

# **MHS Online Assessment Center**

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## Introduction

# Welcome

Welcome to the MHS Online Assessment Center. The MHS Online Assessment Center is a site that allows you to administer and score MHS assessments. This help file will give you the basics on how to get started using the site.

Basic Tasks include all the tasks you will need to create forms and score assessments.

If you are just getting started, we suggest you follow all the basic tasks in order, starting with [Creating Folders](#).

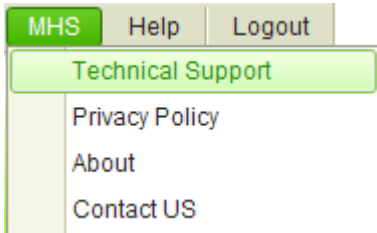
Settings and Administrative Tasks shows you how to [change your password](#), [time zone](#), [update folders](#), and [view reports](#).

## Introduction

This quick start guide will help you get started using the MHS Online Assessment Center. We recommend that you review this document before getting started. If you have questions about this documentation or the product, contact MHS Customer Service by phone between 8:00am and 6:00pm EST.

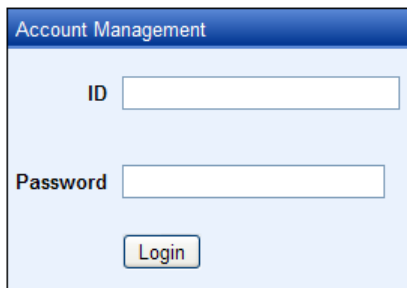
In the USA: 1.800.456.3003  
In Canada: 1.800.268.6011  
Internationally: +1.416-492-2627

If you experience any technical problems after reviewing these documents, contact Technical Support through the MHS menu option in the top left corner of the MHS Online Assessment Center page.



## Accessing the MHS Online Assessment Center

To access the MHS Online Assessment Center, browse to [www.mhsassessments.com/mac](http://www.mhsassessments.com/mac). Enter the ID and temporary password provided to you by MHS. Click Login.



The screenshot shows a web form titled "Account Management". It contains two text input fields: one labeled "ID" and one labeled "Password". Below the "Password" field is a button labeled "Login".

The first page that opens is the Terms and Conditions of Use page. This page appears only the first time you log in. When you have read and agreed to the terms and conditions outlined on this page, click I Accept to continue.

Next, the Security Settings page opens. This page also appears only the first time you log in. To ensure that only you can access your data, change your temporary password to something more meaningful to you.

### To change your password,

Complete the fields on the Security Settings page. Your new password must be at least 6 characters long, and MHS recommends the following:

- At least one upper case letter (A–Z)
- At least one lower case letter (a–z)
- At least one number (0–9)
- Special characters (@#\$!) are allowed

In the Password Hint field, enter a clue that will remind you what your password is. This hint will be emailed to you if you click [Click here if you forgot your password](#) on the login page.

Click Save.

Your password has been changed and the Home page opens. The next time you log in, use your new password. You can change your password at any time by clicking Settings on the Folders page, then selecting Security Settings.

## Basic Tasks

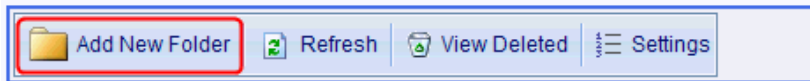
### Creating Folders

The first action you need to perform after you have signed in to the MHS Online Assessment Center is to create at least one folder to hold your assessments.

