Online Scoring and Reporting
User’s Guide
Version 2
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Overview

Online Scoring and Reporting provides a central repository for all your Woodcock-Johnson® IV (WJ IV), Woodcock-Johnson® IV Interpretation and Instructional Interventions Program (WIIIP), Woodcock-Johnson® IV Tests of Early Cognitive and Academic Development (ECAD), and Woodcock-Muñoz Language Survey® Revised (WMLS-R) data. It allows you to manage the data gathered for each examinee and provides the ability to create reports using that data.

System Requirements

The table below lists the minimum system requirements for the Online Scoring and Reporting application.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Web Browser</th>
<th>Software</th>
<th>Additional Requirements</th>
</tr>
</thead>
</table>
| Windows® 7       | • Microsoft® Internet Explorer® 9 or higher  
                  • Mozilla Firefox® 21.0 or higher  
                  • Google Chrome™ 27 or higher | Adobe® Reader® 10 or higher | • Processor: 1 GHz Intel Pentium® processor or higher  
                                                                  • Memory: 1 GB RAM or higher  
                                                                  • 1024 x 768 screen resolution  
                                                                  For optimal performance:  
                                                                  • Processor: 2 GHz Intel Pentium® processor or higher  
                                                                  • Memory: 2 GB RAM or higher  
                                                                  • 1366 x 768 screen resolution |
| Windows® 8       | • Microsoft® Internet Explorer® 10 or higher  
                  • Mozilla Firefox® 21.0 or higher  
                  • Google Chrome™ 27 or higher | | |
| Mac OS® X 10.7   | • Apple Safari® 5 or higher  
                  • Mozilla Firefox® 21.0 or higher | | |
| Mac OS® X 10.8   | • Apple Safari® 6 or higher  
                  • Mozilla Firefox® 21.0 or higher | | |
Understanding Roles and Permissions

A role is a set of permissions that allows users to perform specific tasks within the Online Scoring and Reporting application. The user’s role determines which tasks the user will be able to perform. A user with a given role can perform the tasks associated with that role at his or her level in the organization and below. The following roles are available:

- **Examiner**—The examiner is the basic user role with all the capabilities that were available to users in Compuscore. An examiner has the ability to add caseload folders, examinees, and test records; record test results; and create reports. An examiner only has access to his or her caseload folders.

- **Administrator (Admin)**—A user with an administrator role has all the capabilities of an examiner, as well as the ability to add examiners and review the caseload folders of all examiners in the organization.

- **Account Holder**—The account holder is the primary contact for Houghton Mifflin Harcourt™—Riverside® and has the ability to perform all tasks within the application. An account holder can add examiners and admins to the system and review the caseload folders of all admins and examiners within the organization. An account holder also has access to view all examinees and test records within an organization. Only one user may be assigned the account holder role.

**Permissions by Role**

The table below shows specific tasks associated with each role.

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Account Holder</th>
<th>Administrator</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Dashboard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage Account Holder Messages</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View/Create Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Data Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage Caseload Folders</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add Caseload Folders</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Search Caseload</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Search Caseload by Examiner</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit Caseload Folders</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete Caseload Folders</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Manage Admins</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add Admins</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Search Admins</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit Admins</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete Admins</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page...
Permissions by role, continued

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Account Holder</th>
<th>Administrator</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Examiners</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add Examiners</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Search Examiners</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit Examiners</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Set Sharing Permissions</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Deactivate Examiners</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Manage Examinees</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View All Examinees</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add Examinees</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search Examinees</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Search Examinees by Examiner</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Examinees by Examiner</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share Examinees</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Move Examinees</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete Examinees</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage Test Records/Checklists</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View All Test Records/Checklists</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Test Records/Checklists</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edit Test Records/Checklists</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Share Test Records/Checklists</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Delete Test Records/Checklists</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Manage Products</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Accounts</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Help</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logout</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Logging In

The Log In page provides a single point of entry to the Online Scoring and Reporting application, based on your assigned role.

To log in to the application:

1. Open Online Scoring and Reporting by navigating to the following URL:

   www.wjscore.com

   After you launch the application, the Log In page appears and you are prompted to enter your log in information.

2. In the Username box, type your username.

   Note: The Username does not contain spaces.

3. In the Password box, type your password. (See “Password Guidelines” on the following page for information about password requirements and recommendations.)

   - If you want to retain your login information, click the Remember Me? check box. The next time you launch the application, the Username box will be populated, and depending on your browser, the Password box may also be populated.
   - If you cannot remember your password, click Forgot Password?. A Forgot your Password? page appears. Type your Username and click Send Email. The password will be sent to the e-mail address set up for your account.

   - If you have forgotten your username, please contact HMH Customer Service or your account holder for assistance.

4. Click Log In. The Dashboard page appears.
Password Guidelines

The Online Scoring and Reporting application requires a password with the following criteria:

- The password cannot be the same as the username.
- The password must be a minimum of eight characters and a maximum of ten characters.
- The password is case sensitive.
- The password must not contain any spaces.
- The password must use three of the four standards listed below:
  - at least one uppercase letter
  - at least one lowercase letter
  - at least one number 0 through 9
  - at least one non-alphanumeric character ~!@#$%^&*_-+= |(){}[]":;'<>,.?/

How do I create a secure password?

- Include punctuation marks and/or numbers in your password. Example: 1universe!
- Mix capital and lowercase letters. Example: UniversOne1
- Include similar-looking letter or number substitutions, such as the number zero for the letter O or the dollar sign symbol ($) for the letter S. Example: Univer$0n3
- Create a unique acronym. Don’t use acronyms that can be found in a dictionary.
- Include phonetic replacements, such as “Luv2Laf” for “Love to Laugh.”

Are there passwords I should avoid?

- Don’t use the passwords that are listed as examples of good passwords in the section above. Example: Univer$0n3 or Luv2Laf
- Don’t use passwords that contain any personal information, such as name, birth date, and so on.
- Don’t use letter sequences that are shown on a computer keyboard, such as “asdf,” or sequential numbers, such as “1234.”
- Don’t use repeating characters, such as “aa” or “11.”
Logging Out

To log out of Online Scoring and Reporting:

➢ Click Log Out, located in the upper right corner of the banner.

This ends the current session. The Log In page appears.

Getting Help

Assistance is provided in the Banner by clicking Help.

[Help | [User name] | Log Out]

Clicking Help launches online help; clicking the book icons (📖) in the left panel displays the contents of the online help; clicking the question mark icons (❓) opens the topics providing details and procedures.

Navigating Online Scoring and Reporting

The Online Scoring and Reporting application has an easy-to-use layout to help you efficiently organize, locate, and enter information about the examinees you are assessing.

The Dashboard is composed of eight areas. Additional information about each numbered area is provided below and on the following pages.
Banner

The Banner area is located at the top of all Online Scoring and Reporting pages and contains the logos of the tests to which your organization has access as well as the following:

- **Online Chat**—allows you to connect with an HMH Customer Service representative for questions or technical support between the hours of 8 A.M. to 6 P.M. Central Time, Monday through Friday
- **Help**—launches online help
- **User Profile**—displays the user currently logged into the application
  
  If you are an examiner, then your username is a link that allows you to view and edit your examiner information.
- **Log Out**—logs you out of Online Scoring and Reporting
2 Navigation Buttons

The Navigation Buttons are located below the Banner area and launch tasks within Online Scoring and Reporting. The Navigation buttons include the following:

- Dashboard
- Reports
- Administration
- Resources

**Note:** The navigation buttons are also available as links at the bottom of the page.

3 Caseload Folders

Caseload folders that you have added are available in the Caseload Folders box.

If you are logging in for the first time, you will see a caseload folder entitled Referrals. This is a system-generated caseload folder to get you started. The folder can be renamed for your convenience. However, you may not delete the Referrals folder without first creating a new caseload folder. You must always have at least one folder as a placeholder to store examinees that you add.

The academic year list allows you to view folders created in a given academic year. Folders are organized in alphabetical order. Up to ten caseload folders are visible in the box. If you have more than ten caseload folders, the box provides a scroll bar to view and access the folders.

This box allows you to do the following:

- Add a new folder by clicking the Add Folder link located in the box’s banner.
- Minimize or maximize the box by clicking the minimize icon or maximize icon in the upper right corner.
- Filter folders according to the academic year they were created using the Academic Year list.

See “Managing Caseload Folders” on page 13 for more information about caseload folders.
Shared Caseload Folders

Examinees to whom you have shared access are available in the Shared Caseload Folders box.

- Use the scroll bar on the right side of the box, if necessary, to view all folders.
- Minimize or maximize the message box by clicking the minimize icon (•) or maximize icon (↑) in the upper right corner of the box.

This box appears differently depending on your user role. See below for details.

- **Examiner**
  
  If you are an examiner, the Shared Caseload Folders box contains a folder entitled My Shared Folder. This folder cannot be deleted or renamed.

  To view the list of examinees for whom you have shared access, click My Shared Folder. The list of shared examinees appears in the My Recent Examinees box located below the Messages from Riverside box. The Examinee and Test Record columns display the actions to which you have been granted permission for each of the shared examinees.

- **Administrator**
  
  If you are an administrator, your Shared Caseload Folders box contains a folder entitled My Shared Folder as well as caseload folders for all of your examiners’ caseload folders, organized by the examiners’ last names.

  To view the list of examinees to which you have shared access, click My Shared Folder or click the plus sign in front of an examiner’s name and click a caseload folder. All shared examinees appear in the My Recent Examinees box. The Examinee and Test Record columns display the actions to which you have been granted permission for each of the shared examinees.

- **Account Holder**
  
  If you are the account holder, your Shared Caseload Folders box provides you with access to all existing examinees and caseload folders by default. These caseload folders are organized by the last names of the administrators and examiners.

  To view the list of examinees in any folder, click the plus sign in front of an administrator’s or examiner’s name and click a caseload folder. The examinees in the selected folder appear in the My Recent Examinees box.

See “Sharing Examinees and Test Records” on page 23 for more information about sharing.
Messages From Riverside

The Messages From Riverside box displays important information about Online Scoring and Reporting. Up to ten messages may appear at a time. The first 50 characters of each message appear in bold in the message header bar.

- Use the scroll bar on the right side of the box, if necessary, to view all available messages.
- Minimize or maximize the message box by clicking the minimize icon (−) or maximize icon (+) in the upper right corner of the box.
- Minimize or maximize each message within the box by clicking the minimize icon (−) or maximize icon (+) in the upper right corner of the message header bar.

Messages From the Account Holder

Up to ten messages from the account holder may appear in the Messages From the Account Holder box located in the upper right corner of the Dashboard. The first 50 characters of each message appear in bold in the message header bar. The account holder specifies the date and time that each message appears.

- Use the scroll bar on the right side of the box, if necessary, to view all available messages.
- Minimize or maximize the message box by clicking the minimize icon (−) or maximize icon (+) in the upper right corner of the box.
- Minimize or maximize each message within the box by clicking the minimize icon (−) or maximize icon (+) in the upper right corner of the message header bar.

See “Creating Account Holder Messages” on page 35 for more information about creating messages.
My Recent Examinees

The **My Recent Examinees** box on the Dashboard lists the examinees contained in the currently selected folder in the Caseload Folders box or the Shared Caseload Folder box.

