

## Overview of Online Scoring Program

# Add Examinees and Test Records

Follow the steps below to add an Examinee and add Test records to any examinee:

1. Access the Scoring and Reporting system by going to <http://www.wjscore.com>
2. Log in with your unique ID/password
3. Two options to add examinees:
  - a. Option 1: From the **Dashboard**, click on **Add Examinee** from the **My Recent Examinee** area
  - b. Option 2: Click on the **Administration** tab. Click **Manage Examinees**. Then click **Add**.
4. Fill in all required information (fields with red asterisk), as well as any other desired information.

Administration

### Add Examinee Information

General Information

First Name \* Middle Name

MI \* Gender \* MI

Last Name \* James

Date of Birth \* Age

Enrollment Date \* Enrollment Folder \* Defaults

Examinee ID

Parent/Guardian 1 Name Parent/Guardian 1 Email

Parent/Guardian 2 Name Parent/Guardian 2 Email

Demographics/Programs

Primary Language (Spoken at Home) Select Language

Ethnicity Select Ethnicity

Race

IFSP/IEP

IFSP IEP

Funding Sources

Funding Source Free/Reduced Lunch

Cancel Save Save and Add Another

Please ensure that all confidential health and examinee information is used in accordance with your organization's HIPAA and FERPA regulations.

Dashboard Reports Administration Resources

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All	First Name	Last Name	Examinee	Test Record
<input type="checkbox"/>	Jacob	Barton		
<input type="checkbox"/>	Ava	Miller		

2 Examinees in Folder

10. Click on the **Add Test record** icon
11. Select the test record(s) to add to the selected student and then click **Continue**.

Select a Test Record from the menu below.

Select Test Record

Check All

WJ IV Tests of Cognitive Abilities

WJ IV Tests of Oral Language

WJ IV Tests of Achievement Form A and Extended

WJ IV Tests of Achievement Form B and Extended

WJ IV Tests of Achievement Form C and Extended

5. Click **Save** or **Save and Add Another** to add multiple examinees at a time.
6. Click the **Dashboard** tab to return to your Dashboard.

**Note:** If you select to add a single test record, you will be taken directly to the edit test record page

7. Notice that the examinee is now listed on your dashboard under **My Recent Examinees**.

## Add Examiners

Follow the steps below to add an Examiner:

1. Access the Scoring and Reporting system by going to <http://www.wjscore.com>
2. Log in with your unique ID/password
3. Click on the **Administration** tab. Click **Manage Examiners**. Click **Add**.
4. Fill in all required information (fields with red asterisk), as well as any other desired information.

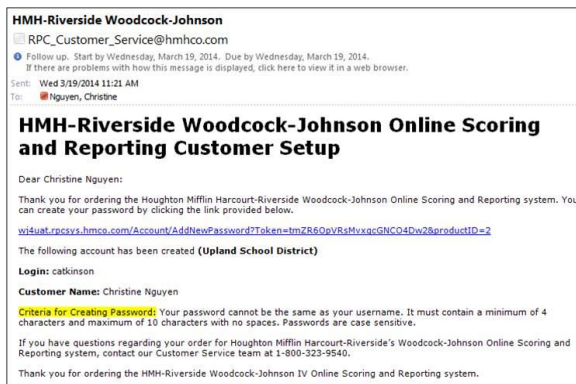
The screenshot shows the 'Add Examiner Information' form within the Woodcock-Johnson IV Administration interface. The form includes the following fields and options:

- First Name \***: Text input field.
- Last Name \***: Text input field.
- Email \***: Text input field.
- Status \***: Dropdown menu with 'Active' selected.
- Role \***: Dropdown menu with 'Select Role' selected.
- Username \***: Text input field.
- Sharing Permission \***: Dropdown menu with 'Select Sharing Permission' selected.
- Auto-generate a unique Username**: Checkable option.

Buttons at the bottom include 'Cancel', 'Save', and 'Save and Add Another'.

5. Select a role for the examiner. Role options are Administrator or Examiner.
6. Click **Save** or **Save and Add Another** to add multiple examiners at a time.
7. Click the **Dashboard** tab to return to the Dashboard.