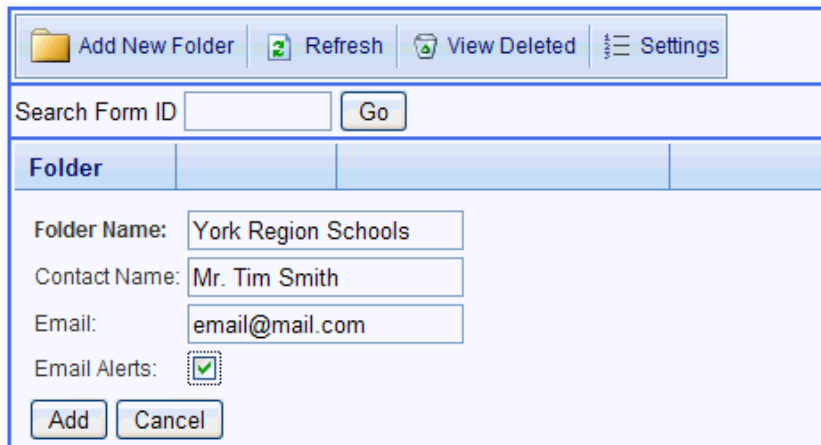
**Before you begin**, decide how you want to organize your folders; for example by school, by district, or by type of assessment. You must have at least one folder.

**To create a folder,**

1. Click Add New Folder on the Folders page.



2. Enter a name for the folder and the name of the contact person (e.g., the school psychologist) for the group of assessments that will go into the folder. Enter the email address for the contact person. To receive an email notification every time an online assessment has been completed, place a checkmark in the Email Alerts checkbox.

A screenshot of the 'Add New Folder' form. At the top is a toolbar with 'Add New Folder', 'Refresh', 'View Deleted', and 'Settings' buttons. Below the toolbar is a search bar with 'Search Form ID' and a 'Go' button. The main form area has a table header 'Folder' and a form with the following fields: 'Folder Name' (text box with 'York Region Schools'), 'Contact Name' (text box with 'Mr. Tim Smith'), 'Email' (text box with 'email@mail.com'), and 'Email Alerts' (checkbox with a checkmark). At the bottom are 'Add' and 'Cancel' buttons.

3. To save the folder, click Add.

You have added a folder. This folder now appears in your folder list.

To open the folder, click Open.

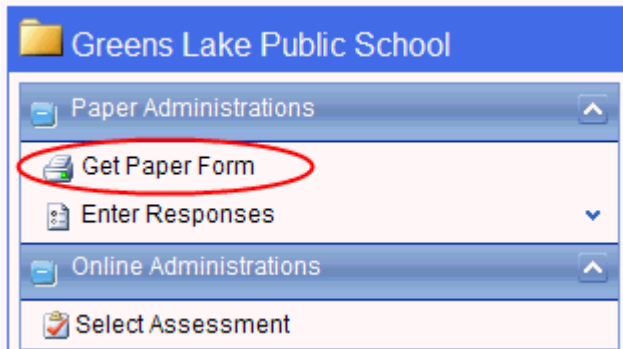
**Next Step:** [Creating Forms](#)

## Creating Forms

The MHS Online Assessment Center allows you to print your own paper forms for paper-and-pencil administrations. On the Home page there are options for both Paper Administrations and Online Administrations.

To create a paper form,

1. Click Get Paper Form.



2. Select the product from the product list.
3. If applicable, select the language of the forms. The English Forms tab is selected by default.
3. Click Select beside the form name in the Forms column. The available forms of this type are displayed.

| English Forms                |                        | Spanish Forms        |  |
|------------------------------|------------------------|----------------------|--|
| Name                         | Forms                  | History              |  |
| ASRS Parent (2-5 Years)      | <a href="#">Select</a> | <a href="#">View</a> |  |
| ASRS Teacher (2-5 Years)     | <a href="#">Select</a> | <a href="#">View</a> |  |
| ASRS Short Form (2-5 Years)  | <a href="#">Select</a> | <a href="#">View</a> |  |
| ASRS Parent (6-18 Years)     | <a href="#">Select</a> | <a href="#">View</a> |  |
| ASRS Teacher (6-18 Years)    | <a href="#">Select</a> | <a href="#">View</a> |  |
| ASRS Short Form (6-18 Years) | <a href="#">Select</a> | <a href="#">View</a> |  |

Two tabs are located near the top of the screen:

- **Available:** This tab lists all forms for that particular assessment type that are available to be created and administered. This tab opens by default.
  - **Pending:** This tab lists all forms for that particular assessment type that have been created and are waiting to be scored.
4. Under the Available tab, place checkmarks beside all the forms you would like to create. To create more than one of this type of form, select more than one checkbox. Since each form has a unique Form ID number that can only be used once, we recommend making a note of each one; this will allow you to find the form quickly when entering responses and generating reports.