This box allows you to do the following:

- Add a new examinee by clicking the Add Examinee link located in the box’s banner.
- Minimize or maximize the box by clicking the minimize icon (膦) or maximize icon (EntityType) in the upper right corner of the box.
- View the examinee information for any examinee in the currently selected caseload folder by clicking the name of the examinee.
- Edit, move, or share examinees displayed in the currently selected caseload folder.
- Add test records to an examinee displayed in the currently selected caseload folder.

See “Managing Examinees” on page 16 for more information about working with examinees.

My Saved Reports

Saved reports are available in the **My Saved Reports** box, with the most recent report at the top of this list.

**My Saved Reports** allows you to access saved reports from the Dashboard for a period of 14 days. After 14 days, all reports will be removed from the application. Each saved report displays the date that the report was generated, the name of the report, and the status of the report.

This box allows you to do the following:

- Use the scroll bar on the right side of the box, if necessary, to view all reports.
- Minimize or maximize the box by clicking the minimize icon (膦) or maximize icon (EntityType) in the upper right corner of the box.
- Open a report by clicking the View or Download icon (EntityType) and selecting Open with.
- Download a report to your computer by clicking the View or Download icon (EntityType) and selecting Save File.
- Delete a report by clicking the Delete icon (EntityType).

See “Viewing and Working with Reports” on page 82 for more information about reports.
Online Scoring and Reporting provides the ability to manage all of your data. The application allows you to divide data management responsibility by functions based on user roles—account holder, administrator, or examiner. You can add and manage caseload folders, examinees, administrators, and examiners. Additionally, account holders can add and manage messages and monitor the available test records.

**Note:** An account holder is the only user who can deactivate an account, and then only if the request is made to HMH® in writing.

### Managing Caseload Folders

Caseload folders allow you to organize examinees.

*Online Scoring and Reporting* allows you to add, search, edit, and delete caseload folders. You can add as many caseload folders as necessary with no limit to the number of examinees you may add to a folder. Only empty caseload folders may be deleted.

On the **Dashboard**, caseload folders are provided by academic year and organized in alphabetical order. Up to ten caseload folders are visible in the **Caseload Folders** box. If you have more than ten caseload folders, the box provides a scroll bar to view and access the folders.

The **My Recent Examinees** box on the **Dashboard** lists the examinees contained in the currently selected folder in the **Caseload Folders** box or **Shared Caseload Folders** box.

See “Navigating Online Scoring and Reporting” on page 6 for more information on Shared Folders and Shared Caseload Folders.

### Adding Caseload Folders

**Role:** Account Holder, Administrator, or Examiner

To add a caseload folder:

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.

2. Move the pointer over the **Manage Caseload Folders** tab. Options to manage caseload folders appear.
3. Click **Add**. The **Add Caseload Folder** dialog box appears.

   ![Add Caseload Folder](image)

4. In the **Caseload folder name** box, type a name for the caseload folder. The caseload folder name must be unique within your organization and may be up to 100 characters in length. You may use any combination of the following characters:
   - A–Z
   - 0–9
   - Blanks, dashes/hyphens, and underscores

5. Click **Save**. A confirmation message appears and informs you that the caseload folder has been successfully added.

   **Note:** You can also add a caseload folder by clicking the **Add Folder** link (Add Folder) located in the banner of the **Caseload Folder** box. A dialog box appears. Type a name in the **Caseload folder name** box and click **Save**.

---

**Searching for Caseload Folders**

**Role:** Account Holder, Administrator, or Examiner

**To search for a caseload folder:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.

2. Move the pointer over the **Manage Caseload Folders** tab. Options to manage caseload folders appear.

   ![Manage Caseload Folders](image)

3. Click **Search/Edit**. The **Search Caseload Folder** page appears.
4. In the **Caseload Name** box, type all or part of the caseload folder name.

**Note:** Account holders and administrators are provided with the following additional search boxes: **Examiner First Name**, **Examiner Last Name**, and **E-mail Address**.

5. Click **Search**. A list of caseload folders that meets the selected search criteria appears.

![Search Caseload](image)

6. Locate the caseload folder by scrolling down the list.

**Editing Caseload Folder Names**

**Role:** Account Holder, Administrator, or Examiner

To edit a caseload folder name:

1. Open the **Search Caseload Folder** page and search for the caseload folder you want to edit. See “Searching for Caseload Folders” on page 14 for instructions.

2. In the **Actions** column, click the **Edit** icon ( ). The dialog box to edit a caseload folder name appears.

![Edit Caseload Folder Name](image)

3. Type the new caseload folder name in the box.

4. Click **Save**. A confirmation message appears and informs you that the caseload folder name has been successfully edited.
Deleting Caseload Folders

Role: Account Holder, Administrator, or Examiner

Note: Only empty caseload folders can be deleted. To delete a folder, first remove all examinees from the folder.

To delete a caseload folder:

1. Open the Search Caseload Folder page to search for and select the caseload folder you want to delete. See Searching for Caseload Folders for instructions.

2. In the Actions column, click the Delete icon ( ). A message appears asking you to confirm that you want to delete this caseload folder.

3. Click Delete to delete the caseload folder. A message appears confirming that the caseload folder has been deleted.

4. Click the X in the upper right corner of the dialog box to close it.

Managing Examinees

Online Scoring and Reporting allows you to view, add, search, edit, share, move, and delete examinees. When you add an examinee, you must enter the examinee information and assign the examinee to a caseload folder. After an examinee is added, test records may be added for that examinee. Once an examinee has a test record added to his or her profile, that examinee cannot be deleted.

Viewing Examinee Information

Role: Account Holder, Administrator, or Examiner

To view examinee information:

If you are an administrator or examiner, you can view information of examinees who you have added or for whom you are a shared user with viewing permission.

If you are an account holder, you can view the information of all examinees.

1. From the Dashboard tab, in the Caseload Folders box, select the folder containing the examinee you want to view. Examinees in the folder you selected appear in the My Recent Examinees box.
2. Click the name of the examinee whose record you want to view. The **Examinee Information** page appears, displaying the selected examinee's information and test records/checklists.

See “Searching for Examinees” on page 20 for more information about locating an examinee.
Adding Examinees

**Role:** Account Holder, Administrator, or Examiner

**To add an examinee:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.

2. Move the pointer over the **Manage Examinees** tab. Options to manage examinees appear.

3. Click **Add**. The **Add Examinee Information** page appears. Fields with an asterisk (*) are required.

**Note:** You can also add an examinee by clicking the **Add Examinee** link located in the banner of the **My Recent Examinees** box.
4. Complete the following information:
   a. In the **Last Name** box, type the examinee’s last name.
   b. In the **First Name** box, type the examinee’s first name.
   c. (Optional) In the **Middle Name** box, type the examinee’s middle name.
   d. In the **Gender** list, specify the examinee’s gender by selecting **M** for male, **F** for female, or **U** for unidentified.
   e. In the **Date of Birth** box, use the calendar to enter the examinee’s date of birth. You must enter the date of birth in MM/DD/YYYY format. The examinee’s age is automatically calculated and displays in the **Age** box.
   f. (Optional) In the **Enrollment Date** box, use the calendar to enter the date when the examinee was enrolled.
   g. (Optional) In the **Examinee ID** box, type a unique examinee identification number. The unique examinee identification number may be up to 12 characters in length. You may use any combination of the following characters:
      - A–Z
      - 0–9
      - Blanks
   h. In the **Caseload Folder** list, select the caseload folder to which you want to assign the examinee.
   i. (Optional) In the **Parent/Guardian Name** boxes, type the name of the parent or guardian. Two boxes are provided to enter separate names for the parents or guardians.
   j. (Optional) In the **Parent/Guardian Email** boxes, type the e-mail address for the parent or guardian. Two boxes are provided to enter separate e-mail addresses for the parents or guardians.

5. (Optional) Complete the following information in the **Demographics/Programs** area:
   a. In the **Primary Language Spoken at Home** list, select the language the examinee speaks at home.
   b. In the **Ethnicity** list, select whether the examinee is Spanish/Hispanic/Latino.
   c. In the **Race** box, select all applicable races. Click **Close** to close the box.
   d. In the **IFSP** list, select **Yes** or **No** to indicate whether the examinee has an Individual Family Service Plan. An IFSP applies to an examinee from birth to three years of age.
If **Yes**, complete the following:

- In the **Initial Date of Eligibility** field, use the calendar to enter the date when the examinee is eligible for services.
- In the **Exit Date** field, use the calendar to enter the date when the examinee is no longer eligible for services.
- In the **Primary Diagnosis** list, select the primary developmental condition responsible for the examinee’s participation in the program.
- In the **Secondary Diagnosis** list, select the secondary developmental condition responsible for the examinee’s participation in the program.

**e.** In the **IEP** list, select **Yes** or **No** to indicate whether the examinee is receiving an Individualized Education Program.

If **Yes**, complete the following:

- In the **Initial Date of Eligibility** box, use the calendar to enter the date when the examinee is eligible for services.
- In the **Exit Date** box, use the calendar to enter the date when the examinee is no longer eligible for the program.
- In the **Primary Diagnosis** list, select the primary developmental condition responsible for the examinee’s eligibility for services.
- In the **Secondary Diagnosis** list, select the secondary developmental condition responsible for the examinee’s eligibility for services.

**f.** In the **Funding Sources** box, select all applicable programs that provide financial assistance for the examinee. Click **Close** to close the box.

**g.** In the **Free/Reduced Lunch** list, select **Yes** or **No** to indicate if the examinee is eligible for the free or reduced lunch program.

**6.** Do one of the following:

- If you have other examinees to enter, click **Save and Add Another**. A new **Add Examinee Information** page appears.
- If you are finished adding examinees, click **Save**. A confirmation message appears and informs you that the examinee has been successfully added, and the **Examinee Information** page appears.

**Searching for Examinees**

**Role:** Account Holder, Administrator, or Examiner

If you are an administrator or examiner, you can search for examinees whom you have added or for whom you are a shared user with viewing permission.

If you are an account holder, you can search for any examinee.
To search for an examinee:
1. Move the pointer over the Administration tab. The secondary navigation tabs appear.

2. Move the pointer over the Manage Examinees tab. Options to manage examinees appear.

3. Click Search/Edit. The Search Examinees page appears listing all examinees for whom you have viewing permissions.

4. (Optional) Filter the list of examinees by doing one or more of the following:
   - In the First Name box, type all or part of the examinee’s first name.
   - In the Last Name box, type all or part of the examinee’s last name.
   - In the Examinee ID box, type all or part of the examinee’s identification number.
   - In the Date of Birth box, use the calendar to enter the examinee’s date of birth. The date of birth must appear in MM/DD/YYYY format.
   - (Account holders and administrators only) In the Examiner box, type all or part of name of the examinee’s examiner.

5. Click Search. A list of examinees who meet the selected search criteria appears.

6. Locate the examinee by scrolling down the list.

7. Click the examinee’s name to open the Examinee Information page or click one of the available actions for that examinee.

8. To search for another examinee, enter different search criteria and click Search.
Editing Examinee Information

Role: Account Holder, Administrator, or Examiner

If you are an administrator or an examiner, you can edit examinees whom you have created or examinees for whom you are a shared user with editing permission.

To edit an examinee:

1. Locate the examinee to be edited by doing one of the following:
   - Open the Dashboard.
   - Open the Examinee Information page for the given examinee.
   - Search for the examinee you want to edit. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table below to continue.

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
</table>
| Dashboard                          | a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee for whom information is being edited. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.  
   b. In the My Recent Examinees box, locate the examinee and click the Edit icon ( ). |
| Examinee Information               | Click the Edit Examinee button. |
| Search Examinee                    | In the Examinee Actions column, click the Edit icon ( ). |
The **Edit Examinee Information** page appears.

