Q-global: Practitioner Best Practices

Jarett Lehner
Training and Implementation Consultant
jarett.lehner@pearson.com
952-681-4106
# Agenda

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
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<td>Pop-up Blocker, Need Help Signing In?, Auto Unlock</td>
</tr>
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<td><strong>My Account:</strong></td>
<td>Changing password, updating user information, and Setting a Default Examiner</td>
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<td>Customizing the Examinee Table, Favorite Assessments</td>
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</tr>
</tbody>
</table>
Before logging in:
Pop-up blocker, need help signing in?, and auto unlock
Pop-up Blocker: Adding Q-global as an Exception

• When getting started with Q-global, make sure that all users on the account add qglobal.pearsonclinical.com as an exception to their web-browser’s pop-up blocker.
• This will help ensure that all windows that appear through the administration process open as intended.
• System features that result in a new window being opened:
  ▪ Accessing resources in the Resource Library
    ▪ Assets, sample reports, appendices, etc.
  ▪ Starting an On-screen Administration.
Need Help Signing In?
Need Help Signing In?

Forgot Password? Enter your username. You will receive an email to reset your password.
Username: 

Forgot Username? Enter your email address. You will receive an email with your username(s).
Email address: 

PEARSON
About | Contact | Terms | Privacy | HelloQ
Copyright © 2016 NCS Pearson, Inc. All rights reserved.
Locked Out?
Dear Q-global Customer,

For security reasons your account has been temporarily locked.

We have detected multiple, failed sign-in attempts to your Q-global account. Protecting the security of your account is our primary concern. Your account will be automatically unlocked after five (5) minutes and will allow you to sign in at that time. If you did not attempt to sign in to your account, please contact us immediately at 1-800-249-0659.

Forgot username or password?

If you forgot your username or password, click the Need help signing in? link on the Q-global sign-in page for further assistance.

Thank you for your patience,

Q-global

This is an auto-generated email. Please do not reply to this email address. If you have questions, please contact Pearson Technical Support by emailing catechnicalsupport@pearson.com or calling 1-800-249-0659, Monday through Friday, from 7:00 AM - 6:00 PM CST.
Personalizing your Q-global Access: My Account
Personalizing your Q-global Access: My Account

- The My Account page is divided into 3 sections: User Preferences, My Inventory, and Account Information.
- The User Preferences page allows users to change their password and edit their personal settings.
  - Users can also set themselves as the Default Examiner, which automatically selects them as the examiner when assigning assessments.
- The My Inventory tab displays all of the inventory that is available to you as a user. This will display all of the Assets and Subscriptions allocated to you, as well as the number of Usages currently be shared with you.
  - Note: For a complete list of the account inventory, Account Owners and Account Administrators should click on the Manage Accounts link.
- The Account Information tab displays the account information of the account that you are logging into.
  - This is a great resource for quickly finding your Q-global account name and number when ordering new inventory.
Default Examiner
Default Examiner
Changing your Password

My Account

User Preferences  Inventory  Account Information

Edit  Change Password

Personal Settings
First Name: Jarett
Middle Name:
Last Name: Lehner
Username: jarett.lehner@pearson.com
Email: jarett.lehner@pearson.com
Phone: 9526814106
Qualification: C
Role: Account Owner

Defaults
Default Examiner: Lehner, Jarett

Revision History
Created by: Lehner, Jarett (TBU)
Created on: 08/27/2015 09:49:58 AM

Regional Settings
Time Zone: (UTC-05:00) Central Time Daylight (US & Canada)
Date Format: MM/DD/YYYY
Language: English (US)
Number Format: 1,234.56

System Settings
Item entry auto-advance: Yes

Modified by: Lehner, Jarett
Modified on: 02/16/2017 04:40:38 PM
Changing your Password

The password must meet all of the following criteria:

- Is at least 7 characters in length
- Has not been used in the past year
- Must be alphanumeric and contain at least three of the following character groups: upper case characters, lower case characters, numerals, special characters

Old Password: 
New Password: 
Confirm Password: 

Submit  Clear  Cancel
Change your Username

My Account

User Preferences  Inventory  Account Information

Save  Cancel

Personal Settings
- First Name: Jarett
- Middle Name: 
- Last Name: Lehner
- Username: jarettlehnertbu
- Email: jarett.lehner@pearson.com
- Phone: 9526814106

Qualification: C
Role: Account Owner

Regional Settings
Time Zone: (UTC-05:00) Central Time
Date Format: MM/DD/YYYY
Language: English (US)
Number Format: 1,234.56

System Settings
Item entry auto-advance: Yes  No
## Inventory

**My Account**

- **User Preferences**
- **Inventory**

Report Usages, Report Subscription and Digital Assets currently available to me as an allocation or from a shared pool.

**View:**  
- By Product  
- By Inventory Type

### BASC-2

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Name</th>
<th>Quantity Available</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>63100</td>
<td>BASC-2 - Clinical Report</td>
<td>7 Usages</td>
<td>Never</td>
</tr>
<tr>
<td>63103</td>
<td>BASC-2 - Score Summary Report</td>
<td>8 Usages</td>
<td>Never</td>
</tr>
</tbody>
</table>

(2 Records)