## Basic Tasks

### 5. Click Create Selected.


Since all users using the same account have access to all forms in the Available folder, it is possible that multiple users may be trying to create the same form at the same time. If this occurs, you will be prompted to select a different Form ID.

| Select                              | Name                    | Form ID |
|-------------------------------------|-------------------------|---------|
| <input checked="" type="checkbox"/> | ASRS Parent (2-5 Years) | 74337   |
| <input checked="" type="checkbox"/> | ASRS Parent (2-5 Years) | 74338   |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 75614   |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 75628   |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 75891   |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 75906   |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 76010   |

The View Forms page opens, showing the forms created.

| Type      | Title             | Form | Received           | Confirmation Number |        |
|-----------|-------------------|------|--------------------|---------------------|--------|
| ASRS Form | Short_6_18_Forms  | Open | 2/26/2010 11:35 AM | B96C9               | Delete |
| ASRS Form | Short_2_5_Forms   | Open | 2/26/2010 11:33 AM | B96C1               | Delete |
| ASRS Form | Teacher_2_5_Forms | Open | 2/26/2010 11:32 AM | B96BF               | Delete |
| ASRS Form | Parent_2_5_Forms  | Open | 2/26/2010 11:23 AM | B96AC               | Delete |

Click Open to open the PDF containing your form(s).



## ASRS™ (2–5 Years) PARENT RATINGS

Sam Goldstein, Ph.D. & Jack A. Naglieri, Ph.D.

### Response Form

Child's Name/ID: \_\_\_\_\_ Gender: M F Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Circle One) Year Month Day

Parent's Name/ID: \_\_\_\_\_ Childcare Setting: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Circle One) Year Month Day

Did your child acquire language before age 3? Yes No Don't Know Not applicable (child is under age 3) Age: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Circle One) Years Months Days

If Yes, did your child speak in 3 word sentences by age 3? Yes No Don't Know Not applicable (child is under age 3)  
(Circle One) Years Months Days

**Instructions:** Read each statement that follows the phrase, “*During the past four weeks, how often did the child...*,” then circle the number under the word that tells how often you saw the behavior. Read each question carefully; then mark how often you saw the behavior in the past four weeks. Answer every question without skipping any. If you want to change your answer, put an X through it and circle your new choice. Be sure to answer every question.

| <i>During the past four weeks, how often did the child...</i> | Never | Rarely | Occasionally | Frequently | Very Frequently |
|---|-------|--------|--------------|------------|-----------------|
| 1. smile appropriately?                                       | 0     | 1      | 2            | 3          | 4               |
| 2. become bothered by some fabrics or tags in clothes?        | 0     | 1      | 2            | 3          | 4               |
| 3. understand how someone else felt?                          | 0     | 1      | 2            | 3          | 4               |
| 4. play with others?  | 0     | 1      | 2            | 3          | 4               |
| 5. look at others when talking with them?                     | 0     | 1      | 2            | 3          | 4               |

After a form is created:

- The form is automatically saved in the Pending folder; forms in this folder are waiting to be scored and are unavailable to all other users. Any unused forms can be returned for use by placing a checkmark next to the unused form and clicking the Release Selected button. This form will then re-appear in the Available folder.

Note that releasing a form from the Pending folder makes it available to all users. You will be unable to enter paper responses once the form is released.

You can access the form for 5 days under the View Forms page. After 5 days, you must re-create the form from the Pending folder.