![Edit Examinee Information](image)

3. Update the examinee information.
4. Click **Save**. A confirmation message appears and informs you that the examinee information has been successfully edited.

**Sharing Examinees and Test Records**

*Role: Account Holder, Administrator, or Examiner*

The account holder has the ability to share all examinees.

If you are an administrator or an examiner, you can share an examinee if you meet the following criteria:

- Your own sharing permissions are enabled.
- AND
- You created the examinee, or you are a shared user of the examinee with all permissions to the examinee.
To share examinee(s) or test record(s):

1. Locate the examinee(s) to be shared by doing one of the following:
   - Open the Dashboard.
   - Open the Examinee Information page for the given examinee.
   - Search for the examinee you want to share. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table below to continue.

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>Share a single examinee</td>
</tr>
<tr>
<td></td>
<td>a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee to be shared. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.</td>
</tr>
<tr>
<td></td>
<td>b. In the My Recent Examinees box, locate the examinee and click the Share icon ( ).</td>
</tr>
<tr>
<td>Share multiple examinees at the same time</td>
<td>a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinees to be shared. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.</td>
</tr>
<tr>
<td></td>
<td>b. In the My Recent Examinees box, select the check box in front of the examinees’ names.</td>
</tr>
<tr>
<td></td>
<td>c. Click the Share icon ( ) in the bottom row of the Examinee column.</td>
</tr>
</tbody>
</table>

Examinee Information

Click the Share Examinee button.

Continued on next page...
**Sharing examinees or test records, continued**

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Examinee</td>
<td>In the <strong>Examinee Actions</strong> column, click the <strong>Share</strong> icon ( ).</td>
</tr>
</tbody>
</table>

**Note:** You can select multiple examinees to be shared at the same time by selecting the check box in front of the examinees’ names and then clicking the **Share** icon ( ) in the bottom row of the **Examinee Actions** column.

The **Share an Examinee** page appears.

3. From the list of users, select the check box in front of the names with whom you wish to share examinee information. The permissions selected will be shared with the selected administrators and examiners.

**Note:** You cannot share with the account holder because the account holder already has access to all examinees in an organization.

4. In the box on the right side of the page, select the permissions that the specified users are to be granted for the shared examinee(s).

**Note:**
- Recommended best practice is to grant viewing permissions only (**View examinee** and **View test records**). Viewing permissions allow shared users to view the examinee’s information but do not allow shared users to make changes to the examinee’s information or test records.
- If you select **Edit examinee** or **Edit test records**, a confirmation box opens requiring you to confirm that you are allowing the selected user to edit the examinee information or test records. Click **Yes** to confirm.
5. Click **Save**. A confirmation message appears and informs you that the examinee information has been successfully shared. The shared examinee is available in the selected users’ caseload folder entitled **My Shared Folder**.

**Moving Examinees**

*Role: Account Holder, Administrator, or Examiner*

---

**Note:** You can move examinees only within your own caseload folders and the system-generated shared folder entitled **My Shared Folder**. Account holders or administrators with access to multiple shared folders do not have the ability to move examinees between shared folders. To provide another administrator or examiner access to an examinee, consider granting those users sharing permissions to the examinee.

**To move an examinee to a different caseload folder:**

1. Locate the examinee to be moved by doing one of the following:
   - Open the **Dashboard**.
   - Open the **Examinee Information** page.
   - Search for the examinee you want to move. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table on the following page to continue.
<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td><strong>Move a single examinee</strong></td>
</tr>
</tbody>
</table>
|                                   | a. In *Caseload Folders* or *Shared Caseload Folders*, click the caseload folder containing the examinee to be moved. The list of examinees in the selected caseload folder appears in the *My Recent Examinees* box.  
|                                   | b. In the *My Recent Examinees* box, locate the examinee and click the **Move** icon ( ). |
|                                   | **Move multiple examinees at the same time**  |
|                                   | a. In *Caseload Folders* or *Shared Caseload Folders*, click the caseload folder containing the examinees to be moved. The list of examinees in the selected caseload folder appears in the *My Recent Examinees* box.  
|                                   | b. In the *My Recent Examinees* box, select the check box in front of the examinees’ names.  
|                                   | c. Click the **Move** icon ( ) in the bottom row of the *Examinee* column. |
| Examinee Information              | **Click the Move Examinee button.** |
| Search Examinee                   | In the *Examinee Actions* column, click the **Move** icon ( ). |
|                                   | **Note:** You can select multiple examinees to be moved at the same time by selecting the check box in front of the examinees’ names and then clicking the **Move** icon ( ) in the bottom row of the *Examinee Actions* column. |

The select year and folder drop-down lists appear.

3. Select the academic year and then select the caseload folder in which to move the examinee.

4. Click **Save**. A confirmation message appears and informs you that the examinee has been successfully moved.
Deleting Examinees

**Role:** Account Holder or Administrator

**Note:** If an examinee has test records committed, then the delete option is not available for that examinee. If you have viewing permission for an examinee but not editing permission, then you are not able to delete the examinee.

**To delete an examinee:**

1. Locate the examinee to be deleted by doing one of the following:
   - Open the **Dashboard**.
   - Open the **Examinee Information** page.
   - Search for the examinee you want to delete. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table below to continue.

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<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>Delete a single examinee</td>
</tr>
<tr>
<td></td>
<td>a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee to be deleted. The list of examinees in the selected caseload folder appears in the <strong>My Recent Examinees</strong> box.</td>
</tr>
<tr>
<td></td>
<td>b. In the My Recent Examinees box, locate the examinee and click the <strong>Delete</strong> icon ( ).</td>
</tr>
<tr>
<td></td>
<td><strong>Delete multiple examinees at the same time</strong></td>
</tr>
<tr>
<td></td>
<td>a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinees to be deleted. The list of examinees in the selected caseload folder appears in the <strong>My Recent Examinees</strong> box.</td>
</tr>
<tr>
<td></td>
<td>b. In the My Recent Examinees box, select the check box in front of the examinees' names.</td>
</tr>
<tr>
<td></td>
<td>c. Click the <strong>Delete</strong> icon ( ) in the bottom row of the Examinee column.</td>
</tr>
<tr>
<td>Examinee Information</td>
<td>Click the <strong>Delete Examinee</strong> button.</td>
</tr>
<tr>
<td>Search Examinee</td>
<td>In the <strong>Examinee</strong> column, click the <strong>Delete</strong> icon ( ).</td>
</tr>
</tbody>
</table>

**Note:** You can select multiple examinees to be deleted at the same time by selecting the check box in front of the examinees' names and then clicking the **Delete** icon ( ) in the bottom row of the Examinee Actions column.

A message appears asking you to confirm that you want to delete this examinee.
3. Click **Delete** to delete the examinee. A message appears confirming that the examinee has been deleted.

4. Click **OK**. The examinee is removed from the search results area.

**Managing Administrators and Examiners**

The functions you are able to perform depend on the role that you are assigned.

- An account holder has permission to add, search, edit, and delete administrators and examiners.
- Administrators have permission to add, search, edit, and delete examiners.
- Examiners have permission to edit their first name, last name, e-mail address, and username.

**Adding Administrators and Examiners**

**Role:** Account Holder or Administrator

**Note:** An account holder can add administrators and examiners. Administrators can only add examiners.

**To add an administrator or examiner:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Manage Examiners** tab. Options to manage administrators and examiners appear.
3. Click **Add**. The **Add Examiner Information** page appears. Fields with an asterisk (*) are required.
4. Complete the following information:
   a. In the **First Name** box, type the user’s first name.
   b. In the **Last Name** box, type the user’s last name.
   c. In the **Email** box, specify the user’s e-mail address.
   d. In the **Status** list, select the user’s status (**Active** or **Inactive**).

   **Note:** An administrator’s or examiner’s status must be **Active** to access *Online Scoring and Reporting*.

   e. In the **Role** list, select the examiner’s role (**Admin** or **Examiner**).
   f. In the **Username** box, do one of the following:
      - Type a unique username for the administrator or examiner in the box. The unique username may be up to 50 characters in length. No blanks are allowed, but you may use any combination of the following characters:
        - A–Z
        - 0–9
        - Special characters
      - Click the **Auto-generate a unique username** link. A unique username is generated using the first and last name of the administrator or examiner followed by three or four randomly generated numbers.

   g. In the **Sharing Permissions** list, specify whether the administrator or examiner is able to share permissions (**Y** or **N**). This determines whether the administrator or examiner can share examinees or test records with other administrators and examiners within the organization.

5. *(Only if adding a user with an Admin role)* In the **Data Export Permissions** list, select **Yes** or **No** in the **Data Export Permissions** list. This determines whether the administrator can export data for all examinees within the organization. If you select **Yes**, a dialog box opens asking you to verify your selection. Click **OK**.

6. Do one of the following:
   - If you have other administrators or examiners to enter, click **Save and Add Another**.
   - If you are finished adding administrators and examiners, click **Save**. A confirmation box informs you that the administrator or examiner has been successfully added.
Note: The newly added administrator or examiner receives an e-mail, which provides the user’s login name and a link to create a password. Clicking the link opens the *Online Scoring and Reporting* application.

## Searching for Administrators and Examiners

**Role:** Account Holder or Administrator

**Note:** An account holder can search for all administrators and examiners in the organization. Administrators can only search for examiners that are below them in the organizational hierarchy.

### To search for an administrator or examiner:

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Manage Examiners** tab. Options to manage administrators and examiners appear.
3. Click **Search/Edit**. The **Search Examiners** page appears.
4. Do one or more of the following:
   - In the **First Name** box, type all or part of the user’s first name.
   - In the **Last Name** box, type all or part of the user’s last name.
   - In the **Email Address** box, type all or part of the user’s e-mail address.
5. Click **Search**. A list of administrators and examiners who meet the selected search criteria appears.
6. Locate the administrator or examiner by scrolling down the list.

## Editing Administrator and Examiner Information

Your user role in *Online Scoring and Reporting* determines your editing permission, as detailed below.

**Role:** Account Holder or Administrator

If you are an account holder or administrator, you can edit the information of administrators and examiners who are below you in the organizational hierarchy.
To edit an administrator’s or examiner’s information:

1. Open the **Search Examiners** page to search for and select the user you want to edit. See “Searching for Administrators and Examiners” (above) for instructions.

2. In the **Examiner Actions** column, click the **Edit** icon ( ). The **Edit Examiner Information** page appears.

3. Edit the user information as needed.

4. Click **Save**. A confirmation message appears and informs you that the administrator or examiner information has been successfully edited.

**Editing Your Own Examiner Information**

Your user role in *Online Scoring and Reporting* determines your editing permission, as detailed below.

**Role: Examiner**

If you are an examiner, you can edit your own information.
To edit your own examiner information:

1. Click your name in the upper right corner of the banner. An Enter Examiner Information page appears.

2. Edit the information as needed.

   **Note:** The Status, Role, and Sharing Permission boxes are not available for you to edit. If you change your Username, the system logs you out and you must log back in using the new Username.

3. Click Save. A confirmation message appears and informs you that the examiner information has been successfully edited.

Deactivating Administrators and Examiners

**Role:** Account Holder or Administrator

To deactivate an administrator or examiner:

1. Open the Search Examiners page to search for and select the user you want to delete. See “Searching for Administrators and Examiners” on page 31 for instructions.