### BASC-3

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Name</th>
<th>Quantity Available</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>30868</td>
<td>BASC-3 BESS Report</td>
<td>97 Usages</td>
<td>Never</td>
</tr>
<tr>
<td>30876</td>
<td>BASC-3 Flex Monitor Report</td>
<td>5 Usages</td>
<td>Never</td>
</tr>
<tr>
<td>30866</td>
<td>BASC-3 Report</td>
<td>89 Usages</td>
<td>Never</td>
</tr>
<tr>
<td>30867</td>
<td>BASC-3 Report with Intervention Recommendations</td>
<td>95 Usages</td>
<td>Never</td>
</tr>
<tr>
<td>30867G</td>
<td>BASC-3 Report with Intervention Recommendations</td>
<td>1 Subscription</td>
<td>09/10/2020</td>
</tr>
</tbody>
</table>

(5 Records)
Account Information

My Account

Account Information

- Business Unit: Test Business Unit
- Account Name: Jarett's Training
- My System ID (for imports): 63860
- Inventory Account Name: Jarett's Training
- Inventory Account Number: TestBU-05
- Inventory Account Owner: Jarett Lehner
- Inventory Account Owner Email: jarett.lehner@pearson.com

Pearson Research

- Pearson may use de-identified data on this account for product improvement: No
  - Original Selection Date: 3/14/2016
  - Modified: 11/8/2016
- Pearson may ask users on this account to participate in research: No
  - Original Selection Date: 3/14/2016
  - Modified: 11/8/2016
Personalizing your Q-global Access: Home Screen
Personalizing your Q-global Access: Examinee Table

• On the Examinee tab of the home screen, you can personalize your Q-global access by modifying the Examinee Table.
• To modify your Examinee Table, click on the “Choose Columns” icon in the lower left corner of the table.
  • The Edit Table window is comprised of two columns: Visible Columns and Invisible Columns.
  • To add columns to your Examinee Table, click on the arrow for the desired column in the Invisible Columns. This will move it to the Visible Columns, adding it to your table after all changes have been made and saved.
  • You can change the order of the columns in the Examinee table by dragging and dropping the rows within the Visible Column.
Customizing Tables-Examinee Table

<table>
<thead>
<tr>
<th>#</th>
<th>System ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Examinee ID</th>
<th>Birth Date</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3498771</td>
<td>Examinee</td>
<td>GRS</td>
<td></td>
<td>04/23/2010</td>
<td>Male</td>
</tr>
<tr>
<td>2</td>
<td>3347329</td>
<td>name</td>
<td>First</td>
<td></td>
<td>04/23/2010</td>
<td>Male</td>
</tr>
<tr>
<td>3</td>
<td>2053341</td>
<td>Examinee</td>
<td>Sample</td>
<td></td>
<td>06/06/2006</td>
<td>Male</td>
</tr>
<tr>
<td>4</td>
<td>3478093</td>
<td>Example</td>
<td>Wednesday</td>
<td></td>
<td>05/12/2003</td>
<td>Female</td>
</tr>
<tr>
<td>5</td>
<td>3476743</td>
<td>Sample</td>
<td>Wednesday</td>
<td></td>
<td>04/12/2000</td>
<td>Female</td>
</tr>
<tr>
<td>6</td>
<td>3464691</td>
<td>Ind</td>
<td>Practice</td>
<td></td>
<td>02/04/1990</td>
<td>Male</td>
</tr>
<tr>
<td>7</td>
<td>3257467</td>
<td>Examinee</td>
<td>New</td>
<td></td>
<td>05/25/1990</td>
<td>Male</td>
</tr>
<tr>
<td>8</td>
<td>3462553</td>
<td>Ind</td>
<td>Sample</td>
<td></td>
<td>05/24/2006</td>
<td>Female</td>
</tr>
<tr>
<td>9</td>
<td>3413163</td>
<td>Student</td>
<td>Sample</td>
<td></td>
<td>05/13/2006</td>
<td>Female</td>
</tr>
<tr>
<td>10</td>
<td>3312700</td>
<td>Demo</td>
<td>Thursday</td>
<td></td>
<td>05/25/2006</td>
<td>Female</td>
</tr>
</tbody>
</table>
Customizing Tables-Examinee Table

![Screen shot of customizing tables](image)

<table>
<thead>
<tr>
<th>View:</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Visible Columns

<table>
<thead>
<tr>
<th>Remove all &gt;&gt;</th>
<th>&lt;&lt; Add all</th>
</tr>
</thead>
<tbody>
<tr>
<td>System ID</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Custom Field 3</td>
</tr>
<tr>
<td>First Name</td>
<td>Created Date</td>
</tr>
<tr>
<td>Examinee ID</td>
<td>Email</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Custom Field 4</td>
</tr>
<tr>
<td>Gender</td>
<td>Account Name</td>
</tr>
<tr>
<td>School</td>
<td>Legacy ID</td>
</tr>
<tr>
<td>Grade</td>
<td>Groups</td>
</tr>
</tbody>
</table>

**System ID:**
- 1: 3498771
- 2: 3347329
- 3: 2053341
- 4: 3478093
- 5: 3476743
- 6: 3464691
- 7: 3257457
- 8: 3462553
- 9: 3413163
- 10: 3312700

**Birth Date:**
- 1: 04/23/2010
- 2: 04/23/2010
- 3: 06/06/2006
- 4: 12/06/2003
- 5: 12/14/2000
- 6: 02/04/1990
- 7: 05/25/1990
- 8: 05/24/2006
- 9: 05/13/2006
- 10: 05/25/2006