The screenshot shows a software interface with a 'Pending' folder selected. Below the folder name is a message: "The following forms have been created but not yet scored. Create multiple forms by selecting multiple checkboxes at the same time. Unused forms can be returned for use by selecting each form and clicking the Release Selected button." Below this message are four buttons: "Create Selected", "Release Selected", "Refresh", and "Exit". A table lists several forms, each with a "Select" checkbox, a "Name" column, and a "Form ID" column. The first two rows have their checkboxes checked. Red boxes and arrows highlight the "Release Selected" button, the "Create Selected" button, and the first two form entries. Callout boxes provide instructions: "Click here to move unused forms back to the Available folder" pointing to the "Release Selected" button, and "Click here to recreate a form after 5 days" pointing to the first two form entries.

| Select                              | Name                    | Form ID |
|-------------------------------------|-------------------------|---------|
| <input checked="" type="checkbox"/> | ASRS Parent (2-5 Years) | 1499307 |
| <input checked="" type="checkbox"/> | ASRS Parent (2-5 Years) | 343462  |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 343468  |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 343477  |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 1175161 |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 343496  |
| <input type="checkbox"/>            | ASRS Parent (2-5 Years) | 932474  |

You have created paper forms, which you should print for future use. The Form ID is located on the bottom right of each page of the form. You will need to enter this ID during the scoring process.

Next Step: [Entering Responses](#)



## Basic Tasks

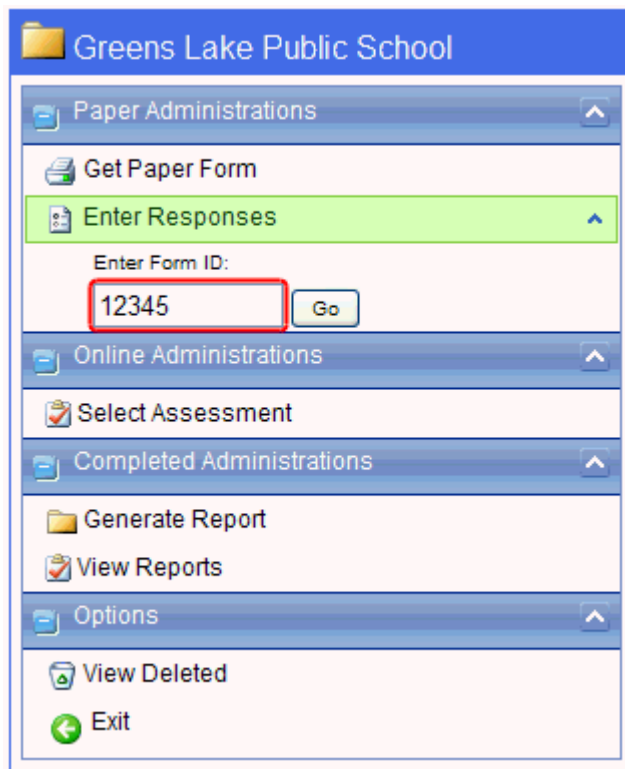
### Entering Responses

Once your clients have completed and returned their paper forms, you can enter their responses into the MHS Online Assessment Center site, which will enable you to [generate reports](#) for the administrations. You only need to enter the responses for paper forms—online responses are entered and saved at the time of the administration.

Before you begin entering responses, make sure that [the form has already been created](#); doing so alerts the system that this particular form has been printed and is waiting to be scored.

