

# Quick Start Guide: Online Testing Installation Instructions

## iPad App Installation Instructions

If you are testing using iPads, the HMH/RIVERSIDE DATAMANAGER student testing app can be downloaded from the Apple App Store.

1. Tap the App Store icon on the iPad to launch the App Store.
2. Search for the HMH/RIVERSIDE DATAMANAGER app in the App Store. Enter any of the following keywords to locate the app:
  - DataManager
  - Iowa Assessments
  - CogAT
  - Riverside Publishing
  - Interim Assessments
  - ITS
  - Testing
  - Internet
  - Online Exams
  - HMH
  - Houghton Mifflin Harcourt
3. Tap the HMH/RIVERSIDE DATAMANAGER app to open the app window.
4. Tap the **GET** button to download and install the HMH/RIVERSIDE DATAMANAGER app.
5. Tap the **OPEN** button to launch the HMH/RIVERSIDE DATAMANAGER app.

## iPad App Installation Instructions

To uninstall and remove the HMH/RIVERSIDE DATAMANAGER student testing app, simply do the following:

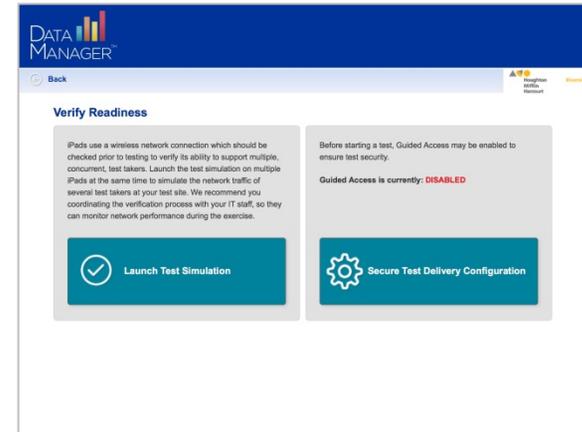
1. Hold your finger on either the icon for the HMH/RIVERSIDE DATAMANAGER app, or any other icon, until the icons on your home screen begin to wiggle or shake.
2. Tap the **X** that appears in the upper left hand corner of the HMH/RIVERSIDE DATAMANAGER app.
3. When prompted, tap **Delete**.

If you would like to re-install the HMH/RIVERSIDE DATAMANAGER app at a later time, simply visit the App Store and select it again.

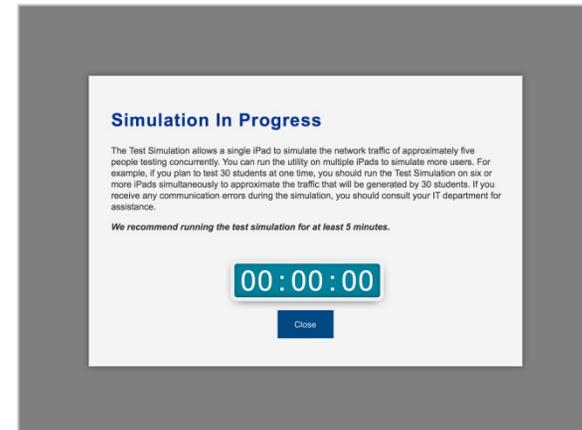
## Verify Readiness

### Launch Test Simulation

iPads use a wireless network connection, which should be checked prior to testing to verify its ability to support multiple, concurrent test takers. Launch the test simulation on multiple iPads at the same time to simulate the network traffic of several test takers at your test site. We recommend you coordinate the verification process with your IT staff, so they can monitor network performance during the exercise.



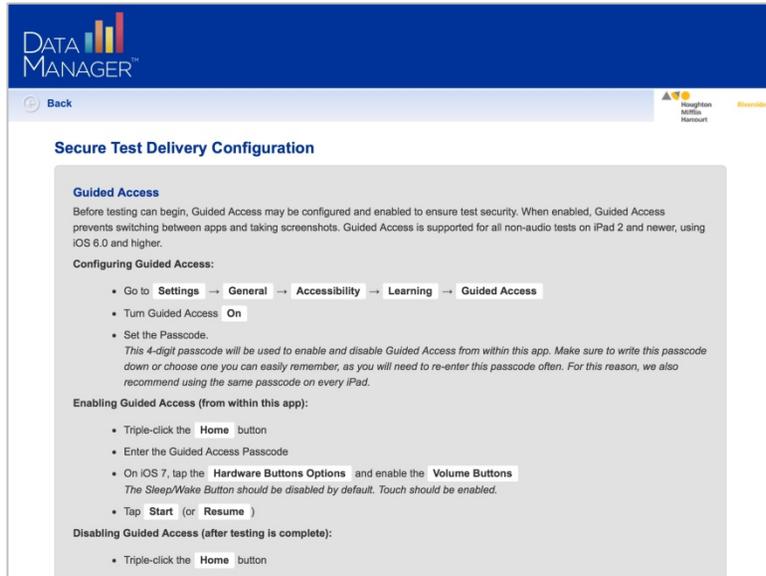
The Test Simulation allows a single iPad to simulate the network traffic of approximately five people testing concurrently. You can run the utility on multiple iPads to simulate more users.



For example, if you plan to test 30 students at one time, you should run the Test Simulation on six or more iPads simultaneously to approximate the traffic that will be generated by 30 students. If you receive any communication errors during the simulation, you should consult your IT department for assistance. We recommend running the test simulation for at least 5 minutes.

## Secure Test Delivery Configuration

Before testing begins, **Guided Access** may be configured and enabled to ensure test security. When enabled, Guided Access prevents switching between apps and taking screenshots. Guided Access is supported on iPad 2 and newer, using iOS 6.0 and higher. Audio tests require iOS 7.0 and higher to use the volume buttons.



### Configuring Guided Access

1. Navigate to **Settings** -> **General** -> **Accessibility** -> **Learning** -> **Guided Access**.
2. Turn Guided Access **On**.
3. Set the passcode. This 4-digit passcode will be used to enable and disable Guided Access from within this app. Make sure to write this passcode down or choose one you can easily remember, as you will need to re-enter this passcode often. For this reason, we also recommend using the same passcode on every iPad.

### Enabling Guided Access (from within this app)

1. Triple-click the **Home** button.
2. Enter the Guided Access passcode.
3. On iOS 7 and higher, tap the **Hardware Buttons Options** and enable the **Volume Buttons**. The **Sleep/Wake Button** should be disabled by default. Touch should be enabled.
4. Tap **Start** (or **Resume**).

### Disabling Guided Access (after testing is complete)

1. Triple-click the **Home** button.
2. Enter the Guided Access passcode.
3. Tap **End**.

## For additional support and questions:

- Email: [help@riversidedatamanager.com](mailto:help@riversidedatamanager.com)
- Phone: 877.246.8337