**Gender:**
- Male
- Female
Personalizing your Q-global Access: Favorite Assessments

• When assigning assessments, you have the ability to favorite assessments. Favorite assessments are added to the My favorites tab, allowing you to locate your frequently administered assessments quickly.
• After favoriting at least one assessment, assigning an assessment and opening the Assessment Window will automatically navigate you to the My Favorites tab of the All Assessment window.
• Tip: As soon as you add a new inventory type to your Q-global account, favorite the corresponding assessment(s) the next time you login. This will help guarantee that you are only assigning assessment that you have inventory for.
• Tip: Some inventory types can score multiple rater forms, types, and ages. When adding favorites, favorite only the forms that you will use.
  • For example, the BASC-3 Report can score Parent/Teacher/Self forms (Preschool, Child, Adolescent, and College ages), SDH, SOS, and PRQ. If working with children, only favorite the children forms, as you will likely not administer the adolescent or college forms.
Favorite Assessments

- MIPS Revised
- MMPI-2
- MMPI-2-RF
- MMPI-2-RF canadien-français
- MMPI-A

Add assessments to your Favorites
Favorite Assessments

[Image of a user interface showing a section titled "My Favorites" with a search bar and an option to add MMPI-2 to favorites.]
The Examinee Details Page
Editing Examinee Demographics

- On the Examinee Details page, you can edit the examinee's demographic information.
- This allows you to modify their name, id, gender, date of birth, and any of the endorsed custom fields.
- You can also modify the History and Evaluation tabs, adding this information if you had originally decided not to.
Editing Examinee Demographics

Examinee: Sample Examinee

Examinee has given consent to allow his/her de-identified information to be included in the Pearson General Research Database: No

Demographics
- System ID: 2053341
- First Name: Sample
- Middle Name:
- Last Name: Examinee
- Birth Date: 06/06/2006
- Age: 10 years 9 months
- Examinee ID: 1234567891011121314
- Gender: Male
- Email:
- Comment:

Account: Jarett's Training
School:
Grade:
Custom Field 3:
Custom Field 4:
Groups: John Doe; Sample Group 1
Legacy ID:
History data entered: No Create New
Evaluation data entered: No Create New
Editing Examinee Demographics

Examinee: Sample Examinee

System ID: 2053341
First Name: Sample
Middle Name:
Last Name: Examinee
Examinee ID: 123456789101121314
Gender: Male
*Birth Date: 06/06/2006
Age: 10 years 9 months
Account: Jarett's Training
School:
Grade:
Custom Field 3:
Custom Field 4:
Groups: John Doe; Sample Group 1
Legacy ID:

Email:
Comment:

500 Characters remaining
Personalizing your Q-global Access: Assessment History Table

• Within an Examinee’s Detail page, you will see the Assessment History Table. This table details all of the assessment that have been assigned to the examinee as well as their delivery method and status.
• In a similar fashion to the Examinee Table, you can modify this table by clicking on the “Choose Columns” icon.
• Here you can choose to add/remove columns from the Visible table and upon saving, the Assessment History Table will reflect the changes.
## Customizing Tables - Examinee History Table

<table>
<thead>
<tr>
<th>Assessment ID</th>
<th>Assessment Name</th>
<th>Admin Date</th>
<th>Delivery</th>
<th>Status</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GRS-School</td>
<td>03/10/2017</td>
<td>On-Screen Administrat Ready for Administrat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vineland-3 Domain-Level Interview Form</td>
<td>03/08/2017</td>
<td>On-Screen Administrat In Progress</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>3</td>
<td>BASC-3 PRS-Child</td>
<td>09/06/2016</td>
<td>Remote On-Screen Adi Report Generated</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>4</td>
<td>BASC-3 PRS-Child</td>
<td>09/19/2016</td>
<td>Remote On-Screen Adi Needs Editing</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>5</td>
<td>Vineland-3 Domain-Level Interview Form</td>
<td>07/22/2016</td>
<td>Manual Entry</td>
<td>Report Generated</td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>6</td>
<td>BASC-3 SOS</td>
<td>02/15/2017</td>
<td>On-Screen Administrat In Progress</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>7</td>
<td>PPVT-4 Form A</td>
<td>02/14/2017</td>
<td>On-Screen Administrat In Progress</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>8</td>
<td>Vineland-3 Comprehensive Parent/Caregiver F</td>
<td>02/07/2017</td>
<td>Remote On-Screen Adi In Progress</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>9</td>
<td>BASC-3 BESS Teacher Child/Adolescent</td>
<td>02/07/2017</td>
<td>Remote On-Screen Adi Report Generated</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>10</td>
<td>Vineland-3 Comprehensive Parent/Caregiver F</td>
<td>02/07/2017</td>
<td>Remote On-Screen Adi In Progress</td>
<td></td>
<td>Lehner, Jarett</td>
</tr>
</tbody>
</table>

**Revision History**

Created by: Lehner, Jarett
Created on: 07/05/2016 10:21:33 AM

Modified by: Lehner, Jarett
Modified on: 03/08/2017 05:52:59 PM
Customizing Tables-Examinee History Table

<table>
<thead>
<tr>
<th>#</th>
<th>Assessment ID</th>
<th>Assessment Name</th>
<th>Admin Date</th>
<th>Delivery</th>
<th>Status</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5476799</td>
<td>GRS-Screen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5440105</td>
<td>Vineland-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3189143</td>
<td>BASC-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>3112544</td>
<td>BASC-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>3013239</td>
<td>Vineland-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5107866</td>
<td>BASC-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>5081258</td>
<td>PPVT-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>4976785</td>
<td>Vineland-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>4973109</td>
<td>BASC-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>4975229</td>
<td>Vineland-3 Comprehensive Parent/Caregiver F</td>
<td>02/07/2017</td>
<td></td>
<td>Remote On-Screen Admin Progress</td>
<td>Lehner, Jarett</td>
</tr>
</tbody>
</table>