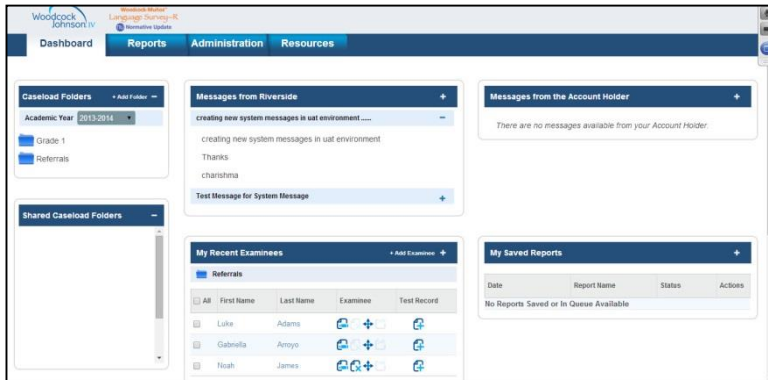
Once added, the examiner will receive an email, giving instructions for creating a password.



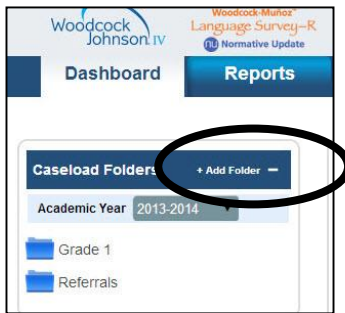
## Dashboard and Caseload Folders

The dashboard provides easy access to all major features of the *Woodcock-Johnson* online scoring and reporting program. Caseload folders, available on the dashboard, provide a quick and easy way to organize your examinees.

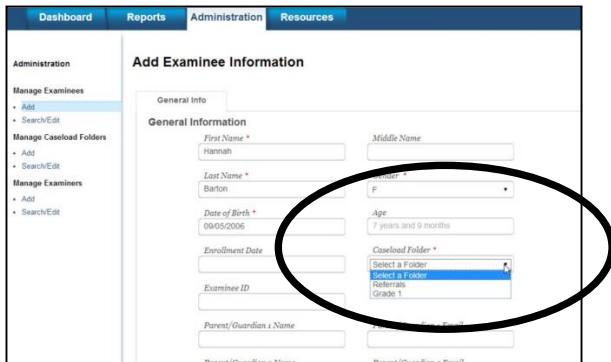
1. Access the Scoring and Reporting system by going to <http://www.wjscore.com>
2. Log in with your unique ID/password
3. From the Dashboard, users can access most areas of the *Woodcock-Johnson* online scoring and reporting program.



4. To manage caseload folders, from the Dashboard, click on **Add Folder** from the **Caseload Folders** area.



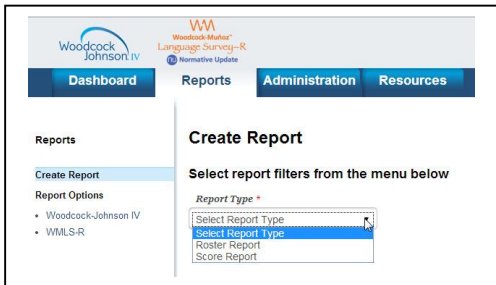
5. Enter the name of the caseload folder you would like to add.
6. Click **Save**
7. When examinees are added, they can be added to specific caseload folders.



# Viewing Reports

Follow the steps below to view reports:

1. Access the Scoring and Reporting system by going to <http://www.wjscore.com>
2. Log in with your unique ID/password
3. Click on the **Reports** tab. Select which report you want to view.
4. Once selected, a menu of options will be available for the selected report (required fields are noted with a red asterisk).
5. Report options will vary based on the report selected.
6. Make all needed selections.
7. Select to **Run Report**.



## Score Report:

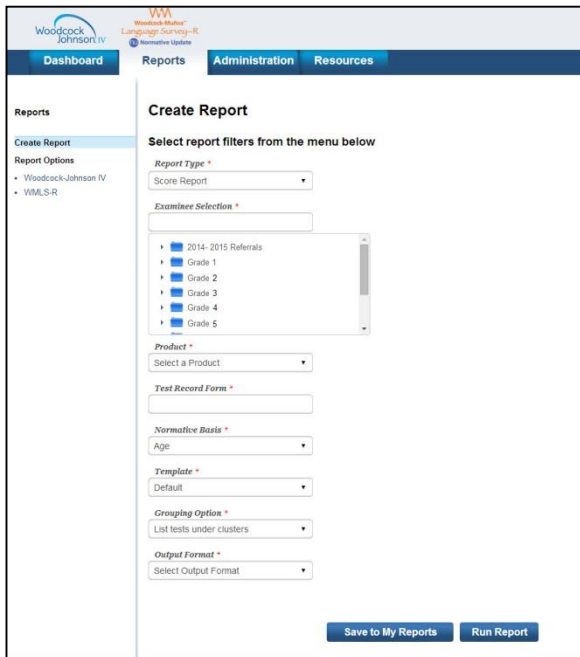
**TABLE OF SCORES**  
Woodcock-Johnson IV Tests of Cognitive Abilities (Norms based on age 9-0)

