## **Student Test App Instructions for iPad App**

NOTE: If you already have *DataManager* from a previous year, please use the instructions for removing the app at the end of this document, then use the instructions below to download the latest version.

1. Tap the icon on the iPad to launch the App Store.



2. Search for "DATAMANAGER" in the search field.

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And select "riverside datamanager."

3. Download DataManager.

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4. Before beginning testing, disable Guided Access.

Tap the Settings icon 🛞 and then Accessibility. Scroll to Guided Access under General.

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	Settings		Accessibility	
	Airplane Mode		Zoom	Off >
	Wi-Fi BILL-Campus	Œ	Magnifier	Off >
	Bluetooth On	AA	Display & Text Size	>
		$\bigcirc$	Motion	>
C	Notifications	ø	Spoken Content	>
<b>(</b> 1)	Sounds	9	Audio Descriptions	Off >
C	Do Not Disturb	PHYS	ICAL AND MOTOR	
I	Screen Time		Touch	>
		88	Switch Control	Off >
	General	Ø	Voice Control	Off >
	Control Center		Home Button	>
AA	Display & Brightness		Apple TV Remote	>
	Home Screen & Dock		Keyboards	>
1	Accessibility			
*	Wallpaper	HEAR	Hearing Devices	
	Siri & Search		Sound Recognition	Off >
	Apple Pencil		Audio & Visual	>
	Touch ID & Passcode		Subtitles & Cantioning	<u> </u>
	Battery		Subtries & Suprishing	· · ·
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			Guided Access	Off >
	App Store	$(\mathbf{\hat{k}})$	Accessibility Shortcut	Off >
	Wallet & Apple Pay			

- 5. Tap Guided Access and toggle off.
- 6. When opening the test, tap the *DataManager* icon to open the app window.





7. Tap Take a Test. On test day, **you must select Yes for Confirm App Self-Lock.\*** The student will be locked in the test until it is over.



8. Sign in by adding Student ID and Session Code on the **right side of the page** (provided via email), rather than by filling in name, birthdate, and so forth.

DataManager 📊				
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		Sign In	* = Required Fields	
FIRST NAME*	First Name	STUDENT ID* Student	ID	
LAST NAME*	Last Name	SESSION CODE* Session	Code	
BIRTH MONTH*	Birth Month 😒			
BIRTH DAY*	Birth Day 😒	OR		
SESSION CODE*	Session Code			
	Sign In	Sign	n In	
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## To remove the testing app:

- 1. Hold your finger on the icon for the *DataManager* app until you see an option to delete the app.
- 2. Delete the *DataManager* app.

If you have any questions or need assistance, contact BJU Press Testing & Evaluation by phone at 800.845.5731 or by email at <u>onlinetesting@bjupress.com</u>.

\*If you click *Yes* to Confirm Self-Lock before your test day, use the back button in the top right of the login screen to exit the testing platform. This option will not be available during testing.