2. In the Examiner Actions column, click the Edit icon ( ). The Edit Examiner Information page appears.
3. In the **Status** list, select **Inactive**.

4. Click **Save**. A confirmation message appears and informs you that the administrator or examiner has been successfully deactivated.

### Managing Messages

The Dashboard displays two message boxes.

- The **Messages from Riverside** box provides information from the system administrator. These messages will inform you of any necessary updates to the *Online Scoring and Reporting* application.

- The **Messages from the Account Holder** box provides messages from the account holder of your organization. Up to ten messages may be displayed at one time. Account holders specify the date and time that each message appears.

### Viewing Messages

**Role:** Account Holder, Administrator, or Examiner

**To view messages:**

1. Move the pointer over the **Dashboard** tab. The **Messages from Riverside** box and the **Messages from the Account Holder** box appear at the top of the Dashboard. The most recent message appears first. The first 50 characters of each message appear in bold in the message header bar.
2. View and manage the message boxes as follows:
   – Use the scroll bar on the right side of the box, if necessary, to view all available messages.

   **Note:** A maximum of ten messages may be displayed in each message box at one time.

   – Minimize or maximize the message box by clicking the minimize icon (─) or maximize icon (✚) in the upper right corner of the box.
   – Minimize or maximize each message within the box by clicking the minimize icon (─) or maximize icon (✚) in the upper right corner of the message header bar.

**Creating Account Holder Messages**

**Role:** Account Holder

To create account holder messages:

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Account Holder Messages** tab. Options to manage messages appear.
3. Click **Create**. The **Create Account Holder Message** page appears.

4. Set a date and time for the message to appear on user Dashboards as follows:
   – Use the calendar to enter the date.
   – Use the drop-down lists to enter the time.
5. Set a date and time for the message to stop appearing as follows:
   – Use the calendar to enter the date.
   – Use the drop-down lists to enter the time.
6. Type the message in the message box and format the text as you want it to appear.

**Note:** The first 50 characters of the message appear in bold in the **Messages from the Account Holder** box.

7. Click **Save**. At the time and date specified, the message displays on the users’ Dashboards in the **Messages from the Account Holder** box.

**Note:** A maximum of ten messages may be displayed in the **Messages from the Account Holder** box at one time. The most recent message appears first.

---

### Editing Account Holder Messages

**Role:** Account Holder

**To edit account holder messages:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Account Holder Messages** tab. Options to manage messages appear.
3. Click **Edit/Delete**. The **Edit/Delete Account Holder Message** page appears.
4. Locate the line containing the message to be edited and click the edit icon (edit icon) in the **Action** column. The message opens in a page that allows you to make edits.
5. Edit the message as needed and click **Save**. The edited message appears on the users’ Dashboards at the time and date specified.

### Deleting Account Holder Messages

**Role:** Account Holder

**To delete account holder messages:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Account Holder Messages** tab. Options to manage messages appear.
3. Click **Edit/Delete**. The **Edit/Delete Account Holder Message** page appears.
4. Locate the line containing the message to be deleted and click the delete icon (×) in the **Action** column. A confirmation dialog box appears.

5. Click **Yes**. A dialog box appears stating that the message has been successfully deleted.

**Managing Products**

**Role:** Account Holder or Administrator

The number of licenses available for test records is shown, per product, on the License Information page.

**To view the remaining licenses for your organization:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.

2. Move the pointer over the **Manage Products** tab, and then click **License Information**.

The **License Information** page opens. If your organization uses **Online Scoring and Reporting** for multiple products, then a tab is provided for each product.
3. Click the tab for the product for which you wish to view remaining licenses. A table displays a row for each test listing the following:

- **Available** – number of remaining licenses available for use
- **Saved** – number of test records that contain data but have not yet been committed
- **Committed** – number of test records that have been saved, committed, and counted as the number of licenses used

For WIIIP licenses, the following information is provided:

- **License Type** - the number of examinees allowed by the purchase agreement, specified as individual (one) or multiple (in tiers, with allowable number of examinees in parentheses)
  - Individual
  - Tier I (2-9)
  - Tier II (10-24)
  - Tier III (25-49)
  - Tier IV (50-99)
  - Tier V (100+)
- **License Length** – the length of time for which the license is valid
- **License start date** – the date on which the license became active; the license expiration date appears in red text beside the start date

To purchase additional licenses, contact HMH Customer Service.
Part 3  Test Records and Checklists

All user roles have permission to add examinees, but typically, a user with the examiner role adds examinees, adds test records and checklists, and enters test record data.

**Note:** Checklists apply only to WIIIP. For more information about WIIIP, see the *WJ IV WIIIP Report and Score Interpretation Guide*.

## Adding Test Records and Checklists

**Role:** Account Holder, Administrator, or Examiner

**To add a test record or checklist:**

1. Locate the examinee for whom a test record or checklist is to be added by doing one of the following:
   - Open the **Dashboard**.
   - Open the **Examinee Information** page.
   - Search for the examinee for whom you want to add a test record or checklist. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table below to continue.

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
</table>
| Dashboard                          | a. In **Caseload Folders** or **Shared Caseload Folders**, click the caseload folder containing the examinee for whom a test record or checklist is being added. The list of examinees in the selected caseload folder appears in the **My Recent Examinees** box.  
   b. In the **My Recent Examinees** box, locate the examinee and click the **Add** icon ( ). |
| Examinee Information               | Click the **Add** button. |
| Search Examinee                    | In the **Test Record/Checklist Actions** column, click the **Add** icon ( ). |

A dialog box appears, providing a list of test records and checklists available for this examinee.
3. In the **Select Test Record/Checklist** list, select each test record and checklist to be added or select **Check All** to add all available test records and checklists, and then click **Continue**.
   - If you selected only one item, the selected test record or checklist appears.
   - If you selected multiple items, the **Examinee Information** page appears, displaying all the selected test records and checklists.

4. To enter data in the test record or checklist, continue with “Adding Test Records and Checklists” on page 43.

### Deleting Test Records and Checklists

**Role:** Account Holder, Administrator, or Examiner

To delete a test record or checklist:

1. Locate the examinee for whom a test record or checklist is to be deleted by doing one of the following:
   - Open the **Dashboard**.
   - Open the **Examinee Information** page.
   - Search for the examinee for whom you want to delete a test record or checklist. See “Searching for Examinees” on page 20 for instructions.

2. Refer to the table below to continue.

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</table>
| Dashboard                           | a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee for whom a test record or checklist is being deleted. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.  
 b. In the My Recent Examinees box, locate the examinee and click the Delete icon ( ). |
| Examinee Information                | Skip to step 3.             |
| Search Examinee                     | In the Test Record/Checklist Actions column, click the Delete icon ( ). |

The **Examinee Information** page opens, displaying the test records and checklists added for the examinee. Test records and checklists that have been saved or committed contain dates in the **Test Date** column.

**Note:** For administrators and examiners, only test records and checklists that you have added are available for deletion.
3. In the first column, click the checkbox beside each test record and checklist to be deleted or select **All** to delete all available items, and then click **Delete**. A confirmation box appears asking you to verify the deletion of your selected test records and checklists.

4. Click **Yes**. The test record is removed from the examinee's list of test records in all folders, including shared folders. To restore a deleted test record or checklist, see “Restoring Deleted Test Records” on the following page.

**Restoring Deleted Test Records and Checklists**

**Role:** Account Holder, Administrator, or Examiner

A deleted test record or checklist can be restored by any user who has had permission to view or edit that item.

**To restore a deleted test record or checklist:**

1. Move the pointer over the **Administration** tab. The secondary navigation tabs appear.
2. Move the pointer over the **Manage Examinees** tab. Options to manage examinees appear.

3. Click **Search Deleted Test Records/Checklists**. The **Search Deleted Test Record(s)/Checklists** page appears listing all examinees with test records or checklists that have been deleted.

4. (Optional) Filter the list of examinees by doing one or more of the following:
   - In the **First Name** box, type all or part of the examinee's first name.
   - In the **Last Name** box, type all or part of the examinee's last name.
   - In the **Examinee ID** box, type all or part of the examinee's identification number.
   - In the **Date of Birth** box, use the calendar to enter the examinee's date of birth. The date of birth must appear in MM/DD/YYYY format.
   - In the **Examiner** box, type all or part of the name of the examinee's examiner.

5. Click **Search**. A list of examinees who meet the selected search criteria appears.

6. If necessary, locate the examinee by scrolling down the list.

7. In the **Test Record/Checklist Action** column, click the **Restore** icon ( ). A dialog box opens asking you to verify that you want to restore the test record or checklist.

8. Click **Yes**. The test record or checklist is restored to all previously shared folders.
Adding Test Record and Checklist Data

**Role:** Account Holder, Administrator, or Examiner

Prior to adding an examinee’s test record or checklist data, the test record or checklist must be added for the examinee. See "Adding Test Records and Checklists" on page 39.

**To add test record or checklist data:**

1. Refer to the table below to begin:

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee for whom test data are being added. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.</td>
</tr>
<tr>
<td></td>
<td>b. In the My Recent Examinees box, click the name of the examinee. The Examinee Information page opens.</td>
</tr>
<tr>
<td></td>
<td>c. Continue with step 2.</td>
</tr>
<tr>
<td>Examinee Information/Test Records</td>
<td>Skip to step 2.</td>
</tr>
<tr>
<td></td>
<td>(This page opens if you have just completed adding multiple test records.)</td>
</tr>
<tr>
<td>Test record data entry</td>
<td>Skip to step 3.</td>
</tr>
<tr>
<td></td>
<td>(This page opens if you have just completed adding a test record and selected only one test record to be added.)</td>
</tr>
</tbody>
</table>

2. In the **Test/Checklist** column, click the test record or checklist to which you want to add data.
The test record or checklist data entry page opens with examinee information or identifying information fields at the top of the page. When you click in a box, instructions for that field are provided at the top of your screen. Fields with an asterisk (*) are required.

**Note:** If other test records or checklists have been added for the selected examinee, they are listed in the left panel of the page under *Additional Test Records/Checklists*. Clicking a test record or checklist in this list opens that item.
3. Enter data as follows:
   - For checklists, enter the identifying information and checklist date.
   - For test records, refer to the following table to complete the examinee information.

