Create a Parent Report
Riverside Score™ Quick Guide

The Parent report is available for *WJ IV*, *ECAD*, and *WMLS III* examinees with committed test records.

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 the online help.
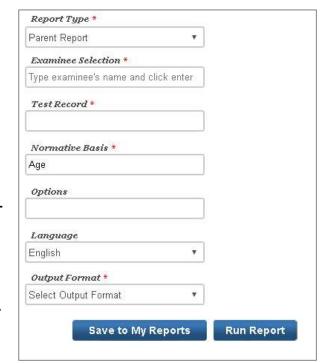
To create a Parent report:

1 In the *Riverside Score* header, move the pointer over the **Reports** tab, and then click **Create Report**. The **Create Report** page appears with two fields, **Product** and **Report Type**. If you are running *WMLS III*, the **Product** field defaults to this.

2 *(For ECAD and WJ IV users)* From the **Product** menu, click **ECAD** or **WJ IV**. The **Create Report** page appears with two fields, **Product** and **Report Type**.

3 From the **Report Type** menu, select **Parent Report**. The page reloads with filters relevant to the Parent Report.

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 locate and select the examinee:

- Type the first few letters of an examinee's first or last name and press **Enter** on your keyboard to view matches.
- Click the arrows beside the caseload folders to view examinees with committed test record data.

5 Click in the **Test Record** field to view the available test records for the examinee, then make selections to include in the report.

6 *(WJ IV and WMLS III only)* In the **Normative Basis** field, select **Age** or, *if available*, a grade basis (**Grade**, **2-Year College**, or **4-Year College/University**).

7 *(Optional)* Make selections for the following optional fields:

- *(WJ IV only)* In the **Options** field, click the check fields to select scores for cognitive areas to be included in the report.
  - In the Language menu, select **English** or **Spanish**.
  - In the **Output Format** menu, select the report format (**PDF**, **Web Page**, or **Word**).

8 When all filters are selected, click one of the following to complete the process to create a Parent Report (examples to right).

- **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.