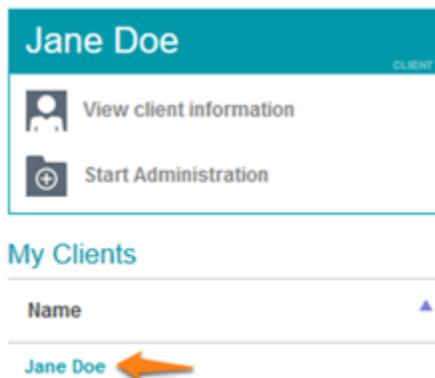


**Title:** WPS Online Evaluation System - Uncomplete a Scored Form

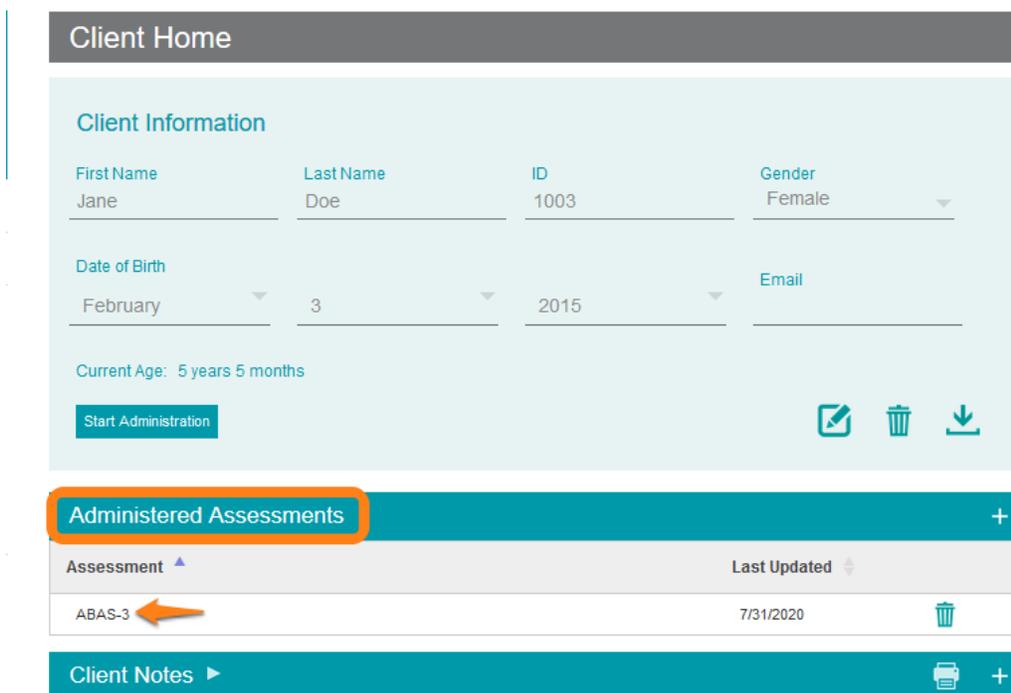
**Description:** How to Uncomplete a scored form to edit the responses on the Online Evaluation System.

### Instructions

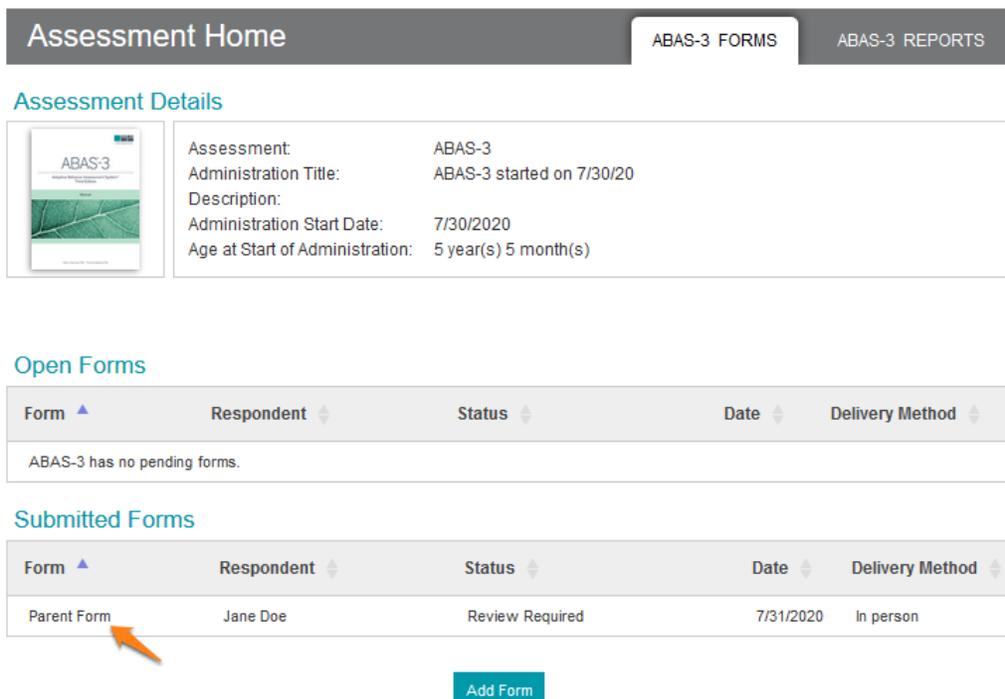
1. Login to the Online Evaluation System at <http://platform.wpspublish.com>
2. Click into the client's name.