<table>
<thead>
<tr>
<th>In the box...</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Type the name of the examinee's school.</td>
</tr>
<tr>
<td>Education</td>
<td>Type the examinee's level of education. <em>(adult examinees only)</em></td>
</tr>
<tr>
<td>Organization</td>
<td>Type the name of the examinee's organization.</td>
</tr>
<tr>
<td>Use adjusted school year</td>
<td>If applicable, check the box for <strong>Use adjusted school year</strong>. The default dates for a standard school year are 08/16 to 06/15. If the examinee's school year does not fall within these dates, then specify the adjusted school year dates.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> These dates are used to determine the number of months into the grade level, which, in turn, is used to obtain the examinee's normative scores.</td>
</tr>
<tr>
<td></td>
<td>a. In the <strong>Start</strong> box, type the start date of the adjusted school year. You must enter the date in MM/DD/YYYY format.</td>
</tr>
<tr>
<td></td>
<td>b. In the <strong>Finish</strong> box, type the finish date of the adjusted school year. You must enter the date in MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Type the name of the examinee's teacher.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only alphanumeric characters are accepted. Enter the teacher’s first and last name without special characters. For example, Brenda Vestal, not Ms. Brenda Vestal.</td>
</tr>
<tr>
<td>Occupation</td>
<td>Type the examinee’s occupation. <em>(adult examinees only)</em></td>
</tr>
<tr>
<td>Department</td>
<td>Type the name of the examinee’s department.</td>
</tr>
</tbody>
</table>

*Continued on next page...*
**Adding examinee information to test records, continued**

<table>
<thead>
<tr>
<th>In the box...</th>
<th>Do the following...</th>
</tr>
</thead>
</table>
| Examiner      | Type the examiner’s name. If the examiner’s name does not exist in the application, then you are offered the option to add the examiner.  
 **To add an examiner, do the following:**  
 a. Click Yes to add the examiner. The Add Examiner Information page appears. Fields with an asterisk (*) are required.  
 b. Complete the following information:  
   i. In the First Name box, type the examinee’s first name.  
   ii. In the Last Name box, type the examinee’s last name.  
   iii. In the Email box, specify the examiner’s e-mail address.  
   iv. In the Status list, select the examiner’s status (Active or Inactive).  
   v. In the Role list, select the examiner’s role (Admin or Examiner).  
 vi. In the Username box, do one of the following:  
   - Type a unique username for the examiner in the box. The unique username may be up to 50 characters in length. No blanks are allowed, but you may use any combination of the following characters:  
     - A–Z  
     - 0–9  
     - Special characters  
   - Click the Auto-generate a unique username link. A unique username generates using the examiner’s first and last name followed by three or four randomly generated numbers.  
 vii. In the Sharing Permissions list, specify whether the examiner is able to share permissions (Y or N). This determines whether an examiner can share examinees or test records with other administrators and examiners within the organization.  
 c. Click Save. A confirmation message appears and informs you that the examiner has been successfully added. |
| Date of Testing* | Use the calendar to enter the testing date. You must enter the date in MM/DD/YYYY format. The date cannot be a date in the future. |

*Continued on next page...*
Adding examinee information to test records, continued

<table>
<thead>
<tr>
<th>In the box...</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID</td>
<td>Type the examinee’s group identification number.</td>
</tr>
<tr>
<td>Grade</td>
<td>Type the examinee’s grade level. After Grade and Date of Testing are entered, the system calculates and populates the month box, which is located directly after the Grade box. <strong>Note:</strong> The Grade box must be populated to obtain normative scores for the examinee.</td>
</tr>
</tbody>
</table>

The ratings or test score sections are provided below the examinee information. These sections and fields vary depending on the product, test record, and checklist selected. When you click in a score box in this section, instructions for that field are provided at the top of the page.

4. Click in each applicable score box and record the scores for each test. If necessary, refer to the scoring instructions provided at the top of the page.
5. (Optional) For WIIIP users only, if you wish to obtain intervention recommendations to include in a Comprehensive Report, then you must add item-level scoring for select scores on the Tests of Achievement by doing the following:
   a. Click **Items** beside the score box. A dialog box for the selected score appears.

   **Note:** If you have WJ IV or ECAD but do not have WIIIP, you may use the item-level scoring option; however, intervention recommendations cannot be generated without WIIIP.

   b. Type the scores (0 or 1) for all applicable items.

   c. Click **Done**. The dialog box closes, and the raw score appears in the score box.

6. (Optional) Scroll to the **Test Session Observations** section of the test record and record these scores.
7. Do one of the following:
   - To discard the current entries, click **Cancel**. A confirmation dialog box appears. Click **Yes**.
   - To save the test record entries, click **Save**. A confirmation message appears on the page.
   - To save the test record entries and make them available for reporting, click **Commit Test Record**. A confirmation message appears on the page.

   **Note:** Test records may be edited for up to 90 days after the record has been committed. After 90 days, all fields are locked; you will be required to use a new test record to enter additional test record data.

---

## Editing Test Record and Checklist Data

**Role:** Account Holder, Administrator, or Examiner

**Note:** Test records may be edited for up to 90 days after the record has been committed.

### To edit test record data:

1. Refer to the table below to begin.

<table>
<thead>
<tr>
<th>If you are on the following page...</th>
<th>Then follow these steps...</th>
</tr>
</thead>
</table>
| Dashboard                         | a. In Caseload Folders or Shared Caseload Folders, click the caseload folder containing the examinee for whom test record or checklist data are being edited. The list of examinees in the selected caseload folder appears in the My Recent Examinees box.  
  b. In the My Recent Examinees box, click the name of the examinee. The Examinee Information page opens.  
  c. Continue with step 2. |
| Examinee Information/Test Records | Skip to step 2.  
(This page opens if you have just completed adding multiple test records.) |
| Test record data entry or checklist | Skip to step 3.  
(This page opens if you have just completed adding a test record or checklist and selected only one to be added.) |

2. In the **Test/Checklist** column, click the test record or checklist you want to edit.
3. In the **My Recent Examinees** box on the **Dashboard**, locate the examinee for whom you want to edit test record or checklist data, and click the examinee’s name. The **Examinee Information** page appears, displaying the test records and checklists added for the examinee.

![Examinee Information](image)

**Note:** Test records and checklists that have been saved contain a date in the **Test** column. Test records and checklists that have been committed list the **Test, Test Committed** date, and the **Days remaining to be edited** fields. Committed records can be edited up to 90 days after their commitment date. After 90 days, all fields are locked; you will be required to use a new test record to enter additional test record data.

4. In the **Test/Checklist** column, click the test name of the test record or checklist to be edited. The data entry page opens.

5. Locate and edit the field(s), as needed.
6. Do one of the following:
   − To discard the current edits, click **Cancel**. A confirmation dialog box appears. Click **Yes**.
   − To save the test record or checklist edits, click **Save**. A confirmation message appears at the bottom of the page.
   − To save the test record edits and make them available for reporting, click **Commit Test Record**. A confirmation message appears at the bottom of the page.

   **Note**: Test records may be edited for up to 90 days after they have been committed. After 90 days, all fields are locked; you will be required to use a new test record to enter additional test record data.

**Sharing Test Records**

See “Sharing Examinees and Test Records” on page 23 for details and instructions.
About Reports

*Online Scoring and Reporting* provides the ability to create and run reports for committed test records. Prior to creating reports, you can set report options, including discrepancy cutoff, confidence band, and whether to use IDs instead of examinee names. These options are applied to all reports. When creating reports, you specify the type of report, the criteria to appear on the report, and the output format of the report.

Reports may be opened and viewed immediately after they are generated, or they may be saved to your Dashboard for a period of 14 days.

Setting Report Options

**Role:** Account Holder, Administrator, or Examiner

**To set report options:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.
3. Click the test for which you want to set report options. The report options page appears, listing the scoring and other report options available for the selected product.
4. If you selected WJ IV or ECAD, set the Discrepancy Cutoff by selecting one of the following options:
   - **Select from list**—Click an option in the list.
   - **Enter SD (SEE) Value**—Type a value from 1.00 to 2.30.

5. For all reports, in the Confidence Band list, select one of the options (68%, 90%, or 95%).

6. In the Other section, click the **Use ID in place of last name** check box to use student identification numbers instead of student names on reports.

7. To include signatures on the report (WJIV Comprehensive Report only):
   a. In the Signatures section of the page, click the **Add Signature** button. A form for entering signature information opens below the button.
   b. In the blank lines that open, type the name and any additional information for the signer. Repeat steps a. and b. for up to four individuals whose names and information you want to appear as signers on the report.
c. Click check boxes for signatures that you want to appear on the reports. The text you enter will appear below a solid blank line for signatures in the WJ IV Comprehensive Reports you run, as shown in the Word output report below.
8. Do one of the following:
   – Click **Save** to save the selected report options.
   – Click **Restore Defaults** to return all selections to the default settings.

### Creating Roster Reports

**Role:** Account Holder, Administrator, or Examiner

**To create a Roster Report:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.

2. Click **Create Report**. The **Create Report** page appears, listing the report filters. Fields with an asterisk (*) are required.

3. In the **Report Type** list, select the **Roster Report**. The remaining filters vary depending on your report type selection and the products available to you.
4. Use the following table to select the remaining report options.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product*</td>
<td>• WJ IV (Woodcock-Johnson® IV)</td>
</tr>
<tr>
<td></td>
<td>• WMLS-R (Woodcock-Muñoz Language Survey®–Revised)</td>
</tr>
<tr>
<td>Test Record*</td>
<td>a. Click in the box. The list of available test records appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the buttons to select or deselect the test record(s) to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click Close.</td>
</tr>
<tr>
<td>Score Selection Template</td>
<td>• Default Template—allows you to run a report with only the default scores, which includes the following scores: Age Equivalent (AE), Relative Proficiency Index (RPI), Standard Score w/Band, and W Score</td>
</tr>
<tr>
<td></td>
<td>• New Score Selection Template—allows you to specify and save the scores to be included on the report</td>
</tr>
<tr>
<td></td>
<td><strong>To create a new template, do the following:</strong></td>
</tr>
<tr>
<td></td>
<td>a. In the Score Selection Template list, select New Score Selection Template. An Add Template link appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the Add Template link. A Name Your Template dialog box appears.</td>
</tr>
<tr>
<td></td>
<td>c. In the Score Selection Template Name box, type a name for the new template.</td>
</tr>
<tr>
<td></td>
<td>d. Using the check boxes, select the scores to be included in the template.</td>
</tr>
<tr>
<td></td>
<td>e. Click Save to save the new template. The template is now available in the Score Selection Template list for the selected report type.</td>
</tr>
<tr>
<td></td>
<td>• Saved templates—allows you to run a report with previously selected and saved scores included</td>
</tr>
<tr>
<td></td>
<td><strong>To edit or delete a saved template, do the following:</strong></td>
</tr>
<tr>
<td></td>
<td>a. In the Score Selection Template list, select the template to be edited or deleted. An Edit Template link appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the Edit Template link. An Edit Template dialog box appears.</td>
</tr>
<tr>
<td></td>
<td>c. (Optional) In the Score Selection Template Name box, type a new name for the template.</td>
</tr>
<tr>
<td></td>
<td>d. (Optional) Using the check boxes, select or clear the scores to be included in or removed from the template.</td>
</tr>
<tr>
<td></td>
<td>e. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Click Delete. A confirmation dialog box appears. Click Yes. The template is removed from the Template list.</td>
</tr>
<tr>
<td></td>
<td>• Click Save to save the edited template. The edited template is available in the Score Selection Template list for the selected report type.</td>
</tr>
<tr>
<td>Content*</td>
<td>a. Click in the box. The list of available content for the selected form appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click check boxes to select or deselect content to be included in the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click Close.</td>
</tr>
</tbody>
</table>

**Note:** At least one cluster must be selected. All clusters are selected by default.

*Continued on next page...*
Roster Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Content Filters</td>
<td>Click the Advanced Content Filters link to view a list of all clusters and do the following:</td>
</tr>
<tr>
<td></td>
<td>• Click Select All to include all clusters in the report.</td>
</tr>
<tr>
<td></td>
<td>• Click Clear to remove all selected clusters from the report.</td>
</tr>
<tr>
<td></td>
<td>• Click Save to save the selected clusters in the report and close the dialog box.</td>
</tr>
<tr>
<td>Options (WJ IV only)</td>
<td>a. Click in the box. The list of options appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the check boxes to select or deselect the options to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click Close.</td>
</tr>
<tr>
<td>Grouping Option*</td>
<td>• List tests in numerical order separately from clusters.</td>
</tr>
<tr>
<td></td>
<td>• List tests under clusters (singleton tests will appear separately).</td>
</tr>
<tr>
<td>Output Format*</td>
<td>• Word</td>
</tr>
<tr>
<td></td>
<td>• Web Page</td>
</tr>
<tr>
<td></td>
<td>• PDF</td>
</tr>
</tbody>
</table>

5. Click Continue. The next report creation page opens.

6. Specify the examinees to be included on the report by doing the following:

   a. In the Roster Options list, specify which grouping to use to search for the examinees to be included on the report:
      - Examinee
      - Examiner
      - Teacher
      - Caseload Folder
      - School
      - Group ID
b. (Optional) In the Demographics box, click Advanced Examinee Filters to select optional demographic filters for the report. Selected filters appear in the Demographics box.

c. Click Search. The results of the selected roster option and demographic filters appear.

d. Click the check boxes in front of the examinee(s) to be included in the report.

e. In the Normative Basis list, select Age or one of the grade ranges.

