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:

- Access the Scoring and Reporting system by going to <u>http://www.wjscore.com</u>
- 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.

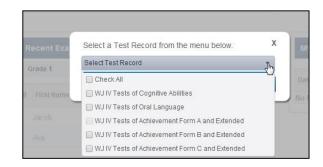
dministration	Add Examinee Information			
anage Examinees				
Add	General Info			
SearchEdt	General Information			
nage Caseload Folders	First Name.*	Middle Name		
Las	Noah			
Search/Edit				
nage Examiners	Last Name *	Gender *		
400	James	м	-	
earch/Edit	Date of Birth *	Age		
	05/05/2008			
	Enrollment Date	Caseload Folder *		
		Roferrais	~	
	Examiner ID			
	Parent/Quardian s Name	Parent/Guardian a Email		
	Parent/Guardien 2 Name	Parent/Guardian 2 Email		
	Demographics/Programs Primary Language Spoken at Home Beliect Language	Ethnicity Select Ethnicity	V	
	Roce			
	IFSP/IEP			
	HSP	TEP		
			V	
	Funding Sources			
	Funding Sources	Pres/Reduced Lunch		
				Cancel Save

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

- 8. From **My Recent Examines**, you can add test records to any examinee.
- 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.

Grade 1			
First Name	Last Name	Examinee	Test Record
Jacob	Barton	@ & # 0	æ
Ava	Miller	@ \$\$ \$ C	(]

- 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

 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.

Dashboard	Reports Administration	Resources
Administration	Add Examiner Informa	ation
Account Holder Messages	First Name *	Last Name *
Create		
Edit/Delete	Email *	Status *
Manage Electronic Record Forms		Active
Forms Remaining	Role *	Username *
Manage Examinees	Select Role	
• Add	Sharing Permission *	Auto-generate a unique Username
 Search/Edit 	Select Sharing Permission	•
Manage Caseload Folders		
• Add		
 Search/Edit 		Cancel Save
Manage Examiners		
Add	-	
 Search/Edit 		

- 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.

нмі	H-Riverside Woodcock-Johnson
R	PC_Customer_Service@hmhco.com
	llow up. Start by Wednesday, March 19, 2014. Due by Wednesday, March 19, 2014. here are problems with how this message is displayed, click here to view it in a web browser.
Sent: To:	Wed 3/19/2014 11:21 AM ■ Nguyen, Christine
	MH-Riverside Woodcock-Johnson Online Scoring nd Reporting Customer Setup
Dea	r Christine Nguyen:
	nk you for ordering the Houghton Mifflin Harcourt-Riverside Woodcock-Johnson Online Scoring and Reporting system. Yo create your password by clicking the link provided below.
wj4i	uat.rpcsys.hmco.com/Account/AddNewPassword?Token=tmZR6OpVRsMvxqcGNCO4Dw28productID=2
The	following account has been created (Upland School District)
Log	in: catkinson
Cus	tomer Name: Christine Nguyen
	aria for Creating Password: Your password cannot be the same as your username. It must contain a minimum of 4 acters and maximum of 10 characters with no spaces. Passwords are case sensitive.
	ou have questions regarding your order for Houghton Mifflin Harcourt-Riverside's Woodcock-Johnson Online Scoring and orting system, contact our Customer Service team at 1-800-323-9540.
	nk you for ordering the HMH-Riverside Woodcock-Johnson IV Online Scoring and Reporting system.

Dashboard and Caseload Folders

The dashboard provides easy access to all major features of the *Woodcock-Johnson* online scoring and reporting² 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.

Woodcock Johnson IV	Woodcode Multar" Language Survey-R.									
Dashboard	Reports	Adm	inistration	Resource	DS					
seload Folders	+ Add Folder -	Mess	lages from R	verside		+	Messages fro	om the Account Holder		+
ademic Year 2013-201	14	creati	ng new system i	messages in uat er	nvironment	-	These are a	nessages available from y	aur Annount Mode	
Grade 1		crea	ating new syste	m messages in u	uat environment		mere are no	nessages available iron y	our Account Acia	er,
Referrals		Tha	nks							
		cha	rishma							
		Test 8	lessage for Sys	tem Message		+				
ared Caseload Fold	ters –									
		My R	ecent Examin	nees		Add Examinee +	My Saved Re	ports		+
		** \$	Referrals				Date	Report Name	Status	Actions
		🗆 All	First Name	Last Name	Examinee	Test Record	No Reports Save	ed or In Queue Available		
			Luke	Adams	@ +	C7				
			Gabriella	Arroyo	60+0	G				
		- bud								

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



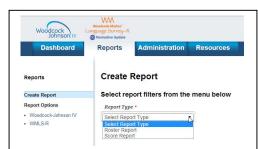
- 5. Enter the name of the caseload folder you would like to add.
- 6. Click Save
- 7. When examinees are added, they can be added to specific caseload folders.