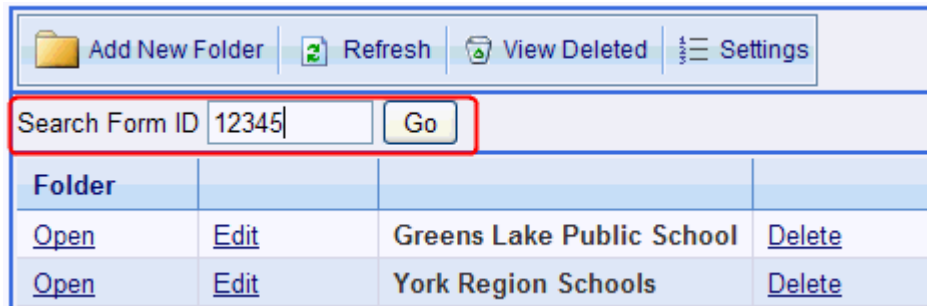
#### To enter responses,

1. On the Home page, click Enter Responses.  
Enter the Form ID located on the bottom right of the paper form.



The screenshot shows the MHS Online Assessment Center interface for Greens Lake Public School. The 'Paper Administrations' menu is expanded, and the 'Enter Responses' option is highlighted in green. Below this option, there is a text input field labeled 'Enter Form ID:' containing the value '12345', and a 'Go' button to its right. Other menu options include 'Get Paper Form', 'Online Administrations', 'Completed Administrations', 'Options', and 'Exit'.

Alternatively, you can search for a form on the Folders page.



The screenshot shows the 'Folders' page in the MHS Online Assessment Center. At the top, there are buttons for 'Add New Folder', 'Refresh', 'View Deleted', and 'Settings'. Below these is a search bar labeled 'Search Form ID' with the value '12345' entered and a 'Go' button. Below the search bar is a table with the following data:

| Folder               |                      |                           |                        |
|----------------------|----------------------|---------------------------|------------------------|
| <a href="#">Open</a> | <a href="#">Edit</a> | Greens Lake Public School | <a href="#">Delete</a> |
| <a href="#">Open</a> | <a href="#">Edit</a> | York Region Schools       | <a href="#">Delete</a> |

2. Click Go. A page with the blank form opens.

**Forms created before Dec 21/11:** Before you enter responses for any form created before this date, you will need to assign the form to a specific folder. You will be prompted to do so if you use the search field on the Folders page.

**Anger Regulation and Expression Scale: Short Form**  
Raymond DiGiuseppe, Ph.D. & Raymond Chip Trafate, Ph.D.

To copy a client's profile information from a form that has already been entered, click *Copy Client Profile*.

Form ID: 90015

|   |   |
|---|---|
| Name/ID: <input type="text"/>   | Gender: <input type="radio"/> M <input type="radio"/> F |
| Birth Date: <input type="text"/> <input type="button" value="Calendar"/>          | Age: <input type="text"/>                               |
| Grade: <input type="button" value="v"/>   |   |
| Administration Date: <input type="text"/> <input type="button" value="Calendar"/> |   |
| Assessor Name: <input type="text"/>   | Data Entered by: <input type="text"/>                   |

|  | Response             | Verify               |
|--|----------------------|----------------------|
| <b>Response Key</b><br>1 = Never; 2 = Hardly ever; 3 = Sometimes; 4 = Often; 5 = Always; ? = Omitted Item<br>Alternative keying options are Q, W, E, R, T. |                      |                      |
| 1. If someone hurts my feelings, I get angry   | <input type="text"/> | <input type="text"/> |
| 2. When I am angry, I bully others to make them do what I want   | <input type="text"/> | <input type="text"/> |
| 3. I feel jealous that life seems to be easier for other people  | <input type="text"/> | <input type="text"/> |
| 4. I think that I cannot trust other people  | <input type="text"/> | <input type="text"/> |

3. If this is the first time you are entering responses for the client, ensure you enter all the required demographic information, including the Administration Date, if it is different from the current date.  
If responses have been entered for the client from a past assessment, you can save time by copying the client's profile information onto the new form.

Note that Age is automatically calculated when the Birth Date is entered. If you do not enter the birth date, you must enter the age.

4. Enter the responses from the paper form. When entering responses, you can use one of the following keying options:  
0, 1, 2, 3  
or  
Q, W, E, R
5. Verify that you have entered all responses correctly; scores cannot be altered once you have finalized the entered responses.  
Setting up the [Entry Validation](#) option will help with this step.

## Basic Tasks

6. Click Finish.  
The Saved Form page opens.

Form # 90030 has been saved.

Please Choose from the following options:

- Generate Report  
 Enter Responses for another form

Are you entering responses for the same client?