7. When all the examinees are selected, do one of the following:

− Click Run Report to generate and view the report. The report appears when it is completed.

<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your report opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings</td>
</tr>
</tbody>
</table>

− Click Save to My Reports to save the report on the Dashboard’s My Saved Reports box. A Name Your Report dialog box appears. Type a name for the report and click Save. The report is available in your My Saved Reports box for a period of 14 days.
Note: To retain the report for more than 14 days, open the report and save it to your computer.

For more information on Roster Reports, see “Viewing Roster Reports” on page 82.

Creating Score Reports

Role: Account Holder, Administrator, or Examiner

To create a Score Report:

1. Move the pointer over the Reports tab. The secondary navigation tabs appear.

2. Click Create Report. The Create Report page appears with Reports options in the left column and a single required field, Reporting Type, in the main window. Fields with an asterisk (*) are required.

3. From the Report Type drop-down list, select the Score Report. The remaining filters vary depending on your report type selection and the products available to you.

5. Select an examinee by doing the following:

a. Click in the **Examinee Selection** box.

![Examinee Selection box]

b. Do one of the following:

- Type the first few letters of an examinee’s first or last name, and then press the **Enter** key on your keyboard. A drop-down menu containing matches for your entry appears, sorted by folder.

![Examinee Selection box with entries]

- Browse through the caseload folders to view the examinees with committed test record data.

![Examinee Selection box with folders]

c. Locate and select the examinee for whom you are creating the report.

d. Scroll to the bottom of the list and click **Close** to close the list.
6. Use the following table to select the remaining report options.

**Note:** All filters for all report types and products are described below. Disregard filters that do not appear in your form.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Record*</td>
<td>a. Click in the box. The list of available test records appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the buttons to select or deselect the test record(s) to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click <strong>Close</strong>.</td>
</tr>
<tr>
<td>Normative Basis*</td>
<td>• Age</td>
</tr>
<tr>
<td></td>
<td>• Grade</td>
</tr>
<tr>
<td></td>
<td>• 2-Year College</td>
</tr>
<tr>
<td></td>
<td>• 4-Year College/University</td>
</tr>
</tbody>
</table>

**Note:** In order to select a grade as the **Normative Basis**, the test record(s) selected from the **Test Record** field must include a grade placement. See Adding Test Record and Checklist Data on page 43. If the test record does not include a grade placement, the last three selections for the **Normative Basis** are grayed out.

*Continued on next page*...
### Score Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score Selection Template</td>
<td>• Default Template—allows you to run a report with only the default scores, which includes the following scores: Age Equivalent (AE), Relative Proficiency Index (RPI), Standard Score w/Band, and W Score</td>
</tr>
<tr>
<td></td>
<td>• New Score Selection Template—allows you to specify and save the scores to be included on the report</td>
</tr>
<tr>
<td></td>
<td><strong>To create a new template, do the following:</strong></td>
</tr>
<tr>
<td></td>
<td>a. In the <strong>Score Selection Template</strong> list, select <strong>New Score Selection Template</strong>. An <strong>Add Template</strong> link appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the <strong>Add Template</strong> link. A <strong>Name Your Template</strong> dialog box appears.</td>
</tr>
<tr>
<td></td>
<td>c. In the <strong>Score Selection Template Name</strong> box, type a name for the new template.</td>
</tr>
<tr>
<td></td>
<td>d. Using the check boxes, select the scores to be included in the template.</td>
</tr>
<tr>
<td></td>
<td>e. Click <strong>Save</strong> to save the new template. The template is now available in the <strong>Score Selection Template</strong> list for the selected report type.</td>
</tr>
<tr>
<td></td>
<td>• Saved templates—allows you to run a report with previously saved scores included</td>
</tr>
<tr>
<td></td>
<td><strong>To edit or delete a saved template, do the following:</strong></td>
</tr>
<tr>
<td></td>
<td>a. In the <strong>Score Selection Template</strong> list, select the template to be edited or deleted. An <strong>Edit Template</strong> link appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the <strong>Edit Template</strong> link. An <strong>Edit Template</strong> dialog box appears.</td>
</tr>
<tr>
<td></td>
<td>c. (Optional) In the <strong>Score Selection Template Name</strong> box, type a new name for the template.</td>
</tr>
<tr>
<td></td>
<td>d. (Optional) Using the check boxes, select or clear the scores to be included in or removed from the template.</td>
</tr>
<tr>
<td></td>
<td>e. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Click <strong>Delete</strong>. A confirmation dialog box appears. Click <strong>Yes</strong>. The template is removed from the <strong>Template</strong> list.</td>
</tr>
<tr>
<td></td>
<td>• Click <strong>Save</strong> to save the edited template. The edited template is available in the <strong>Score Selection Template</strong> list for the selected report type.</td>
</tr>
<tr>
<td>Options (WJ IV only)</td>
<td>a. Click in the box. The list of options appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the buttons to select or deselect the options to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click <strong>Close</strong>.</td>
</tr>
<tr>
<td>Scores for Assessment of Early Development Delays (ECAD only)</td>
<td>Select one or more of the following:</td>
</tr>
<tr>
<td></td>
<td>• Months delayed</td>
</tr>
<tr>
<td></td>
<td>• Percent of age delayed</td>
</tr>
<tr>
<td></td>
<td>• Standard deviations delayed</td>
</tr>
</tbody>
</table>

*Continued on next page...*
Score Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
</table>
| Variations (WJ IV and ECAD only) | a. Click in the box. The list of variations appears. 
  b. Click the buttons to select or deselect the variations to be included on the report. 
  c. Click Close. |
| Comparisons (WJ IV and ECAD only) | a. Click in the box. The list of comparisons appears. 
  b. Click the buttons to select or deselect the comparisons to be included on the report. 
  c. Click Close. |
| Grouping Option*            | ▪ List tests in numerical order separately from clusters. 
  ▪ List tests under clusters (singleton tests will appear separately). 
  ▪ List tests under clusters and also in numerical order. |
| Output Format*              | ▪ Word 
  ▪ Web Page 
  ▪ PDF |

7. When all the filters are selected, do one of the following:

- Click **Run Report** to generate the report. The report opens when it is completed.

<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your report opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word (fully editable for WJIV, WMLS-R, and ECAD).</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab.</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings.</td>
</tr>
</tbody>
</table>

- Click **Save to My Reports** to save the report. A **Name Your Report** box opens. Type a name for the report and click **Save**. The report is available on your Dashboard under **My Saved Reports** for a period of 14 days.

**Note:** To retain the report for more than 14 days, open the report and save it to your computer.

For more information on Score Reports, see “Viewing Score Reports” on page 83.
Creating Profile Reports

Role: Account Holder, Administrator, or Examiner

To create a Profile Report:

1. Move the pointer over the Reports tab. The secondary navigation tabs appear.

2. Click Create Report. The Create Report page appears, listing the report filters. Fields with an asterisk (*) are required.

3. In the Report Type list, select the Profile Report. The remaining filters vary depending on your report type selection and the products available to you.
4. Use the following table to select the remaining report options.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Reports*</td>
<td>▪ Age Equivalent/Grade Profile</td>
</tr>
<tr>
<td></td>
<td>▪ Standard Score/Percentile Rank Profile</td>
</tr>
<tr>
<td>Product*</td>
<td>▪ ECAD (Early Cognitive and Academic Development™)</td>
</tr>
<tr>
<td></td>
<td>▪ WJ IV (Woodcock-Johnson® IV)</td>
</tr>
<tr>
<td></td>
<td>▪ WMLS-R (Woodcock-Muñoz Language Survey®–Revised)</td>
</tr>
<tr>
<td>Examinee Selection*</td>
<td>a. Click in the <strong>Examinee Selection</strong> box. The list of all your caseload folders appears.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>▪ Type the first few letters of an examinee’s first or last name, and then press the <strong>Enter</strong> key on your keyboard. A drop-down menu containing matches for your entry appears, sorted by folder.</td>
</tr>
<tr>
<td></td>
<td>▪ Browse through the caseload folders to view the examinees with committed test record data.</td>
</tr>
<tr>
<td></td>
<td>c. Locate and click the name of the examinee for whom you are creating the report.</td>
</tr>
<tr>
<td></td>
<td>d. Scroll to the bottom of the list and click <strong>Close</strong> to close the list.</td>
</tr>
</tbody>
</table>

*Continued on next page…*
Profile Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Record Form*</td>
<td>a. Click in the box. The list of available test record forms appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the buttons to select or deselect the form(s) to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>c. Click Close.</td>
</tr>
<tr>
<td>Normative Basis*</td>
<td>▪ Age</td>
</tr>
<tr>
<td></td>
<td>▪ Grade</td>
</tr>
<tr>
<td></td>
<td>▪ 2-Year College</td>
</tr>
<tr>
<td></td>
<td>▪ 4-Year College/University</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> In order to select a grade as the Normative Basis, the test record(s) selected from the Test Record field must include a grade placement. See Adding Test Record and Checklist Data on page 43. If the test record does not include a grade placement, the last three selections for the Normative Basis are grayed out.</td>
</tr>
</tbody>
</table>

| Options (WJ IV only)          | a. Click in the box. The list of options appears.                         |
|                               | b. Click the check boxes to select or deselect the options to be included on the report. |
|                               | c. Click Close.                                                           |
| Grouping Option* (WJ IV only) | ▪ List tests in administration order.                                     |
|                               | ▪ List tests in groups measured by ability.                               |
| Output Format*                | ▪ Word                                                                    |
|                               | ▪ Web Page                                                                |
|                               | ▪ PDF                                                                     |

5. When all the filters are selected, do one of the following:
   - Click **Run Report** to generate and view the report. The report appears when it is completed.

<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your report opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings.</td>
</tr>
</tbody>
</table>
Click **Save to My Reports** to save the report. A **Name Your Report** box opens. Type a name for the report and click **Save**. The report is available on your Dashboard under **My Saved Reports** for a period of 14 days.

**Note:** To retain the report for more than 14 days, open the report and save it to your computer.

For more information on Profile Reports, see “Viewing Profile Reports – Age/ Grade” on page 84 or “Viewing Profile Reports – Standard Score / Percentile Rank” on page 85.

### Creating Parent Reports

**Role:** Account Holder, Administrator, or Examiner

**Note:** The Parent Report is available for *WJ IV* and *ECAD* users who have purchased *WIIIP*.

**To create a Parent Report:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.

2. Click **Create Report**. The **Create Report** page appears, listing the report filters. Fields with an asterisk (*) are required.

