Battelle® Developmental Inventory, 3rd Edition™ (BDI-3) **Riverside Score Quick Guide** Add and Manage Child Records

This guide takes you through the steps for adding, editing, and importing child records.

Child Functions on the Dashboard

On the dashboard, you can:

- Click the plus sign beside Add Child to open the Add Child Information page and add a child.
- Type in the Search Child Name box. As you type, matching names are listed. Click a name to open the Child Information page.
- Click the search icon to open the Search/Edit Child page.
- Under Child Record Activity: •
 - Click a child name to open the Child Information page for that Child.
 - Click the add record form icon to add one or more record forms for the child. 0

To add a child:

On the menu, click **Child Administration** and select Add Child or click the plus sign beside Add Child on the dashboard. The Add Child page opens on the General Information tab.

- Complete the *required fields on the General Information tab:
 - *First Name Type the first name. •
 - *Last Name Type the last name.
 - *Gender Select a gender from the drop-down . lis

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	5			Save	- enterors

ADD CHILD INFORMATIO

- *Date of Birth Click the calendar icon and select a date or type the date with the mm/dd/yyyy format. •
- *Location Select a location from the drop-down list.

Note: When you have completed the required fields, the Save and Save & Add Another buttons are active. You can save the record.

Complete additional fields on the General Information tab. 3

Click the Demographics/Programs tab. Complete fields as needed. If you click IFSP or IEP, additional fields appear.

5 Click the **User Identified Fields** tab. Type a code and value. You can use the fields and codes for data not covered on the first two tabs.

Click Save to save and open the Child Information page or Save & Add Another to save this record and return to 6 the Add Child Information page.





General Information	Demographic	s/Programs	User Identified Fields		
EIDCT MAMP		NODI E NAME		LACT NAMES	* = Required Fic
Enter child first name		Enter child mid	ddle name	Enter child last name	
GENDER*		DATE OF BIRTH			
Select child gender	۲	mm/dd/yyyy			
LOCATION"	0	CHILD ID		ENROLLMENT DATE	
Select location	0	Enter child ID		mm/dd/yyyy	
PARENT/GUARDIAN 1 NAME		PARENT/GUARDI	AN 1 EMAIL		
Enter parent/guardian 1 name		Enter parent/g	uardian 1 email		
PARENT/GUARDIAN 2 NAME		PARENT/GUARDA	AN 2 EMAIL		
Enter parent/guardian 2 name		Enter parent/g	uardian 2 email		

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The Child Information Page

The Child information page opens when you add an individual child, when you click the child's name under Child Activity on the dashboard or in search results, or when you type into the Search Child Name field on the

dashboard. On the Child Information page, you can:

- Click Edit Child to open the Edit • Child Information page.
- Click Delete Child to delete the child record.
- Under Record Forms: click Add . Record Form to add one or more record forms, click a record form to open it, delete or merge record forms

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Mary Richards				Tools		
Date of Birth: 07/21/2017 Location: East			n Edit Chi	id (Delete Child	
Gender: Female		ID:				
Gender: Fem	ale	nge i				
Gender: Femi	aio 8	1941.			0	Add Record Form
Gender: Fema Record Form Select All	s S Test Date	Test Committed	Record Form	Status	Cays to Edt A	Add Record Form
Gender: Fema Record Form Select All	5 Test Cute 09:15:2020	Test Committed	Record Ferm 801-3 Devikgmental Record Ferm	Status Saved	Ceys to Edt *	Add Record Form

Enter chill

SEARCH/EDIT CHILD

Search deleted child

Enter chil

OCATION

4 Matches found

Select All

To search for a child:

There are two ways to find a child record:

On the dashboard, type in the Search Child Name box. As you type, matching names are listed. Click a name to open the Child Information page.

Search Child Name

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There are two ways to open the Search/Edit Child page.

- On the menu, click Child Administration and select Search/Edit Child.
- Click the Search icon on the dashboard.
- Type the search criteria in the fields. 2

Note: To find only deleted child records, click the Search deleted child checkbox.

Click Search. The search results are listed. 3

To edit a child record:

There are two ways to open the Edit Child Information page. 1

- Click the Edit icon in the Actions column of search results.
- Click Edit Child under Tools on the Child Information page. •
- Make changes to the information.
- Click Save. 3

To delete a child record:

Click the Delete icon in a list of search results or click Delete Child on the Child Information page. The Delete Child 1 message appears.



Battelle® Developmental Inventory, 3rd Edition™ (BDI-3) **Riverside Score Quick Guide** Add and Manage Child Records

2 Click **Confirm** to delete the child record or click **Cancel** to exit without deleting the child record.

Import Children

In BDI-3, you can upload child records on an Excel spreadsheet following the data requirements for each field.

To import child records:

1	On the menu, click Child Administration and select Import	IMPORT CHILDREN					
	Child Roster . The Import Children page opens.	Download Child Import Template Click the button below to download the template for importing children. Once downloaded, populate the template and save it as a .CSV file. *Only .CSV files are accepted for upload.		Upload File Click the Browse button below to locate the Child Import file you wish to upload.			
Note once the fi	: When you have saved the template , you can skip to step 8 and upload ile.	For Template f	ield and data requ	irements, click here. Download	FILE NAME Select a file to upload	Browse	
2	Click the here link above the Download button to open a document with data requirements. You	can use it	t as refe	erence when filling i	n the data.		
3	Click Download to download the temp	late.					
4	In the lower left of the screen, click Op e spreadsheet.	n the do	wnloaded Excel		Open Always open files of this type		
5	(Optional) Save the document to a loca upload it.	🔆 Riverside Ins	Show in folder	\$			
6	Complete the information on the Excel opened in step 2.	spreadsh	eet follo	wing the formatting	instructions on th	ne document you	
7	Save the Excel spreadsheet.						
8	Click Browse.						
9	Locate and open the completed spread	lsheet. Th	e file ap	ppears in the File N	ame field.		
10	Click Upload . Statistics appear at the body of the screen, showing the number of response of the screen and errors that kept records for being uploaded.	oottom ecords rom	Statistics	Started Time: 09/19/2020 02:19:26 pm Ended Time: 09/19/2020 02:19:26 pm Successfully Uploaded: 5 Successfully Uploaded: 0	Total records in this File: 8 Number of Unreadable records in t Number of records with errors in t Number of records with success in	this File (If any field Contains ','): 0 his File: 4 this File: 5	
Note docu docu	e: You can click Print Errors to open a ment that lists the errors. You can save ment as a PDF file.	the	File Error Invalid Data, Line 2 Line 3 Line 5 Line 6	Please correct the errors and re-upload the data. error — You do not have access to the Location field prov error — You do not have access to the Location field prov error — Gender (M, F, or U) is required. Please correct thi error – The Date of Birth field is required. Please correct error – The Date of Birth field is required. Please correct	1ed. Please contact your administrator for permiss det. Please contact your administrator for permiss line and reupload the file. The second second second second second second bis line and reupload the file.	uons and reupload the file uons and reupload the file.	



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Correct any errors and repeat steps 8 – 10.

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Print Errors