Dashboard	Reports	Administration	Resources
Administration Manage Examinees		caminee Inform	mation
Search/Edit	Gene	ral Information	
Manage Caseload Folders • Add		First Name *	Middle Name
Search/Edit		Last Name *	whitter *
Manage Examiners Add		Barton	E · · ·
Search/Edit		Date of Birth *	Age
		09/05/2006	7 years and 9 months
		Enrollment Date	e Caseload Folder *
			Select a Folder
		Examinee ID	Grade 1
		Parent/Guardian	n i Name Provide France France
		Parent/Guardian	in 2 Name Parent/Guardian 2 Email

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).

election * - 2015 Referrals 30 1 30 2 30 3 30 4 30 5 duct	menu below			
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rt election * 4- 2015 Referrats 56 2 56 3 56 4 56 5 duct				
4-2015 Referrals de 1 de 2 de 3 de 3 de 5 duct	Ĩ			
de 1 de 2 de 3 de 4 de 5 duct	ĺ			
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5. Report options will vary based on the report selected.

- 6. Make all needed selections.
- 7. Select to Run Report.

Score Report:

CLUSTER/Test	W	AE	GE	RPI	WDiff	SS	z	T
gen Intellectual Abil	511	13-5	8.0	99/90	19	129	<u>z</u> 1.93	69
Oral Vocabulary	451	4-10	<k.0< td=""><td>7/90</td><td>-43</td><td>47</td><td>-3.56</td><td>14</td></k.0<>	7/90	-43	47	-3.56	14
Number Series	531	>20	>14.0	100/90	45	142	281	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
Gf-Gc COMPOSITE	497	10-0	6-6	95/90	6	109	0.58	56
Oral Vocabulary	451	4-10	<k.0< td=""><td>7/90</td><td>-43</td><td>47</td><td>-3.56</td><td>14</td></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	<u>SS</u>	Z	I
COMP- KNOWLEDGE (Gc)	493	9-0	3.6	90/90	0	100	0.00	50
Oral Vocabulary	451	4-10	<k.0< td=""><td>7/90</td><td>-43</td><td>47</td><td>-3.56</td><td>14</td></k.0<>	7/90	-43	47	-3.56	14
General Information	536	>30	>17.9	100/90	43	144	292	79

Roster Report:

				Ros	ter R	epo	rt								
dcock-Johnson IV 1 ects Grouped by Ex			d Extended												
Subject Name Test Date Grade	DOB Teacher	1D Age Examiner	Score(s)	R	LWI	PC	BR	LWI	PC	SRF	BRS	LWI	WA		
Fitz, Tanya 5/8/2006 05/13/2014 Elaine	456456	PR	39	98	1	N/A	98	1	N/A	94	90	80			
05/13/2014 3.8	Hester	Atkinson, Jonathan	AE	7.67	11.83	8	N/A	11.83	6	N/A	11.5	11.83	10.92		
			GE	2	5.7	K.5	N/A	5.7	K5	N/A	5.2	5.7	4.2		
			SS	98	128	67	N/A	126	67	N/A	123	126	116		
Jones, Rheema	10/21/2006	10/21/2006	345567	PR	75	54	91	24	54	91	1	95	54	99	
05/15/2014 3.8	Elaine Hester	7-7 Atkinson, Jonathan	AE	8.25	7.67	9.75	6.92	7.67	9.75	4.08	11.08	7.67	30.92		
				GE	2.6	2.1	3.6	1.3	2.1	3.0	K.D	4.8	2.1	17.9	
			SS	110	102	120	89	102	120	67	125	102	161		
Milhouse, James	9/14/2006	324456	PR	2	3	3	N/A	3	3	N/A	48	3	99	ħ	
05/20/2014 3.9	Elaine Hester	7-8 Atkinson, Jonathan	AE	8	6.08	8	N/A	6.06	6	N/A	7.5	6.08	30.92	,	
			GE	K.5	KS	K.5	N/A	K.5	K5	N/A	1.9	K.5	17.9	1	
			55	70	71	72	N/A	71	72	N/A	98	71	152	N	

For Technical Issues, contact Riverside
Customer Support at:

800-323-9540 or

rpcsupport@hmhco.com