Overview of Online Scoring Program

<u>Add Examinees and Test Records</u>

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 **c**lick **Add**.
4. Fill in all required information (fields with red asterisk), as well as any other desired information.

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.

8. From **My Recent Examines**, you can add test records to any examinee.
9. To the right of the name of each examinee are several icons, allowing you to perform tasks of **edit**, **delete**, **move**, **share**, and **add test record.**

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

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.

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.
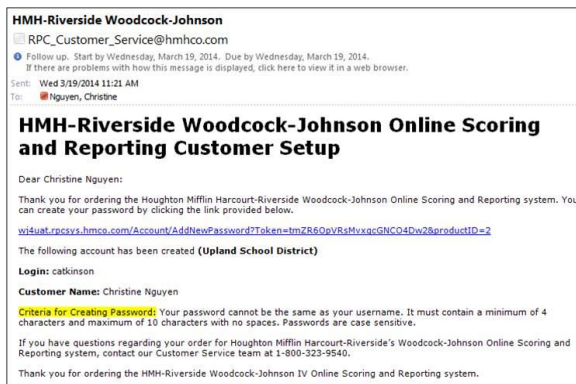

Dashboard and Caseload Folders

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.
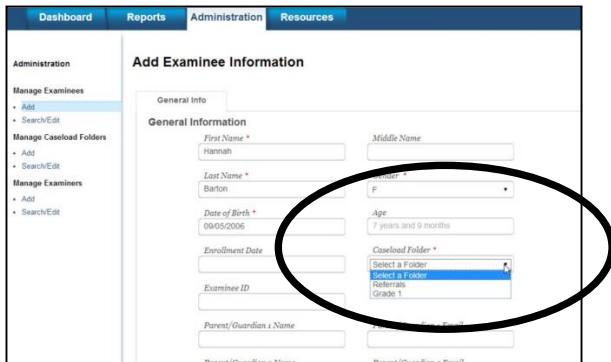
1. Access the Scoring and Reporting system by going to http://www. wjscore.com
2. Log in with your unique ID/password
3. From the Dashboard, users can access most areas of the *Woodcock-Johnson* online scoring and reporting program.
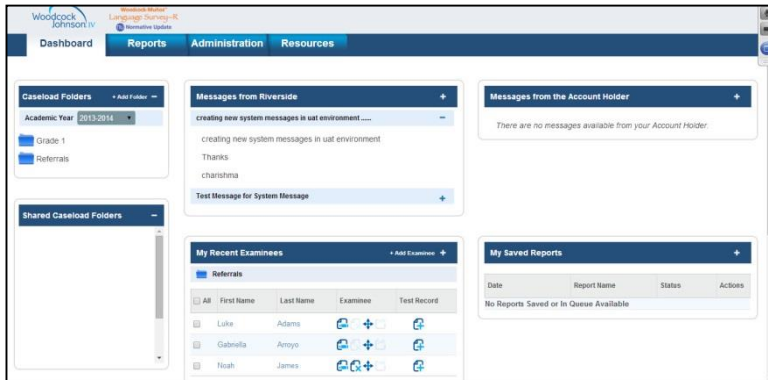
4. To manage caseload folders, from the Dashboard, click on **Add Folder** from the **Caseload Folders** area.
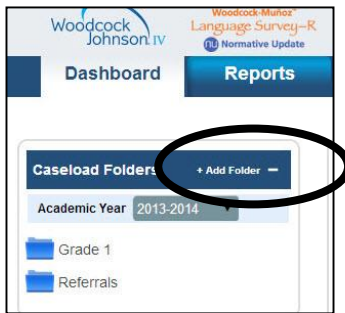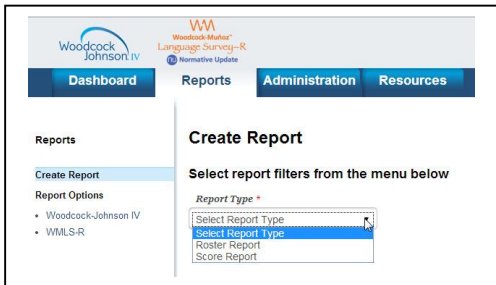

5. Enter the name of the caseload folder you would like to add.

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:

Roster Report:

For Technical Issues, contact Riverside Customer Support at:

 800-323-9540 or
rpcsupport@hmhco.com