Revision History
Created by: Lehner, Jarett
Created on: 07/05/2016 10:21:33 AM

Modified by: Lehner, Jarett
Modified on: 03/08/2017 05:52:59 PM

Edit Table
Visible Columns:
- Assessment ID
- Assessment Name
- Admin Date
- Delivery
- Status
- Examiner

Group Assessments:
- Legacy System
- Created by
- Created Date
- Modified by
- Modified Date
- Batch ID
The Assessment Details Page
Editing Examinee Demographics

- After assigning an assessment, you are automatically navigated to the Assessment Details page where you are presented with 3 sections: Examinee Demographics, Assessment Details, and the Assessment Demographics and Item Responses/Raw Scores.
- The Examinee Demographics section contains information as copied from the examinee’s profile.
- These text fields are editable and any saved changes will update the individuals examinee profile.
- If changing examinee demographic information after an report has been generated, you will need to regenerate the report in order to have the changes reflected in the report.
  - This is especially important if the individuals age has been modified.
Editing Examinee Demographics

Assessment Details: Sample Examinee

Examinee Details

First Name: Sample
Middle Name: 
Last Name: Examinee
Examinee ID: 1234567891011121314
Gender: Male
Birth Date: 06/06/2006

Age: 10 years 9 months

Email:
Assessment Help

- The Assessment Help link provides assessment specific administration, scoring, and reporting assistance.
  - Available on both the Assessment Details page and the Report Configuration window.
- Provides detailed instructions on how to use the 3 administration methods: Manual Entry, On-screen Administration, and Remote On-screen Administration.
- When accessed on the Report Configuration window, the Assessment Help page provides detailed instructions on how to generate multirater, progress, and integrated reports for the selected assessment.
# Assessment Help

## Report Configuration

**Examinee:** Examinee, Sample  
**Examinee ID:** 1234567891011121314  
**Assessment:** Vineland-3 Domain-Level Interview Form  
**Status:** Report Generated  
**Report:** Vineland-3 Domain-Level

**Format:** Adobe (pdf)  
**Records Selected:** 1  
**Inventory Needed:** 0  
**Available Inventory:** 98 report usage(s).

---

### Include

- Use Respondent Name
- Include Narrative Interpretation of Results
- Include Comments
- Include Item Responses
- Include Parent/Caregiver Feedback Report

### Select

- **Confidence Interval Level:**  
  - 85%  
  - 90%  
  - 95%

- **Significance Level for Strength/Weakness and Pairwise Comparisons:**  
  - .05  
  - .10
Welcome to the BASC-3 on Q-global

For information on Entering BASC-3 PRQ Scores, click here.
For information on Entering BASC-3 Rating Scales Scores, click here.
For information on Entering BASC-3 BESS Scores, click here.

For information on Entering BASC-3 SOS Scores, click here.
For information on Entering BASC-3 SDH Scores, click here.

For more information on Entering BASC-3 Flex Monitor Scores, click here.
Re-starting an On-screen Administration

- You can restart an On-screen Administration by navigating to the individual’s Examinee Details page and then clicking on the assessment row in the Assessment History table.
  - Clicking on the assessment row navigates you to the Assessment Details page (like you saw when first assigning the assessment).
- On the Assessment Details page, click on the Start Assessment button to re-enter the assessment:
  - Re-starting the assessment re-opens the assessment right where the examinee/respondent left off, with all previously endorsed responses saved.
  - If the test session lock was enabled, re-starting the assessment will re-launch with the test session lock enabled.
## Re-starting an On-screen Administration

### Revision History
- **Created by:** Lehner, Jarett
  - **Created on:** 07/05/2016 10:21:33 AM
- **Modified by:** Lehner, Jarett
  - **Modified on:** 03/10/2017 03:10:43 PM

### Table

<table>
<thead>
<tr>
<th>Assessment ID</th>
<th>Assessment Name</th>
<th>Admin Date</th>
<th>Delivery</th>
<th>Status</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>5478733</td>
<td>BASC-3 PRS-Child</td>
<td>03/10/2017</td>
<td>On-Screen Administrative</td>
<td>In Progress</td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>5476799</td>
<td>BASC-3 PRS-Child</td>
<td>03/10/2017</td>
<td>On-Screen Administrative</td>
<td>Ready for Administration</td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>5440105</td>
<td>Vineland-3 Domain-Level Interview Form</td>
<td>03/08/2017</td>
<td>On-Screen Administrative</td>
<td>In Progress</td>
<td>Lehner, Jarett</td>
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<tr>
<td>3189143</td>
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<td>09/06/2016</td>
<td>Remote On-Screen Admission</td>
<td>Needs Editing</td>
<td>Lehner, Jarett</td>
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<tr>
<td>3112544</td>
<td>BASC-3 PRS-Child</td>
<td>08/19/2016</td>
<td>Remote On-Screen Admission</td>
<td>Needs Editing</td>
<td>Lehner, Jarett</td>
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<td>3013239</td>
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<td>07/22/2016</td>
<td>Manual Entry</td>
<td>Report Generated</td>
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<td>5107866</td>
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<td>02/15/2017</td>
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<td>Lehner, Jarett</td>
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<td>5081258</td>
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<td>On-Screen Administrative</td>
<td>In Progress</td>
<td>Lehner, Jarett</td>
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<tr>
<td>4976785</td>
<td>Vineland-3 Comprehensive Parent/Caregiver Form</td>
<td>02/07/2017</td>
<td>Remote On-Screen Admission</td>
<td>In Progress</td>
<td>Lehner, Jarett</td>
</tr>
<tr>
<td>4973109</td>
<td>BASC-3 BESS Teacher Child/Adolescent</td>
<td>02/07/2017</td>
<td>Remote On-Screen Admission</td>
<td>Report Generated</td>
<td>Lehner, Jarett</td>
</tr>
</tbody>
</table>
Re-starting an On-screen Administration