3. In the **Report Type** list, select the **Parent Report**. The remaining filters vary depending on your report type selection and the products available to you.
4. Use the following table to select the remaining report options.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product*</td>
<td>• WJ IV (<em>Woodcock-Johnson® IV</em>)</td>
</tr>
<tr>
<td></td>
<td>• ECAD (Early Cognitive and Academic Development™)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examinee Selection*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Click in the <strong>Examinee Selection</strong> box. The list of all your caseload folders appears.</td>
</tr>
<tr>
<td>b.</td>
<td>Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Type the first few letters of an examinee’s first or last name, and then press the <strong>Enter</strong> key on your keyboard. A drop-down menu containing matches for your entry appears, sorted by folder.</td>
</tr>
<tr>
<td></td>
<td>• Browse through the caseload folders to view the examinees with committed test record data.</td>
</tr>
<tr>
<td>c.</td>
<td>Locate and click the name of the examinee for whom you are creating the report.</td>
</tr>
<tr>
<td>d.</td>
<td>Scroll to the bottom of the list and click <strong>Close</strong> to close the list.</td>
</tr>
</tbody>
</table>

*Continued on next page...
### Filter

| Test Record* | a. Click in the box. The list of available test records appears.
| b. Click the buttons to select or deselect the test records to be included on the report.
| c. Click Close. |

| Normative Basis* | • Age  
| • Grade  
| • 2-Year College  
| • 4-Year College/University |

**Note:** In order to select a grade as the Normative Basis, the test record(s) selected from the Test Record field must include a grade placement. See Adding Test Record and Checklist Data on page 43. If the test record does not include a grade placement, the last three selections for the Normative Basis are grayed out.

| Normative Basis*  (WJ IV only) | • Age  
| • Grade  
| • 2-Year College  
| • 4-Year College/University |

**Note:** In order to select a grade as the Normative Basis, the test record(s) selected from the Test Record field must include a grade placement. See Adding Test Record and Checklist Data on page 43. If the test record does not include a grade placement, the last three selections for the Normative Basis are grayed out.

| Options | a. Click in the box. The list of options appears.
| b. Click the check boxes to select or deselect the options to be included on the report.
| c. Click Close. |

| Language | • English  
| • Spanish |

| Output Format* | • Word  
| • Web Page  
| • PDF |

5. When all the filters are selected, do one of the following:

- Click **Run Report** to generate and view the report. The report appears when it is completed.

<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your report opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings.</td>
</tr>
</tbody>
</table>
Click **Save to My Reports** to save the report. A **Name Your Report** box opens. Type a name for the report and click **Save**. The report is available on your Dashboard under **My Saved Reports** for a period of 14 days.

![Image of My Saved Reports]

**Note:** To retain the report for more than 14 days, open the report and save it to your computer.

For more information on Parent Reports, see “Viewing Parent Reports” on page 86.

**Creating Comprehensive Reports**

**Role:** Account Holder, Administrator, or Examiner

**Note:** The Comprehensive Report is available for *WJ IV* and *ECAD* users who have purchased *WIIIP*.

**To create a Comprehensive Report:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.

2. Click **Create Report**. The **Create Report** page appears, listing the report filters. Fields with an asterisk (*) are required.

3. In the **Report Type** list, select the **Comprehensive Report**. The remaining filters vary depending on your report type selection and the products available to you.
4. Use the following table to select the remaining report options.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product</strong></td>
<td>• WJ IV (Woodcock-Johnson® IV)</td>
</tr>
<tr>
<td></td>
<td>• ECAD (Early Cognitive and Academic Development™)</td>
</tr>
<tr>
<td><strong>Examinee Selection</strong></td>
<td>a. Click in the box. The list of all your caseload folders appears.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Type the first few letters of an examinee’s first or last name and then press the Enter key on your keyboard. A drop-down menu containing matches for your entry appears, and you can select the examinee.</td>
</tr>
<tr>
<td></td>
<td>• Browse through the caseload folders to view the examinees. When you find the examinee for whom you want to create the report, click his or her name.</td>
</tr>
<tr>
<td></td>
<td>c. After you have made your selection, scroll to the bottom of the list and click <strong>Close</strong> to collapse the list.</td>
</tr>
<tr>
<td><strong>Test Record/Checklist</strong></td>
<td>a. Click in the box. The list of available test records and checklists appears.</td>
</tr>
<tr>
<td></td>
<td>b. Click the buttons to select or deselect the test record(s) and checklist(s) to be included on the report.</td>
</tr>
<tr>
<td></td>
<td>Note: It is recommended that you select test records that are within 6 months of each other. The maximum time lapse allowed between selected test records is 36 months.</td>
</tr>
<tr>
<td></td>
<td>c. Click <strong>Close</strong>.</td>
</tr>
<tr>
<td><strong>Normative Basis</strong></td>
<td>• Age</td>
</tr>
<tr>
<td></td>
<td>• Grade</td>
</tr>
<tr>
<td></td>
<td>• 2-Year College</td>
</tr>
<tr>
<td></td>
<td>• 4-Year College/University</td>
</tr>
<tr>
<td>Note: In order to select a grade as the <strong>Normative Basis</strong>, the test record(s) selected from the <strong>Test Record</strong> field must include a grade placement. See Adding Test Record and Checklist Data on page 43. If the test record does not include a grade placement, the last three selections for the <strong>Normative Basis</strong> are grayed out.</td>
<td></td>
</tr>
</tbody>
</table>
### Comprehensive Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
</table>
| **Options**  | a. Click in the box. The list of options appears.  
                      b. Click the check boxes to select or deselect the options to be included on the report.  
                      c. Click **Close**.                                                                 |
| **Variations** | a. Click in the box. The list of variations appears.  
                      b. Click the check boxes to select or deselect variations to be included in the report.  
                      c. Click **Close** to save the selected options.                                     |
| **Comparisons** | a. Click in the box. The list of comparisons appears.  
                      b. Click the check boxes to select or deselect comparisons to be included in the report.  
                      c. Click **Close**.                                                                 |
| **Report Style** | a. Click in the box. The list of report style options appear.  
                      b. In the **Base summary on** section, select **Standard Scores** or **Proficiency (WDiff)**.  
                      c. In the **Other** section, click the check boxes to select or deselect additional report style  
                          options.  
                      d. Click **Close**.                                                                 |
| **Interventions** | **Note:** Interventions are available only if item-level scoring data was entered for Tests of  
                      Achievement. The list of recommended interventions varies depending on the examinee’s  
                      scores. For more information about item-level scoring, see “Adding Test Records and  
                      Checklists” on page 43.  
                      a. Click in the box. An **Intervention Selection** dialog box appears displaying the  
                          interventions and narratives associated with the selected test forms and scores.  
                      b. Do one of the following:  
                          - Click **Clear Selection** to clear all interventions.  
                          - Click **Select All** to include all interventions in the report.  
                          - Click **Save** to save the selected interventions in the report and close the dialog box.  
                          - Click **Cancel** to remove all selected interventions from the report. |

*Continued on next page...*
### Comprehensive Report Options, continued

<table>
<thead>
<tr>
<th>Filter</th>
<th>Selections</th>
</tr>
</thead>
</table>
| Score Selection Template      | • Default Template—allows you to run a report with only the default scores, which includes the following scores: Age Equivalent (AE), Relative Proficiency Index (RPI), Standard Score w/Band, and W Score  
  • New Score Selection Template—allows you to specify and save the scores to be included on the report  
  **To create a new template, do the following:**  
  a. In the **Score Selection Template** list, select **New Score Selection Template**. An **Add Template** link appears.  
  b. Click the **Add Template** link. A **Name Your Template** dialog box appears.  
  c. In the **Score Selection Template Name** box, type a name for the new template.  
  d. Using the check boxes, select the scores to be included in the template.  
  e. Click **Save** to save the new template. The template is now available in the **Score Selection Template** list for the selected report type.  
  • Saved templates—allows you to run a report with previously selected and saved scores included  
  **To edit or delete a saved template, do the following:**  
  a. In the **Score Selection Template** list, select the template to be edited or deleted. An **Edit Template** link appears.  
  b. Click the **Edit Template** link. An **Edit Template** dialog box appears.  
  c. (Optional) In the **Score Selection Template Name** box, type a new name for the template.  
  d. (Optional) Using the check boxes, select or clear the scores to be included in or removed from the template.  
  e. Do one of the following:  
    - Click **Delete**. A confirmation dialog box appears. Click **Yes**. The template is removed from the Template list.  
    - Click **Save** to save the edited template. The edited template is available in the **Score Selection Template** list for the selected report type. |

| Grouping Option*              | • List tests in numerical order separately from clusters.  
  • List tests under clusters (singleton tests will appear separately).  
  • List tests under clusters and also in numerical order. |

| Output Format*                | • Word  
  • Web Page  
  • PDF |
5. When all the filters are selected, do one of the following:
   - Click **Run Report** to generate and view the report. The report appears when it is completed.
   
<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your report opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word (fully editable for WJIV, WMLS-R, and ECAD).</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab.</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings.</td>
</tr>
</tbody>
</table>

   - Click **Save to My Reports** to save the report. A **Name Your Report** box opens. Type a name for the report and click Save. The report is available on your Dashboard under **My Saved Reports** for a period of 14 days.

   ![My Saved Reports](image)

   **Note:** To retain the report for more than 14 days, open the report and save it to your computer.

   For more information on Comprehensive Reports, see “Viewing Comprehensive Reports” on page 88.

**Creating Examinee Data Records**

**Role:** Account Holder, Administrator, or Examiner

**To create an Examinee Data Record:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.

2. Click **Create Report**. The **Create Report** page appears, listing the report filters. Fields with an asterisk (*) are required.
3. In the **Report Type** list, select **Examinee Data Record**. The remaining filters vary depending on your report type selection and the products available to you.

4. In the **Product** list, select **WJ IV** (Woodcock-Johnson® IV), **WMLS–R** (Woodcock-Munoz Language Survey®–Revised), or **ECAD** (Woodcock-Johnson® IV Tests of Early Cognitive and Academic Development).

5. Select one or more examinees by clicking in the **Examinee Selection** box and doing one of the following:

   - **Search individual (single entry):**
     a. Type the first few letters of an examinee’s first or last name.
     b. Press the **Enter** key on your keyboard. A drop-down menu containing matches for your entry appears.
     c. Click to select the examinee.
• **Search individual (multiple examinees):** Clear the **Examinee Selection** search box and repeat the actions above. See diagram below for process details.

 Start:

 First examinee selected

 1. Select/delete from search box

 2. Type first/last name or initial

 3. Press Enter key

 4. Select examinee from box search

 End:

 Second examinee selected, check boxes enabled

You can use this method by itself or in combination with caseload folder browsing described below.

• **Browse caseload folders:** Browse through the caseload folders to view the examinees. When you find the examinee for whom you want to create the report, click his or her name.

After you have made your selection(s), scroll to the bottom of the list and click **Close** to close the examinee list.

6. Click in the **Test Record** box to see the tests that are available for your report (based on your **Product** and **Examinees** selections), and then click one to select it.

7. Select an **Output Format** for the report (**Word**, **Web Page**, or **PDF**).
8. When all the filters are selected, do one of the following:

- Click **Run Report**. The data record opens when it is completed.

<table>
<thead>
<tr>
<th>If you selected the output type...</th>
<th>Then your data record opens in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Web Page</td>
<td>the Report tab</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Reader or as a Web page, depending on your browser selection and settings.</td>
</tr>
</tbody>
</table>

- Click **Save to My Reports** to save the report. A **Name Your Report** box opens. Type a name for the report and click **Save**. The report is available on your Dashboard under **My Saved Reports** for a period of 14 days.