3. Click into the Assessment under **Administered Assessments** to the right of *My Clients*.



4. Click into the **form** under the *Submitted Forms* section to open



**Assessment Home** ABAS-3 FORMS ABAS-3 REPORTS

### Assessment Details

	Assessment: ABAS-3
Administration Title: ABAS-3 started on 7/30/20	
Description:	
Administration Start Date: 7/30/2020	
Age at Start of Administration: 5 year(s) 5 month(s)	

### Open Forms

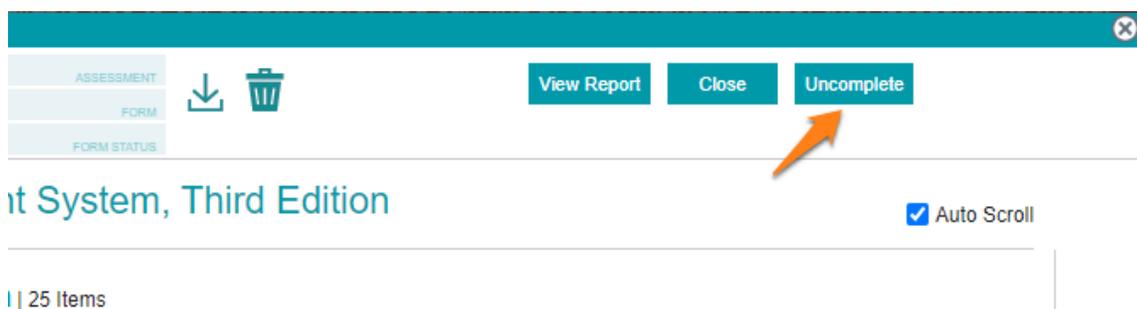
Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no pending forms.				

### Submitted Forms

Form	Respondent	Status	Date	Delivery Method
Parent Form	Jane Doe	Review Required	7/31/2020	In person

[Add Form](#)

5. Click **Uncomplete** on the top of the form



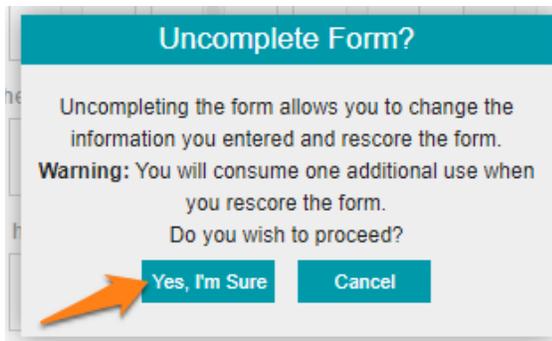
ASSESSMENT FORM FORM STATUS

View Report Close **Uncomplete**

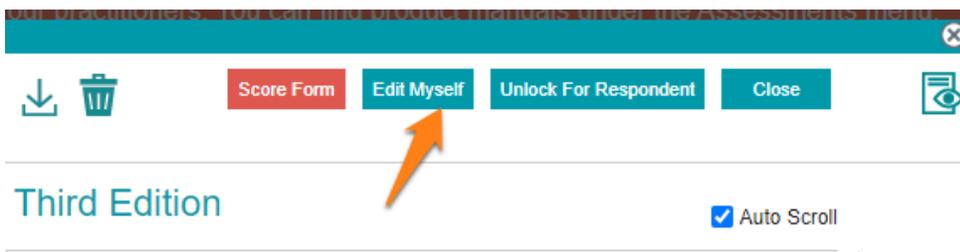
it System, Third Edition  Auto Scroll

| 25 Items

6. Click **Yes, I'm sure.**

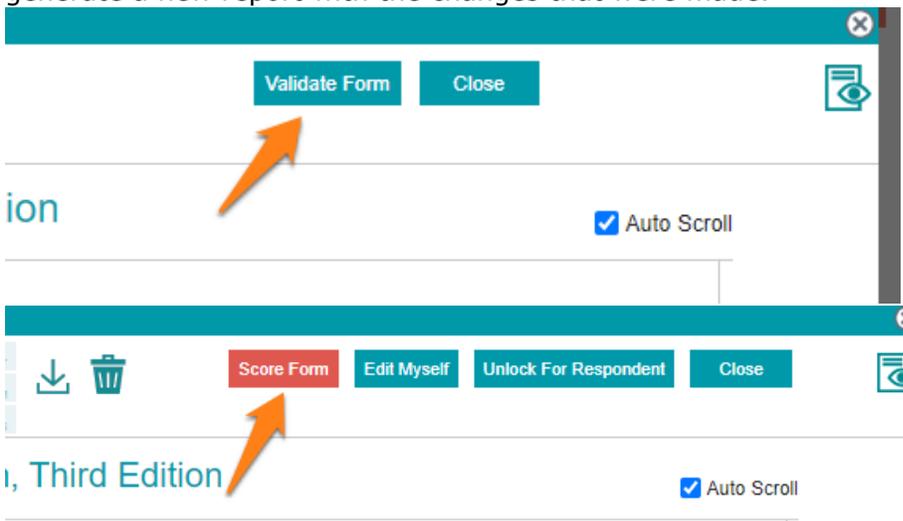


7. Click **Edit Myself.**



8. Edit any responses you would like to make on the form

9. Once done, click **Validate Form** on the top of the form, click **OK** then click **Score Form**. This will generate a new report with the changes that were made.



10. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at [support@wspublish.com](mailto:support@wspublish.com).