Assessment Details: Sample Examinee

Start Assessment

Examinee Details
- First Name: Sample
- Middle Name: 
- Last Name: Examinee
- Examinee ID: 1234567891011121314
- Gender: Male
- Birth Date: 06/06/2006
  Age: 10 years 9 months
- Email: 

Assessment Details
- Assessment: BASC-3 PRS-Child
- Batch ID: 
- Status: In Progress
- Administration Date: 03/10/2017
  Age at Administration: 10 years 9 months
- Examiner: Lehner, Jarett
- Delivery: On-Screen Administration
Creating Remote On-screen Administration Templates

• There are 4 system generated Remote On-screen Administration templates.
  • English Examinee/Respondent, Spanish Examinee/Respondent
• If you are a frequent Remote On-screen Administration user, you may want to create your own template by editing the preview email and saving it as a template.
  • Using “tokens” in your email will automatically fill in previously entered information, like the examinee’s first/last name and the respondent’s name.
• When creating your own Remote On-screen Administration email template, **do not delete the `{rosa_production_url}` token.** This will be replaced with the assessment url when sent and without the this, the respondent will not be able to access the assessment.
  • Behind the scenes: ROSA=Remote On-screen Administration
• Tip: The default duration for the Remote On-screen Administration url is 30 days and is not reflected in the email itself, unless added. If you intend to list the duration in the email, it might not be a bad idea to indicate that it expires a few days early, just incase they forget to complete it “on time.”
Creating Remote On-screen Administration Templates

Assessment Invitation Email

View Templates: All Templates
Apply Template: Rater Invitation Email
Type: System Generated

Recipient First Name: Jarett
Recipient Last Name: Lehner
Recipient Email Address: jarett.lehner@pearson.com
Subject: Invitation to Complete Quest
Copy Me: 

Dear {recipient_first_name},
You have been requested to complete a questionnaire (or rater form) for {examinee_first_name} {examinee_last_name}.
To complete the form, please click the following link:
{rosa_production_url}

Follow the directions on the screen. If you have any questions, please contact your Assessment Administrator (DO NOT REPLY TO THIS EMAIL).
{user_first_name} {user_last_name}
{user_email}
Regards,
Pearson

This is an auto-generated email. Please do not reply to this email address.
If you have questions, please contact Pearson Technical Support by emailing catechnicalsupport@pearson.com or calling 800-249-0659, Monday through Friday, from 7:00 AM - 6:00 PM CST.
Assessment Invitation Email

Dear {recipient_first_name} {recipient_last_name},
You have been requested to complete the form associated with {examinee_last_name}. To complete the form, please use the following link: {examinee_production_url}.

Follow the directions on the form. This is an auto-generated email. Please do not reply to this email address.

If you have questions, please contact Pearson Technical Support by emailing catechnicalsupport@pearson.com or calling 800-249-0659, Monday through Friday, from 7:00 AM - 6:00 PM CST.

{user_first_name} {user_last_name}
{user_email}

Regards,
Pearson
Creating Remote On-screen Administration Templates

Assessment Invitation Email

View Templates: All Templates
Apply Template: Please Select...

- Recipient First Name: Jarett
- Recipient Last Name: Lehner
- Recipient Email Address: jarett.lehner@pearson.com
- Subject: John Doe Neurological Intake
- Copy Me: 

Save Custom Template

- Template Name:
- Type: Private (only available to me)
- Option: Public to this Account (available to ALL users on this account)
- Option: Public to All Accounts (available to ALL users on ALL accounts, including sub-accounts)

OK Cancel

Dear {recipient_first_name},

Thank you for choosing to use our online assessment tool. We hope you find it useful and convenient. Here are some of the advantages of using our tool:

- Easy to use: Our tool is designed to be user-friendly, making it easy for you to complete assessments quickly and accurately.
- Compatibility: Our tool is compatible with a wide range of devices, including desktop computers, tablets, and smartphones.
- Security: Your data is securely stored and protected, and you can set your own access levels to ensure that only authorized users can access your data.

To begin using our tool, please visit our website at [www.pearson.com/care]. If you have any questions or concerns, please feel free to contact us at care@pearson.com.

Best regards,

{user_first_name} {user_last_name}
Creating Remote On-screen Administration Templates

Assessment Invitation Email

Dear {recipient_first_name},
Thank you for choosing The Brain Body Clinic. We aim to provide the most comprehensive psychological assessments for our patients and as part of our process, we send out a variety of questionnaires, rating scales, and inventories to help us get a complete look at {examinee_first_name}'s abilities.

While some of these were mailed to you in your Intake Packet, we are able to offer a select number of the forms digitally, giving you the flexibility to complete the forms on any web-enabled device (desktop/laptop computer, tablet, smartphone, etc). Below, you will find the link for the {product_name}. When you are ready to start the form, please {rosa_production_url}

If you are unable to complete the form in one seating, no problem! You can always restart the form by click on the link again, allowing you to pickup right where you left off!

{examinee_first_name}'s intake appointment is on 4/25/2017, so we request that you complete this form by that time. The more information you are able to provide at the time of the assessment, the better picture we can start pulling together and can be better informed as to what testing needs to be done.

If you have any questions, please don't hesitate to let us know!
Re-sending a Remote On-screen Administration Invitation

• You can resend an Remote On-screen Administration by navigating to the individual’s Examinee Details page and then clicking on the assessment row in the Assessment History table.
  • Clicking on the assessment row navigates you to the Assessment Details page (like you saw when first assigning the assessment).

