

Create a Comprehensive Report

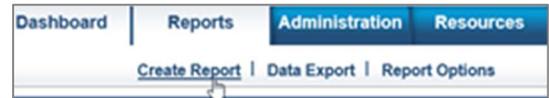
Riverside Score™ Quick Guide

The *Comprehensive Report* is available for *WJ IV* and *ECAD* users who have purchased the *WJ IV Interpretation and Instructional Interventions Program (WIIIP™)*, which includes recommended instructional interventions based on assessment scores.

IMPORTANT: Report options depend on the products available to you as well as the selections you make as you create your report. For more information see [online help](#).

To create a Comprehensive report:

- 1 In the *Riverside Score* header, move the pointer over the **Reports** tab to display your options and click **Create Report**. The **Create Report** page appears with two fields, **Product** and **Report Type**.
- 2 From the **Product** menu, click your product name. The **Create Report** page appears with two fields, **Product** and **Report Type**.
- 3 From the **Report Type** menu, select **Comprehensive Report**. The page refreshes with filters relevant to the **Comprehensive Report** for your product.



Create Report

Select report filters from the menu below

Product *

Select a Product

Report Type *

Select Report Type

Note:

- Fields with an asterisk (*) are required.
- For fields without arrows: Click inside fields to view available values and make your selections. To close the field, click the field again or scroll down and click **Close**.

- 4 Click in the **Examinee Selection** field and do one of the following to search for the examinee:
 - Type the first few letters of an examinee's first or last name and press **Enter** to view matches.
 - Click the arrows beside the caseload folders to view examinees with committed test record data.
- 5 From the **Test Record/Checklist** field, select at least one test record and any other records or checklists to include on the report.
- 6 (*WJ IV only*) From the **Normative Basis** field, select **Age** or, if available, a grade range.
- 7 (*Optional*) Select values for the following fields:
 - (*WJ IV only*) For **Options**, select scores to include on the report.
 - (*ECAD only*) For **Scores for Assessment of Early Development Delays**, select delay measurements to use for the report.
 - For **Variations** and **Comparisons**, select additional score-related information for the report.
 - For **Report Style**, select an analysis based on **Standard Score** or **Proficiency (RPI)**; leave the default **Include Test Appendix** to get a detailed analysis of test scores.

Product *

WJ IV

Report Type *

Comprehensive Report

Examinee Selection *

Easley, Stan

Test Record/Checklist *

WJ IV Tests of Achievement Form A and E

Normative Basis *

Age

Options

GIA Scores,Comprehension-Knowledge-E

Variations

Intra-Cognitive Variations,Intra-Oral Langu

Comparisons

Gf-Gc Composite/Other Ability Compariso

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- For **Interventions**, click inside the empty field to generate recommendations for the examinee. Select the check box(es) for the interventions you want and the buttons at the bottom of the box to complete this entry.

- 8 For the **Score Selection Template** field, choose the types of scores and qualitative descriptors to display on your report. Select:

- Default** to report only default scores.
- New Score Selection Template** to link to the **Add Template** field and specify scores to include in a new template. See the [online help](#) for detailed instructions.
- Saved templates** to run a report using a previously saved template.

- 9 Using the **Grouping Options** menu, select an option to specify the test report display.

- 10 Using the **Output Format** menu, select the report format (**PDF**, **Web Page**, or **Word**).

- 11 When all filters are selected, click one of the following buttons at the bottom of the page to complete the process of creating a Parent report.

- Save to My Reports**, type a name for the report and click **Save**. The report is available on your Dashboard in the **My Saved Reports** box for a period of 14 days.
- Run Report** to generate and view the report.
 - PDF** and **Word** reports open in their respective applications.
 - Web Page** reports open in the Reports tab.

Report Style

Standard Scores, Include Test Appendix

Interventions

Score Selection Template

Default ▼

Grouping Option *

List tests in numerical order separately ▼

Output Format *

Select Output Format ▼

Save to My Reports

Run Report