- Yes  
 No

7. To generate a report for this form immediately, select the [Generate Report](#) radio button.

To enter responses for another form, select the designated radio button, and enter the Form ID in the text box.

Click Yes if you wish to enter responses for the same client and copy his/her demographic information onto the new form. Click No if you wish to enter responses for a different individual.

8. Click Continue.

You have entered responses for a form. To exit back to the Home page, click Exit.

Next Step: [Generating Reports](#)

## Copying Client Profile Information

If you have to enter responses from multiple assessments for the same client, you can save time by copying the client's profile information from a previously entered form.

To copy a client's profile,

1. [Create a form.](#)
2. Enter the Form ID on the Folders page,

**Welcome to the MHS Online Assessment Center**

📁 Add New Folder | 🔄 Refresh | 🗑️ View Deleted | ☰ Settings

Search Form ID:

| Folder               |                      |                           |                        |
|----------------------|----------------------|---------------------------|------------------------|
| <a href="#">Open</a> | <a href="#">Edit</a> | Greens Lake Public School | <a href="#">Delete</a> |
| <a href="#">Open</a> | <a href="#">Edit</a> | York Region Schools       | <a href="#">Delete</a> |

or within the folder where the form was originally created.

📁 Greens Lake Public School

📄 Paper Administrations ^

📄 Get Paper Form

📄 Enter Responses ^

Enter Form ID:

📄 Online Administrations ^

📄 Select Assessment

📄 Completed Administrations ^

📄 Generate Report

📄 View Reports

📄 Options ^

🗑️ View Deleted

🏠 Exit

## Basic Tasks

3. On the QuikEntry screen, click Copy Client Profile.

### Children's Depression Inventory 2nd Edition: Self-Report Short

by Maria Kovacs, Ph.D.

To copy a client's profile information from a form that has already been entered, click *Copy Client Profile*.

**Copy Client Profile**

Form ID: 76743

|   |  |
|---|--|
| Name/ID: <input type="text"/>   | Sex: <input type="radio"/> M <input type="radio"/> F         |
| Birth Date: <input type="text"/> <input type="button" value="Calendar"/>          | Age: <input type="text"/>                                    |
|   | Grade: <input type="text"/> <input type="button" value="v"/> |
| Administration Date: <input type="text"/> <input type="button" value="Calendar"/> |  |
| Assessor's Name: <input type="text"/>   | Data Entered by: <input type="text"/>                        |

4. Select the client from the list and click Copy Client Profile.

[Users](#) › [Folders](#) › [Home](#) › [CDI - Self-Report Short Form](#)

Select the form that you would like to copy the profile information from and then click *Copy Client Profile*.

**Copy Client Profile**

| Select                              | Form ID | Assessee    | Date       | Status   | ID     | Rater Type | Rater       |
|-------------------------------------|---------|-------------|------------|----------|--------|------------|-------------|
| <input checked="" type="checkbox"/> | 76640   | Jesse James | 10/31/2011 | Complete | 728639 | Teacher    | Mr. Teacher |
| <input type="checkbox"/>            | 76897   | Gina Gigolo | 10/31/2011 | Complete | 728646 | Parent     |             |

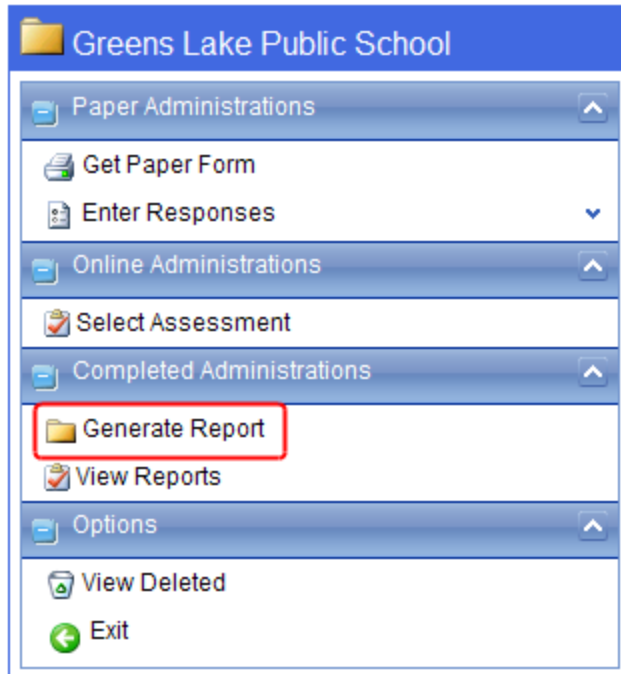
The client's demographic information is automatically populated on the form, and you can begin entering responses.

