Instructional Documentation



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 <u>http://platform.wpspublish.com</u>
- 2. Click into the client's name.

Jane Doe				
•	View client information			
۲	Start Administration			
My C	lients			
Name	9			
Jane	Doe			

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

Client Informati	on			
First Name	Last Name	ID	Gender	
Jane	Doe	1003	Female	
Date of Birth			E se sil	
February	- 3	2015	Email	
Current Age: 5 years : Start Administration	5 months			壶 ↓
Current Age: 5 years : Start Administration	5 months			± ±
Current Age: 5 years: Start Administration Administered As	5 months sessments			± ±
Current Age: 5 years Start Administration Administered Ass ssessment A	5 months		∑ Last Updated ♦	± ±
Current Age: 5 years : Start Administration Administered Ass ssessment A ABAS-3	5 months sessments		Last Updated 🔶 7/31/2020	

WPS Technical Support

Instructional Documentation



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

Assessme	nt Home	l l l l l l l l l l l l l l l l l l l	ABAS-3 FORMS	ABAS-3 REPORTS
Assessment De	etails			
ABAS-3 Internet internet	Assessment: Administration Title: Description: Administration Start Date: Age at Start of Administration:	ABAS-3 ABAS-3 started on 7/30/20 7/30/2020 5 year(s) 5 month(s)		
Open Forms				
Form 🔺	Respondent 🔶	Status 🔶	Date 🔶	Delivery Method 🍦
ABAS-3 has no pend	ling forms.			
Submitted Forr	ns			
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	View Report Close Uncomplete
it System, Third Edition	Auto Scroll
I 25 Items	

WPS Technical Support

Instructional Documentation



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



7. Click Edit Myself.

				NN SPECIAL CONTRACTOR	
玉 👜	Score Form	Edit Myself	Unlock For Respondent	Close	
Third Edition				Auto Scroll	

- 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.

	Validate I	Form C	lose		•
ion			🗸 Auto	Scroll	
不 👜	Score Form	Edit Myself	Unlock For Respondent	Close	
ı, Third Edi	tion			Auto Scroll	

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@wpspublish.com.