will need to select CogAT separately (per the testing company).
  - b. Test Admin Date
    - i. Select the **Test Date**.
  - c. Report Type
    - i. Select **Data Export**.
  - d. Grade
    - i. Select one or multiple grade levels.
  - e. Export Template
    - i. Leave as **Standard**.
  - f. Export Format
    - i. Select **ASCII Tab-Delimited (.txt file)**.
      1. Fixed Width gives a two digit form – DataMap only likes a 1 digit form
  - g. Building

- i. Select one or multiple buildings.

**REPORTS CENTER**
[Add Reporting Key](#)

Create a Report
Saved Criteria
Report Library

Report Criteria for [redacted]

---

ASSESSMENT: Iowa Assessments ▼

TEST ADMIN DATE: 10/04/2021 - Grade 4 Iowa Fall 2021 ▼

REPORT TYPE: Data Export ▼

GRADE: 1 selected ▼

---

EXPORT TEMPLATE: Standard ▼

EXPORT FORMAT: ASCII Tab-Delimited (.txt file) ▼

BUILDING: All ▼

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

5. Click **Run in Background**.

- a. Enter a name for the file in the **Report Name** field.
- b. Click **OK**.

### Specify a Report Name

REPORT NAME

2019-10-30-[redacted] Iowa\_Grade 4 Data Export

Cancel

➔

OK

6. When you receive a confirmation message, click OK.

**REPORTS CENTER**
[Add Reporting Key](#)

Your report, 2019-10-30-[redacted] Iowa\_Grade 4 Data Export, has been sent to the Report Library. ✕

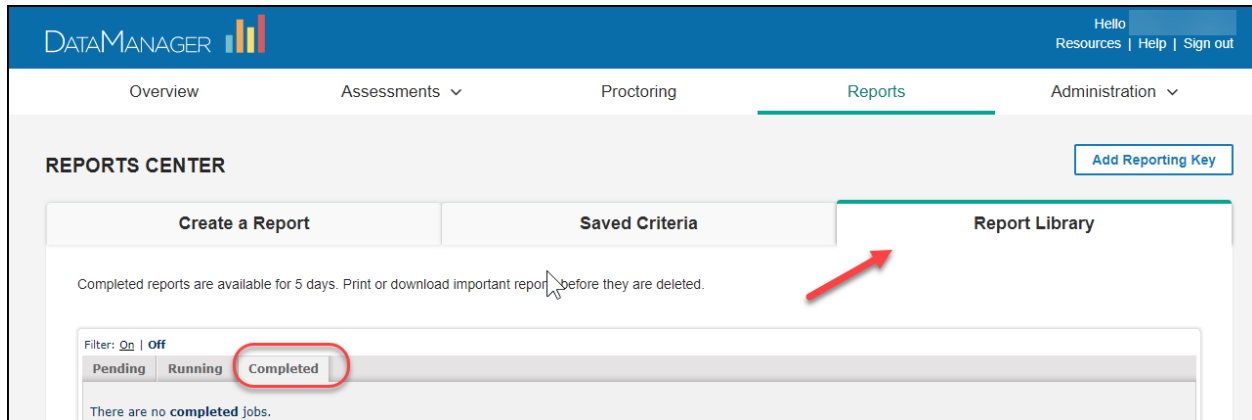
Create a Report
Saved Criteria
Report Library

Report Criteria for [redacted] Schools

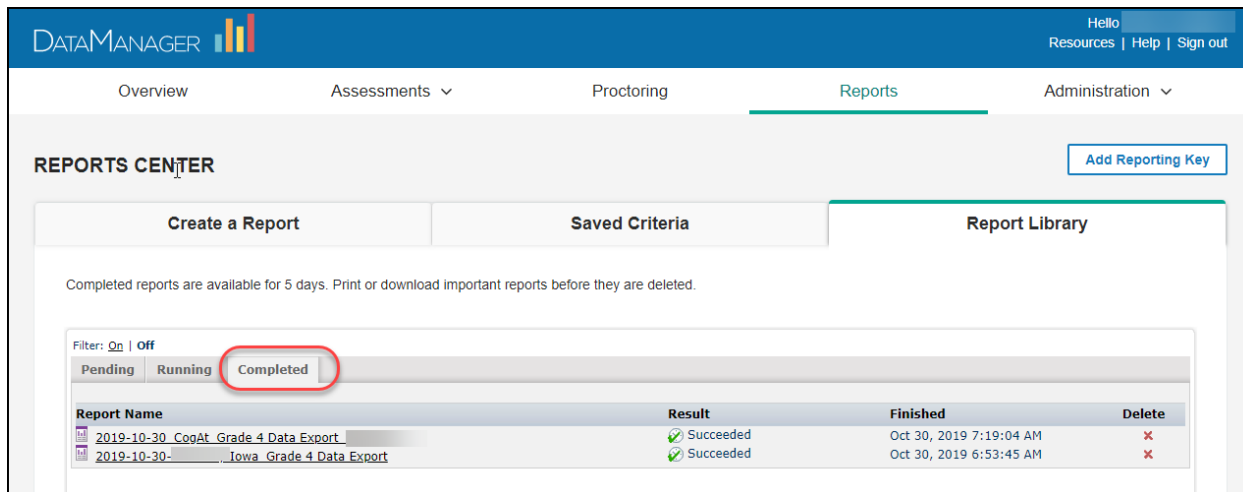
7. Click **Report Library**.

a. You may need to refresh the page as it can take several minutes in order for the file to be created.

**Note:** Selecting the **Running** tab shows the job you just submitted, and selecting the **Completed** tab lists the file once it is ready to download.



8. When the file is completed, click on the File Name.



9. Click on the download link to save the file to your computer.

REPORT VIEWER Edit This Report Close

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

Data Export  
*Iowa Assessments™*  
Test Date: 09/30/2019  
Norms: Fall 2017

System: [redacted] Schools  
State: OH

---

2019-10-30- [redacted] Iowa\_Grade 4 Data Export is available to download by clicking the link below:  
[2019-10-30- \[redacted\] Iowa\\_Grade 4 Data Export\\_30-Oct-19\\_1065112.txt](#)

Export Format: ASCII Fixed-Width  
Grade: 4

Field	Length	Field Name
1	30	Order Number
2	8	Test

Now you may load the file into DataMap.

10. Navigate to DataMap > Admin > **Import Assessment Scores**.

11. Source = **Third Party**

12. Assessment = either **Iowa Form E/F** and/or **CogAT Form 7**.

a. Note: If your district tested both IOWA and COGAT, you will need to select both to load all the data.

13. School Year = school year of the file you created.

14. Period = **Other**

15. File Format = **Delimited**

16. Click **Browse** and navigate to where you saved the assessment file on your computer.

17. Click **Import**.

Source:	<input type="text" value="Third Party"/>
Assessment:	<input type="text" value="Iowa Form E/F"/>
School Year:	<input type="text" value="2019-2020"/> <input type="checkbox"/> Do not restrict student matching by school year. ?
Period:	<input type="text" value="Other"/>
File Format:	<input type="text" value="Fixed Position"/>
File:	<input type="button" value="Choose File"/> 2019-10-30-...ct-19_t065112.txt
<input type="button" value="Import"/>	