## Moving Assessments

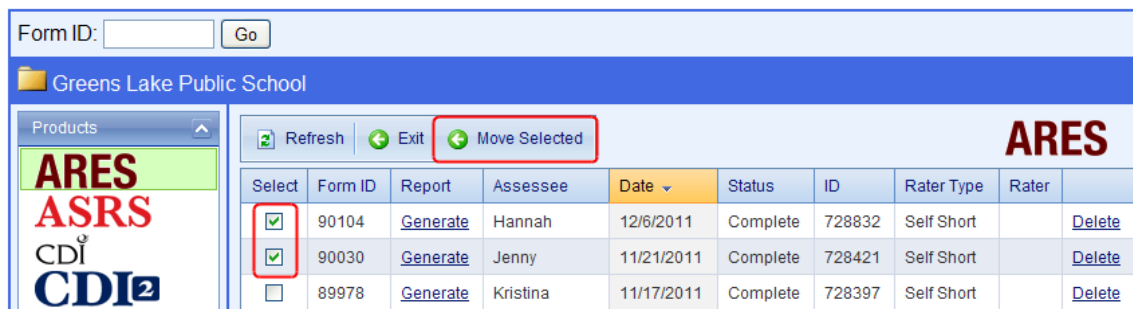
Once an assessment has been completed, it can be moved to a different folder, if necessary.

### To move an assessment,

1. On the Home page, click Generate Reports.



2. Click to highlight the MHS product from the left bar. A page showing a list of all your completed assessments for that product opens. Note that both the online assessments and the paper forms you entered manually appear on this page.
3. Click to select the assessment(s) you wish to move. Click Move Selected.



## Basic Tasks

- From the drop-down menu, select the folder where you want the assessment to be moved. Click Move Assessment(s).

Greens Lake Public School

| Assessments To Be Moved   |          | Select Destination Folder   |   |
|---|----------|---|---|
| The assessment(s) below will be moved to the destination folder you select. |          | Select the destination folder for the assessment(s), then click Move Assessment(s). |   |
| Assessment  | Assessee | <input type="text"/>  | <input type="button" value="Move Assessment(s)"/> |
| ARES  | Hannah   | <input type="text" value="York Region Schools"/>                                    | <input type="button" value="Cancel"/>             |
| ARES  | Jenny    |   |   |

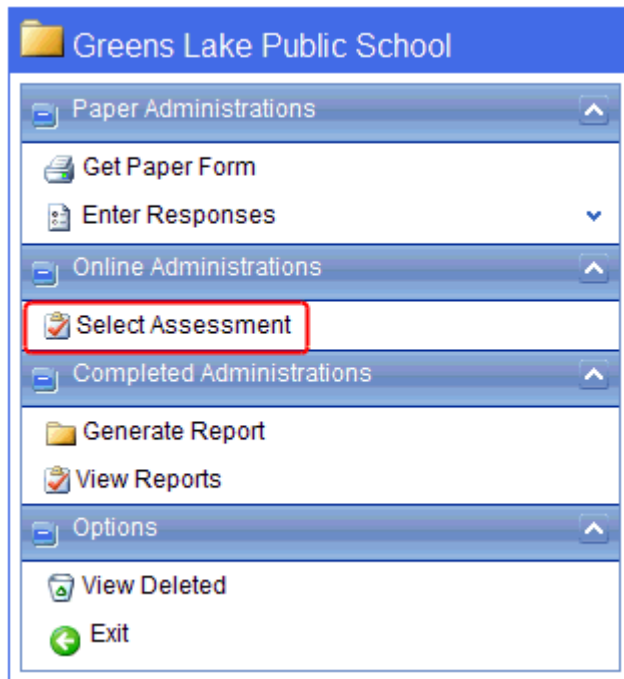
- Click OK.