CLUSTER/Test	W	AE	GE	RPI	WDiff	SS	z	I
<b>GEN INTELLECTUAL ABIL</b>	511	13-5	8.0	99/90	19	129	1.93	69
Oral Vocabulary	451	4-10	<K.0	7/90	-43	47	-3.56	14
Number Series	531	>20	>14.0	100/90	45	142	2.81	78
Verbal Attention	520	>30	13.0	100/90	28	130	2.02	70
Letter-Pattern Matching	565	>27	>17.8	100/90	68	144	2.94	79
Phonological Processing	536	>30	>17.9	100/90	40	160	3.98	90
Story Recall	491	8-9	3.3	89/90	-1	98	-0.10	49
Visualization	489	8-2	2.7	86/90	-4	95	-0.31	47
<b>GF-Gc</b>	497	10-0	6-6	95/90	6	109	0.58	56
<b>COMPOSITE</b>								
Oral Vocabulary	451	4-10	<K.0	7/90	-43	47	-3.56	14
Number Series	531	>20	>14.0	100/90	45	142	2.81	78
General Information	536	>30	>17.9	100/90	43	144	2.92	79
Concept Formation	473	6-6	1.1	49/90	-20	81	-1.24	38

CLUSTER/Test	W	AE	GE	RPI	WDiff	SS	z	I
<b>COMP-KNOWLEDGE (Gc)</b>	493	9-0	3.6	90/90	0	100	0.00	50
Oral Vocabulary	451	4-10	<K.0	7/90	-43	47	-3.56	14
General Information	536	>30	>17.9	100/90	43	144	2.92	79

4. Once selected, a menu of options will be available for the selected report (required fields are noted with a red asterisk).



## Roster Report:

**Roster Report**  
Woodcock-Johnson IV Test of Achievement Form A, and Extended  
Subjects Grouped by Examiner: Atkinson, Jonathan

Subject Name Test Date Grade	DOB Teacher	ID Age Examiner	Score(s)	R	LWI	PC	BR	LWI	PC	SUF	BRS	LWI	WA	PC
Fitz, Tanya 05/13/2014 3.5	5/8/2006 Elaine Hester	454556 8-5 Atkinson, Jonathan	PR	30	90	1	N/A	90	1	N/A	94	90	90	N/A
			AE	7.67	11.83	6	N/A	11.83	6	N/A	11.5	11.83	10.62	N/A
			GE	2	5.7	K.5	N/A	5.7	K.5	N/A	5.2	5.7	4.2	N/A
Jones, Rheema 05/15/2014 3.5	10/21/2006 Elaine Hester	345567 7-7 Atkinson, Jonathan	SS	90	120	67	N/A	120	67	N/A	123	120	110	N/A
			PR	75	54	91	24	54	91	1	95	54	90	N/A
			AE	8.25	7.67	9.75	9.92	7.67	9.75	4.08	11.08	7.67	30.62	N/A
Milbous, James 05/20/2014 3.5	9/14/2006 Elaine Hester	324456 7-8 Atkinson, Jonathan	GE	2.0	2.1	3.0	1.3	2.1	3.0	K.0	4.8	2.1	17.9	N/A
			SS	110	102	120	86	102	120	67	126	102	161	N/A
			PR	2	3	3	N/A	3	3	N/A	46	3	90	N/A
			AE	6	6.08	6	N/A	6.08	6	N/A	7.5	6.08	30.62	N/A
			GE	K.5	K.5	K.5	N/A	K.5	K.5	N/A	1.0	K.5	17.9	N/A
			SS	70	71	72	N/A	71	72	N/A	98	71	152	N/A

For Technical Issues, contact Riverside Customer Support at:

800-323-9540 or  
[rpcsupport@hnhco.com](mailto:rpcsupport@hnhco.com)