

# The *Woodcock-Johnson*<sup>®</sup> IV Online Scoring and Reporting System FAQ Volume 1



This document provides step-by-step answers to common *WJ* IV Online Scoring and Reporting system questions. We will continue to expand this series as more questions come in. In addition to this document, be sure to check out our Brainshark presentations for more tips and best practices to help you get the most out of the *WJ* scoring system.

## ***Why can't I run a report on an examinee's test record?***

In order to run a report on the data in a Test Record, the Test Record must be committed.

## ***Why do I have to reset my password every time I login?***

Your password is longer than 10 characters. Here are the password guidelines:

1. The password cannot be the same as the username.
2. The password must be a minimum of 8 characters and a maximum of 10 characters.
3. The password is case sensitive.
4. The password must not contain any spaces.
5. Include punctuation marks and/or numbers in your password. Example: 1universe!
6. Mix capital and lowercase letters. Example: UniversOne
7. 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
8. Create a unique acronym. Don't use acronyms that can be found in a dictionary.
9. Include phonetic replacements, such as "Luv2laf" for "Love to Laugh."

## ***How do I choose which scores (such as percentile ranks) are visible on my Score Report?***

In order to choose the scores that you want to see on your Score Report, you need to define your own Score Selection template. That is done by...

1. Go to your *WJIV* Online Scoring site home page
2. Click on the Reports drop-down menu
3. Click Create Report

Complete the following fields:

4. Report Type (Choose Score Report)
5. Product (Choose *WJIV*)
6. Examinee
7. Normative Basis

Once these fields are complete, you will see the Score Selection Template field.

To create a customized template:

1. Click the drop-down menu
2. Choose "New Score Selection Template"
3. Click on "Add Template"
4. Give the new template a name descriptive enough to allow it to be chosen in the future.
5. Check the boxes of up to 8 (Plus CALP) scores.
  - **Note:** CALP does not count as one of the 8 as it appears elsewhere in the report.
6. Click Save

Going forward, if the same set of scores are desired, choose that template from the Score Selection Template drop-down menu. For more information, please check out the Score Template Brainshark, **How to Create a Score Selection Template:** <http://bit.ly/WJIVScoreTemplate>

### ***How do I enter scores in order to complete a report?***

1. Enter raw scores
2. Double check date of testing for accuracy (cannot be changed once test record is committed)
3. Click Commit
4. On the “Are you sure?” box that comes up, click Yes (clicking this button uses one of your district’s Individual Score Reports)
5. Within in 90 days of clicking Commit, make any necessary changes/additions/deletions to raw scores

### ***How much does it cost to use online scoring?***

- Use of online scoring is included with purchase of protocols. There is no additional charge.
- Your district or organization is assigned 1 Individual Score Report (ISR) per protocol purchased.
  - **Please note:** online scoring is not unlimited. For example, if you purchase a pack of 25 protocols, you will be assigned 25 ISRs and can score 25 times.
- An ISR is marked as used when clicking “Commit” at the bottom of the test record (where you entered the raw scores) then “Yes” on pop-up that comes up asking if you are sure you want to commit.
  - **Please note:** before clicking "Yes," be sure your date of testing is entered accurately. Once you click on "Yes," you will not be able to edit your date of testing.
- Within 90 days of clicking "Commit" for the first time on a test record, you can make any necessary changes, additions, or deletions to the raw scores. When making these changes, click "Commit" again to save them.
  - **Please note:** clicking “Commit” again on the same test record will not use an additional ISR. An ISR is only marked as used the **first** time you click "Commit" on a test record.

### ***How can I get the most out of a WIIP comprehensive report?***

1. Administer the core tests (Cog: 1-7, Ach: 1-6, OL: 1-4) of whichever batteries you use to get access to the strengths and weakness analysis
2. In the Report Style box, select whether you want your analysis to be based on Standard Score or Proficiency (RPI)
3. In the Report Style box, check Include Test Appendix to get a detailed analysis of test scores
4. In the Interventions box, select from the list of interventions those that you would like printed in your report. You can also click on Select All to print all suggested interventions and accommodations
5. In the Score Selection Template, choose New Score Selection Template then Add Template (above the box) to select the types of scores and qualitative descriptors that print out on your report

\*Comprehensive reporting is only available with the add-on purchase of the *WIIP*. Contact your Account Executive for pricing details today!

### ***What other tutorials are available for WJ Online Scoring and Reporting?***

To see everything about purchasing to using the Online Scoring System, please check out **From Purchase to Reporting: A Step-by-Step Setup Guide:** <http://bit.ly/WJOnlineScoringSetupBrainshark>

### ***Have an idea for a future FAQ?***

Send any questions or concerns to Josh Kratovil at [HMHAassessmentMarketing@hmhco.com](mailto:HMHAassessmentMarketing@hmhco.com) as we collect questions for future issues!