• On the Assessment Details page, click on the Preview and Send Invitation button to navigate back to the Assessment Invitation Email page.
  • If you used a custom template, make sure to re-apply it.
Re-sending a Remote On-screen Administration Invitation

Assessment Details: Sample Examinee

Examinee Details
- First Name: Sample
- Last Name: Examinee
- Examinee ID: 1234567891011121314
- Gender: Male
- Birth Date: 06/06/2006
  - Age: 10 years 9 months
- Email:

Assessment Details
- Assessment: BASC-3 PRS-Child
- Status: In Progress
- Administration Date: 03/14/2017
  - Age at Administration: 10 years 9 months
- Examiner: Lehner, Jarett
- Delivery: Remote On-Screen Administration
“Copy Me” on Remote On-screen Administration Email Invitation

• When administering an assessment via the Remote On-screen Administration method, you have the ability to send a copy of the email invitation to yourself.
• Periodically, recipients of the Remote On-screen administration will not receive the email invitation due to their email’s spam or junk filter. You can always resend the welcome email, but if you used the “Copy Me” feature, you can always forward them a copy of the email.
• This may not only be faster, but may also prevent their spam or junk filter from picking of the email a second time.
Dear {recipient_first_name},
You have been requested to complete a questionnaire (or rater form) for {examinee_first_name} {examinee_last_name}.
To complete the form, please click the following link:
{rosa_production_url}

Follow the directions on the screen. If you have any questions, please contact your Assessment Administrator (DO NOT REPLY TO THIS EMAIL).
{user_first_name} {user_last_name}
{user_email}

Regards,
Pearson

This is an auto-generated email. Please do not reply to this email address.
If you have questions, please contact Pearson Technical Support by emailing catechnicalsupport@pearson.com or calling 800-249-0659, Monday through Friday, from 7:00 AM - 6:00 PM CST.
Editing Assessments
Editing Completed Assessments

• After an assessment has been complete, you can edit the Examinee Details, Assessment Details, and the Demographic and Item Responses/Raw Scores by re-entering the assessment and clicking on the “Edit” button.
  • Note: You are not able to modify On-screen and Remote On-screen Administered assessments until the assessment has been completed and the scores submitted (i.e. the “Assessment Completed” page.)
Editing Completed Assessments

Assessment Details: Sample Examinee

Examinee Details
- First Name: Sample
- Middle Name: 
- Last Name: Examinee
- Examinee ID: 1234567891011121314
- Gender: Male
- Birth Date: 06/06/2006
  - Age: 10 years 9 months
- Email: 

Assessment Details
- Assessment: BASC-3 PRS-Child
- Batch ID: 
- Status: Report Generated
- Administration Date: 09/06/2016
  - Age at Administration: 10 years 3 months
- Examiner: Lehner, Jarett
- Delivery: Remote On-Screen Administration
Editing Completed Assessments

Assessment Details: Sample Examinee

Examinee Details
- First Name: Sample
- Last Name: Examinee
- Examinee ID: 1234567891011121314
- Gender: Male
- Birth Date: 05/05/2005
  Age: 10 years 9 months

Assessment Details
- Assessment: BASC-3 PRS-Child
- Status: Report Generated
- Administration Date: 09/06/2016
  Age at Administration: 10 years 3 months
- Examiner: Lehrer, Jarett
- Delivery: Remote On-Screen Administration
Re-generating Reports
Re-generating Reports

• There are 3 locations within Q-global that users can generate report: The Report tab on home screen, on the Examinee Details page, and on the Assessment Details page.
• Re-generating reports does not consume any additional inventory if generating the same report type.
  • Ex: Generating a BASC-3 Report requires 1 usage. Re-generating this report type does not require any additional usages.
  • However, if you decided to generate the BASC-3 Report with Intervention Recommendations, this would require 1 usages, as this report type was not previously generated.
Re-generating Reports

### Report Configuration

**Examinee:** Examinee, Sample  
**Examinee ID:** 1234567891011121314  
**Assessment:** BASC-3 PRS-Child  
**Status:** Report Generated  
**Format:** Adobe (pdf)  
**Records Selected:** 1  
**Inventory Needed:** 0  
**Available Inventory:** 88 report usage(s).  

#### Include

- **Use Respondent Name**
- **Clinical and Adaptive Scales**
  - Validity Index Summary Table
  - T Score Profile (Composites and Scales)
  - Score Tables (Composites and Scales)
  - Validity Index Item Lists
  - Narratives (Composites and Scales)

#### Select Confidence Level

- **Confidence Level:**  68%  (selected), 90%, 95%

#### Select Primary Norm Group

- **General Combined**
- **General Gender-Specific**
- **Clinical Combined**
- **Clinical Gender-Specific**
- **ADHD Combined**
- **ADHD Gender-Specific**
Generating Multirater, Progress, and Integrated Reports
Generating Multirater, Progress, and Integrated Reports

- You can generate Multirater, Progress, and Integrated Reports from the Report tab of the home screen or on the individual’s Examinee Detail page.
  - When generating these report types on the Report tab, make sure to select the “Generate a report for one Examinee” option.
- To generate one of these report types, select the desired, compatible reports and then click on the Generate Report or Configure Report button (depending on location).
  - Note: The selected reports need to have “Report Generated” status.
- After selecting to Generate/Configure the selected reports, the report window will appear, displaying the available report options based on your selection.
  - Configure the report and then click the “Generate Report” button.
  - Tip: If you are unsure of the report combinations for generating these report types, the Assessment Help page details all of the available combinations/criteria.
Generating Multirater, Progress, and Integrated Reports

