Battelle® Developmental Inventory, 3rd Edition™ (BDI-3) **Riverside Score Quick Guide** The Dashboard

When you sign in to BDI-3 Riverside Score, you are at the dashboard. This guide shows you how to navigate the dashboard.

- A. Banner
- B. Menu
- C. Updates
- **D.** Child Functions
- E. Report Center

Riverside Score A Contact Us | R Dashboard Organization Management ~ Child Administration Staff Administration Reports Add Child B Welcome to BDI-3! Search Child Name Q Organization Updates **Riverside Updates Child Record Activity** D rQ 9 Ê Sezz Simo Lipps, Maury Louia Bob Ē. Learn about the impacts of COVID-19 on our early learners and early childhood Report Center e Report Status Pike 9 14 anda Chu AUGUST 18 BDI-3 Mobile * Riverside Stoph Pay

A – The Banner

- **Contact Us** Click to view contact information for customer and technical support.
- Hello Steve Pike Contact Us | Resources | Help | Sign Out
- **Resources** Click to access the Resources page where you can access resources such as eLearning and technical manuals.
- Help Click to open the online help for the platform. The help has complete instructions for all Riverside Score BDI-3 functions.
- **Sign Out** Click to sign out of the platform and return to the Sign In page.

B – The Menu

The menu items give access to all functions on the platform. The menu items you see depends on your level of access.

> Dashboard Organization Management ~ Staff Administration ~ Child Administration ~ Reports ~

- **Dashboard** Click to return to the dashboard from any page.
- **Organization Management** Account Holders and Administrators see the Organization • Management menu, where they have access to administrative functions for locations, allocations, labels, and messages.
- Staff Administration Only users that have been assigned the privileges to add and manage staff • will see the Staff Administration menu from which they add and manage staff.
- **Child Administration** The Child Administration menu gives access to all child functions, including adding and editing child records.
- **Reports** Click to access the Report Center where you run and store reports.



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The Dashboard

C – Updates

Messages from Riverside Insights and your organization appear on the dashboard.

Click the Conto expand the view.

- Riverside Updates News and messages from • Riverside Insights appear here.
- **Organization Updates** Your organization's messages appear here. An administrator in your organization maintains the updates.

Riverside Updates	Organization Up	odates	ß
	Riverside Updates	Organization Updates	<u>9</u>
	Back to School Congratulations on a successfi	al Back to School effort	09/05/2020
Learn	Email Update		06/16/2020
our	T mai system will be updated o	n Sunday, September 20. Email will be unavailable	s ocini e prin la invangna
Par Affe			
100			

Search Child Name

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Actions

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Add Child

Child Name

Richards Mary

Sezz Simon

Lipps, Maury

Louie Bob

Huston, Jan

Child Record Activity

D – 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 Q to open the Search/Edit Child page. •
- Under Child Record Activity:

Click the C icon to expand the view.

- Click a child name to open the Child Information page for that child. 0
- Click the Add Record Form icon to add one or more record forms for the child. 0

E – Report Center

The Report Center lists the reports in your Report Library.

Click the **C** icon to open the Report Library.

- **Report Name** Name of the report. •
- Created The date the report was created.
- **Available** How many days the report is still available. • A report is available for 30 days after it was created.
- Status The status in running the report. The checkmark means the report is completed.

Report Center			
Report Name	Created	Available	Status
Pike 9-14	09/14/2020	26	~
Amanda Church Score Report	09/13/2020	25	~
September Data	09/09/2020	21	~
East Testing	08/19/2020	1	~