Note: To retain the data record for more than 14 days, open the report and save it to your computer.

For more information on Examinee Data Records, see “Viewing Examinee Data Records” on page 88.

**Exporting Data**

**Role:** Account Holder or Administrator

**To export data:**

1. Move the pointer over the **Reports** tab. The secondary navigation tabs appear.

2. Click **Data Export**. The **Data Export** page appears.

3. In the **Manage Data Exports** list, click in the box to view the list of export options and refer to the table below to continue.
<table>
<thead>
<tr>
<th>To do the following...</th>
<th>Follow these instructions...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new data export.</td>
<td>a. Select <strong>New data export</strong> to create a new data export. The <strong>Name your export</strong> dialog box appears.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Name your export" /></td>
</tr>
<tr>
<td></td>
<td>b. In the <strong>Export Name</strong> box, type a name for the data export.</td>
</tr>
<tr>
<td></td>
<td>c. In the <strong>From</strong> and <strong>To</strong> boxes, click in each box to view a calendar from which you may select the start and end dates for the data export.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Calendar" /></td>
</tr>
<tr>
<td></td>
<td>d. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>▪ Click <strong>Cancel</strong> to cancel the creation of this data export.</td>
</tr>
<tr>
<td></td>
<td>▪ Click <strong>Continue</strong> to save the data export and continue making selections. The new data export is now available in the <strong>Manage Data Exports</strong> list.</td>
</tr>
<tr>
<td>Select a saved data export.</td>
<td>Select a previously saved data export from the list by clicking the name. The previously saved data export selections appear.</td>
</tr>
</tbody>
</table>

*Continued on next page...*
Manage Data Exports Options, continued

<table>
<thead>
<tr>
<th>To do the following…</th>
<th>Follow these instructions…</th>
</tr>
</thead>
</table>
| Edit a saved data export. | a. Select a previously saved data export from the list by clicking the name. The Edit Data Export link appears.  

![Data Export](image)

b. Click the Edit Data Export link. The Name your export dialog box appears displaying the selections for the saved data export.  

![Name your export](image)
c. Edit the data export fields as necessary.  
d. Do one of the following:  
  - Click Cancel to cancel the edits to this data export.  
  - Click Continue to save the edits to the data export. The edited version of the data export is now available in the Manage Data Exports list.  
  - Click Delete to delete the data export. The data export is removed from the Manage Data Exports list. |

4. In the Product list, click in the box to view the list of options and select a product.  
5. In the Examiner Selection list, select one or more Examiner by doing the following:  
   a. Click in the Examiner Selection box to view a list of the Examiners.  
   b. Click the checkbox in front of an Examiner to include the data in all of the Examiner’s caseload folders or click the checkbox in front of a caseload folder to include the data in that caseload folder.  
   c. Scroll to the bottom of the list and click Close to close the list.  
6. (Optional) In the Demographics list, filter the data export by demographic selections by doing the following:  
   a. Click the Advanced Examinee Filters link. A dialog box appears with a list of optional filters.  
   b. Click in each box to view and select options.  
   c. Click Save to save the selected demographic filters.
7. In the **Normative Basis** list, click in the box to view the list of options and select one of the following:

   - Age
   - Grade
   - 2-Year College
   - 4-Year College/University

![Data Export](image)

8. When all the filters are selected, click **Save to My Reports** to generate the data export. A dialog box opens asking you to verify the data export submission. Click **Yes**. When it is completed, the data export is available in your Dashboard’s **My Saved Reports** box for a period of 14 days.

![My Saved Reports](image)

9. In the Dashboard’s **My Saved Reports** box, locate the report and in the **Actions** column, do one of the following:

   - Click the **View Data Export Format** icon (숨은) to open a PDF displaying format of the data export file.
   - Click the **View or Download** icon (できません). The **Opening Data Export** dialog box appears.
     - Click the **Open with** option to open the file.
     - Click the **Save as** option to save the file to your PC.
   - Click the **Delete** icon (삭제) to delete the data export file.

**Note:** To retain the report for more than 14 days, save it to your computer.
Viewing and Working with Reports

**Role:** Account Holder, Administrator, or Examiner

For information regarding each report type, see the descriptions provided below and on the following pages.

**Viewing Roster Reports**

The Roster report provides scores for each examinee in the selected group. The top of each page of the report provides the grouping information. Examinees are listed alphabetically by last name unless the last name is replaced by the student ID, in which case the examinees are listed by ID number, from least to greatest.

Within the report, the first column of each row contains examinee names (or student IDs), testing date, and if applicable, the examinee’s grade and months in that grade at the time of testing. The second column contains the examinee’s date of birth and teacher’s name, if available. The third column contains the examinee’s identification number, age, and the examiner’s name. The remaining columns in the row provide the examinee’s scores.

Sample Roster Reports for each output format are provided as follows.

- **PDF and Word**

  ![Sample Roster Report PDF](image1)

  - To view additional pages of the report, use the scroll bar or the arrows.
  - To view the test and cluster abbreviation legend, move to the last page of the report.

- **Web Page**

  ![Sample Roster Report Web](image2)
➢ To view additional scores, use the scroll bar at the bottom of the page.
➢ To open the Examinee Information page for an examinee, click the examinee’s name displayed in blue text in the first column of the web page report.
➢ To open a page with the abbreviations listed, click the blue View test and cluster abbreviation legend link at the bottom of the page.
➢ To return to the Create Report page, click Back.

**Note:** Data in these samples are for illustrative purposes only.

**Viewing Score Reports**
The Score Report provides scores by test for the selected examinee. Sample Score Reports for each output format are provided as follows.

- **PDF and Word**

![Score Report](image.png)

➢ To view additional pages of the report, use the scroll bar or the arrows.
➢ To view the test and cluster abbreviation legend, move to the last page of the report.
• **Web Page**

To view additional scores, use the scroll bar on the right side of the page.

To open the **Examinee Information** page, click the examinee’s name displayed in blue text at the top left side of the report.

To open the test record data entry page for a test, click the test name displayed in blue text at the top of the report.

To return to the **Create Report** page, click **Back** at the bottom of the page.

**Note:** Data in these samples are for illustrative purposes only.

**Viewing Profile Reports – Age/ Grade**

The Profile Age Equivalent/Grade Profile Report provides scores by age equivalent for the selected examinee. Sample reports for each output format are provided as follows.

• **PDF and Word**

To view additional pages of the report, use the scroll bar or the arrows.

To view the test and cluster abbreviation legend, move to the last page of the report.
• **Web Page**

![Profile Report](image)

- To view additional scores, use the scroll bar on the right side of the page.
- To open the **Examinee Information** page, click the examinee’s name displayed in blue text at the top left side of the report.
- To open the test record data entry page for a test, click the test name displayed in blue text at the top of the report.
- To return to the **Create Report** page, click **Back** at the bottom of the page.

**Note:** Data in these samples are for illustrative purposes only.

**Viewing Profile Reports – Standard Score / Percentile Rank**

The Profile Standard Score/Percentile Rank Report provides scores by standard score for the selected examinee. Sample Score Reports for each output format are provided as follows.

• **PDF and Word**

![Profile Report](image)

- To view additional pages of the report, use the scroll bar or the arrows.
- To view the test and cluster abbreviation legend, move to the last page of the report.
• **Web Page**

![Profile Report Image]

- To view additional scores, use the scroll bar on the right side of the page.
- To open the **Examinee Information** page, click the examinee’s name displayed in blue text at the top left side of the report.
- To open the test record data entry page for a test, click the test name displayed in blue text at the top of the report.
- To return to the **Create Report** page, click **Back** at the bottom of the page.

**Note:** Data in these samples are for illustrative purposes only.

**Viewing Parent Reports**

The Parent Report provides the selected examinee’s performance in an easy-to-read format. Sample Parent Reports for each output format are provided as follows.

• **PDF and Word**

![Parent Report Image]

To view additional pages of the report, use the scroll bar or the arrows.
• **Web Page**

![Parent Report](image)

<table>
<thead>
<tr>
<th>TASK</th>
<th>Extremely Limited</th>
<th>Very Limited</th>
<th>Limited</th>
<th>Limited to Average</th>
<th>Average</th>
<th>Average to Advanced</th>
<th>Advanced</th>
<th>Very Advanced</th>
<th>National Percentile Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory for Words</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>62</td>
</tr>
</tbody>
</table>

Memory for Words measured Jordan's short-term auditory memory span using lists of unrelated words.

![Tests of Oral Language](image)

<table>
<thead>
<tr>
<th>TASK</th>
<th>Extremely Limited</th>
<th>Very Limited</th>
<th>Limited</th>
<th>Limited to Average</th>
<th>Average</th>
<th>Average to Advanced</th>
<th>Advanced</th>
<th>Very Advanced</th>
<th>National Percentile Rank</th>
</tr>
</thead>
</table>

To view additional scores, use the scroll bar on the right side of the page.

To open the **Examinee Information** page, click the examinee’s name displayed in blue text at the top of each section of the report.

To open the test record data entry page for a test, click the test name displayed in blue text at the top of the report.

To return to the **Create Report** page, click **Back** at the bottom of the page.

**Note:** Data in these samples are for illustrative purposes only.
Viewing Comprehensive Reports

The Comprehensive Report provides a variety of scores and information for the selected examinee. Sample Comprehensive Reports for each output format are provided as follows.

- **PDF and Word**

  ![Comprehensive Report Image]

  To view additional pages of the report, use the scroll bar or the arrows.

- **Web Page**

  ![Comprehensive Report Image]
To view additional scores, use the scroll bar on the right side of the page.

To open the **Examinee Information** page, click the examinee’s name displayed in blue text at the top left side of the report.

To open the test record data entry page for a test, click the test name displayed in blue text at the top of the report.

To return to the **Create Report** page, click **Back** at the bottom of the page.

**Note:** Data in these samples are for illustrative purposes only.

**Viewing Examinee Data Records**

The Examinee Data Record provides raw data results for the selected examinee. Sample Examinee Data Records for each output format are provided as follows.

- **PDF and Word**

![Examinee Data Record](image)

To view additional pages of the report, use the scroll bar or the arrows.
• **Web Page**

![Examinee Data Record Report](image)

- To view additional scores, use the scroll bar on the right side of the page.
- To return to the **Create Report** page, click **Back** at the bottom of the page.

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**Note:** Data in these samples are for illustrative purposes only.
Opening Reports in My Saved Reports Box

To open a report saved to My Saved Reports:

1. In the Dashboard’s **My Saved Reports** box, locate the report to be opened.

![My Saved Reports.png](attachment:My_Saved_Reports.png)

2. In the **Actions** column, click the **View or Download** icon ( ). The **Opening Docs** dialog box appears.

3. In the **Open with** option list, specify how to open the file, as follows:
   - For PDF reports, select **Adobe Reader** or **Adobe Acrobat**.
   - For Web Page reports, select your desired browser.

4. Click **OK**. The report opens.

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**Note:** Saved reports can be deleted by clicking the report’s **Delete** icon ( )

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Saving PDF Reports

To save a PDF report to your computer:

1. Open the report.

2. In the Adobe Reader’s top menu bar, click **File**, then click **Save As**, and click **PDF...** A **Save As** dialog box appears.

3. Specify a name and location for your saved report.

4. Click **Save**. The report is saved to your computer.