Some reports require a score report to be generated first. If you see a report but cannot select it, run the score report and try again.
Generating Multirater, Progress, and Integrated Reports

Report Configuration

Generate Report  Cancel

Examinee: Examinee, Sample
Examinee ID: 1234567891011121314
Report: BASC-3 Multirater Report - Rating Scales

Format: Adobe (pdf)
Records Selected: 2
Inventory Needed: 0
Available Inventory: Unlimited report usages. Subscription expires 10/16/2020 Buy Now

Include
- Use Respondent Name
- Clinical and Adaptive Scales
  - T Score Profile (Composites and Scales)
  - Validity Index Summary Table
  - T Score Summary Table (Composites and Scales)
  - Similarity Coefficient

Select Norm Group
- General Combined
- General Gender-Specific
- Clinical Combined
- Clinical Gender-Specific
- ADHD Combined
- ADHD Gender-Specific

Assessment Help
Generating reports for more than one examinee: Batch and Group Reports
Generating Multiple Reports at Once

- Q-global has the ability to generate multiple reports at once.
- To generate one of these report types, click on the Report tab and select the “Generate a report type that includes more than one examinee” option.
- Search for the desired “Report type” and then select the “Assessment Name.”
- You can further refine your search based on the Assessment Status, Delivery Method, Examinee Demographics, Groups, and Customer Fields.
  - Note: If your account contains sub-accounts, make sure to select the “Include sub-accounts” option.
- Click the “Search” button and then select the desired examinees/assessment records in the table.
  - The selected reports need to be in either a “Ready for Reporting” or “Report Generated” status.
Generating Multiple Reports at Once Cont.

• Click the “Configure Report” button to open the Report Configuration window and click Generate Report.
• You will be prompted to select if you would like the reports to be generate as a large, single document or separate in a .zip file, containing individual reports.
• Selecting the file type submits the report(s) for processing and can be downloaded in the “Report Download” tab.
Generating Batch and Group Reports

Generate Reports
- Generate a report for one Examinee.
- Generate a report type that includes more than one Examinee.
- Reports that include more than one Examinee are processed in a queue for later download. Download processed reports here.

Generate Report  Report Downloads

1. Select a report type

   - Report: BASC-3 Report
   - Assessment Name:
     - BASC-3 PRQ-Child/Adolescent
     - BASC-3 PRQ-Preschool
     - BASC-3 PRS-Adolescent
     - BASC-3 PRS-Child
     - BASC-3 PRS-Preschool
     - BASC-3 SDH
     - BASC-3 SOS
     - BASC-3 SRP-Adolescent
     - BASC-3 SRP-Child
     - BASC-3 SRP-College
     - BASC-3 SRP-Interview
     - BASC-3 TRS-Adolescent
     - BASC-3 TRS-Child
     - BASC-3 TRS-Preschool

2. Search for and select Examinees with scored assessments that match your report type.

   Administration Date: is equal to MM/DD/YYYY

   See more search options

   Search
## Generating Batch and Group Reports

### Configure Report

<table>
<thead>
<tr>
<th>Last Name</th>
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<th>Examinee ID</th>
<th>Birth Date</th>
<th>Assessment</th>
<th>Admin Date</th>
<th>Status</th>
<th>Modified</th>
<th>Group Name</th>
<th>Account Name</th>
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<td>BASC-3 PRS-C</td>
<td>09/06/2016</td>
<td>Report Genera</td>
<td>03/08/2017</td>
<td>Jarett's Training</td>
<td></td>
</tr>
<tr>
<td>Examinee</td>
<td>Sample</td>
<td>123456789101</td>
<td>06/06/2006</td>
<td>BASC-3 PRS-C</td>
<td>08/19/2016</td>
<td>Needs Editing</td>
<td>03/08/2017</td>
<td>Jarett's Training</td>
<td></td>
</tr>
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<td>Wednesday</td>
<td>05/25/2006</td>
<td>BASC-3 PRS-C</td>
<td>01/23/2017</td>
<td>Needs Editing</td>
<td>02/27/2017</td>
<td>Jarett's Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo</td>
<td>Wednesday</td>
<td>05/25/2006</td>
<td>BASC-3 PRS-C</td>
<td>01/23/2017</td>
<td>Needs Editing</td>
<td>02/27/2017</td>
<td>Jarett's Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>name</td>
<td>First</td>
<td>04/23/2010</td>
<td>BASC-3 PRS-C</td>
<td>02/23/2017</td>
<td>In Progress</td>
<td>02/23/2017</td>
<td>Jarett's Training</td>
<td></td>
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</tr>
<tr>
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<td>Sample</td>
<td>123456789101</td>
<td>06/06/2006</td>
<td>BASC-3 PRS-C</td>
<td>02/07/2017</td>
<td>In Progress</td>
<td>02/07/2017</td>
<td>Jarett's Training</td>
<td></td>
</tr>
<tr>
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<td>BASC-3 PRS-C</td>
<td>01/30/2017</td>
<td>In Progress</td>
<td>01/30/2017</td>
<td>Jarett's Training</td>
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<td></td>
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<tr>
<td>Demo</td>
<td>Wednesday</td>
<td>05/25/2006</td>
<td>BASC-3 PRS-C</td>
<td>01/25/2017</td>
<td>In Progress</td>
<td>01/25/2017</td>
<td>Jarett's Training</td>
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<tr>
<td>Demo</td>
<td>Wednesday</td>
<td>05/25/2006</td>
<td>BASC-3 PRS-C</td>
<td>01/23/2017</td>
<td>Report Genera</td>
<td>01/23/2017</td>
<td>Jarett's Training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Generating Batch and Group Reports
Generating Batch and Group Reports

- **Report Configuration**

- **Generate Report**
- **Cancel**

**Report:** BASC-3 Report

**Format:** Adobe (pdf)

**Records Selected:** 13

**Inventory Needed:** 2 report usage(e)

- **Report Output Format**
  - **Single File**
    - For generating one file; This is best for printing a single document and separating hard copies of the reports into examinee files.
    - **Note:** All selected records will be included in one report file.
    - Use caution when saving and printing multiple assessment records.
  - **Zip File**
    - For creating individual files; This is best for saving or emailing soft copies of the reports.

**Include**

- Use Respondent Name
- Clinical and Adaptive Scales
  - Validity Index Summary
  - T Score Profile (Composites)
  - Score Tables (Composite and Scales)
  - Validity Index Items
  - Narratives (Composites and Scales)
- Content Scales and Indexes

- **Select up to four additional Norm Groups for**

- 90%
- 95%

**Assessment Help**
Generating Batch and Group Reports

Generate Reports

- Generate a report type that includes more than one Examinee. Reports that include more than one Examinee are processed in a queue for later download. Download processed reports here.

Generate Reports

Generated reports are available for download for 7 days.

<table>
<thead>
<tr>
<th>File ID</th>
<th>Date Requested</th>
<th>Report Name</th>
<th>Records</th>
<th>Status</th>
<th>Errors</th>
<th>Download</th>
<th>Expiration Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>03/14/2017 17:07:17</td>
<td></td>
<td>13</td>
<td>Pending</td>
<td>Pending</td>
<td>Pending</td>
<td>03/21/2017 17:07</td>
</tr>
<tr>
<td>2</td>
<td>03/10/2017 13:28:19</td>
<td>GRSScore_37dd82</td>
<td>1</td>
<td>Completed</td>
<td>0</td>
<td>Download</td>
<td>03/17/2017 13:28</td>
</tr>
<tr>
<td>3</td>
<td>03/09/2017 14:41:49</td>
<td>Shaywitcz_Dyslexia</td>
<td>4</td>
<td>Completed</td>
<td>0</td>
<td>Download</td>
<td>03/16/2017 14:41</td>
</tr>
<tr>
<td>4</td>
<td>03/09/2017 14:33:41</td>
<td>DyslexiaScreenStdt</td>
<td>4</td>
<td>Complete w/Errors</td>
<td>View errors</td>
<td>Download</td>
<td>03/16/2017 14:33</td>
</tr>
</tbody>
</table>
Generating Group Reports

- Group Reports are available for select assessments.
- To generate a Group Report, click on the Report tab and select the “Generate a report type that includes more than one examinee” option.
- Search for the desired “Report type” and then select the “Assessment Name.”
  - Not all assessments have a Group Report option.
  - If the Group Report is an option, it will appear as an available report type.
- You can further refine your search based on the Assessment Status, Delivery Method, Examinee Demographics, Groups, and Customer Fields.
  - Note: If your account contains sub-accounts, make sure to select the “Include sub-accounts” option.
- Click the “Search” button and then select the desired examinees/assessment records in the table.
  - You will only be able to select reports that have a “Report Generated” status.
Generating Group Reports Cont.

• Click the “Configure Report” button to open the Report Configuration window and click Generate Report.
• Selecting the file type submits the report(s) for processing and can be downloaded in the “Report Download” tab.
Generating Batch and Group Reports

**Generate Reports**

- Generate a report for one Examinee.
- Generate a report type that includes more than one Examinee.
  Reports that include more than one Examinee are processed in a queue for later download. Download processed reports here.

1. **Select a report type**
   - Report: Shaywitz DyslexiaScreen Group Report or Search reports
   - Assessment Name: Shaywitz DyslexiaScreen Form 1
   - Shaywitz DyslexiaScreen Form 2

2. **Search for and select Examinees with scored assessments that match your report type.**
   - Administration Date: Is equal to MM/DD/YYYY
   - See more search options

   Search
Generating Batch and Group Reports

2. Search for and select Examinees with scored assessments that match your report type.

Admin Date: [Is equal to] [ ] [ ] [ ]

See more search options ▼

[Search]

[Configure Report]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Examinee ID</th>
<th>Birth Date</th>
<th>Assessment</th>
<th>Admin Date</th>
<th>Status</th>
<th>Modified</th>
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<tbody>
<tr>
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<td></td>
<td>04/23/2010</td>
<td>Shaywitz Dysle</td>
<td>03/07/2017</td>
<td>Report Generated</td>
<td>03/09/2017</td>
<td>Jaret's Traini</td>
<td></td>
</tr>
<tr>
<td>Trial</td>
<td>Thursday</td>
<td></td>
<td>05/20/2006</td>
<td>Shaywitz Dysle</td>
<td>09/27/2016</td>
<td>Report Generated</td>
<td>03/09/2017</td>
<td>Jaret's Traini</td>
<td></td>
</tr>
<tr>
<td>name</td>
<td>First</td>
<td></td>
<td></td>
<td></td>
<td></td>
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10 Records
Generating Batch and Group Reports
Generating Batch and Group Reports

### Generate Reports

- Generate a report for one Examinee.
- Generate a report type that includes more than one Examinee.
  Reports that include more than one Examinee are processed in a queue for later download. Download processed reports here.

### Generate Report Report Downloads

Generated reports are available for download for 7 days.

Delete Reports

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5 Records