The assessment(s) you selected from the original folder will be moved to the destination folder you chose.

## Online Assessments

There are two methods of administering an assessment online. You can start the assessment immediately if the respondent is with you, or you can email the respondent a link to access the assessment.

To access online assessments, click Select Assessment in the Online Administrations section of the Home Page.



### To administer an assessment online,

1. If applicable, select the language of the assessment you would like to administer. The English tab is selected by default.
2. Select the assessment type.

Two tabs are located near the top of the screen:

- **Available:** This tab lists all forms for that particular assessment type that are available for use online; you can generate a link to email to a rater, or administer an online assessment for any of these forms. This tab opens by default.
- **Pending:** This tab lists all forms for that particular assessment type that have been completed online and are waiting to be scored.

Since each Form ID is unique and can only be used once, we recommend you make a note of it, as it will allow you to find the form quickly when generating reports.



## Basic Tasks

- To start the assessment immediately, click Start Now.

| Name               | Form ID | Start Now | Generate Link |
|--------------------|---------|-----------|---------------|
| Conners 3 - Parent | 66555   | Start Now | Generate Link |
| Conners 3 - Parent | 66556   | Start Now | Generate Link |
| Conners 3 - Parent | 66558   | Start Now | Generate Link |
| Conners 3 - Parent | 66559   | Start Now | Generate Link |

A second window opens, with the assessment welcome page. (Make sure your browser is set to allow pop-ups.)

- To send a link to a respondent via email, click Generate Link.
- Copy the text in the box into an email message. You can add text of your own as well.

Please copy the text below and paste into an email message and send to the respondent (or his or her parent or guardian if the respondent is under the age of 18).

The text contains a link to the website that will automatically start the assessment. The link can be used once by one respondent only.

You are being asked to complete the Conners 3 - Parent Short. Please click the following link or copy and paste the url address into your browser to start the test.

[Start Test Now](http://s.mhs.com/Mm5q2)  
http://s.mhs.com/Mm5q2

Instructions for how to complete the Conners 3 - Parent Short will appear once you have accessed the assessment. Please set aside 30 uninterrupted minutes to ensure that you will be able to complete the assessment in one sitting.

If you have any questions or concerns about completing this questionnaire, please feel free to contact me.

Thank you for your cooperation.

Note that the link is coded and can be used once only by one respondent only. For each respondent, you will need to generate a separate link.

Once you have generated a link, or begun an online assessment, the form is automatically saved in the Pending folder; forms in this folder are waiting to be scored and are unavailable to all other users. Any unused forms can be returned for use by placing a checkmark next to the unused form and clicking the Release Selected button. This form will then re-appear in the Available folder.

The screenshot shows a web interface with a navigation bar at the top containing 'Available' and 'Pending' tabs. The 'Pending' tab is selected and circled in red. Below the tabs is a message: 'The following forms are incomplete or emailed, but not yet scored. Unused forms can be returned for use by selecting each form and clicking the Release Selected button.' Below the message is a toolbar with three buttons: 'Release Selected' (circled in red), 'Refresh', and 'Exit'. Below the toolbar is a table with five columns: 'Select', 'Name', 'Form ID', 'Start Now', and 'Generate Link'. The table contains five rows of data, all with the name 'Conners 3 - Parent'. The first two rows have their 'Select' checkboxes checked, and the first of these is also circled in red. The other three rows have their 'Select' checkboxes unchecked.

| Select                              | Name               | Form ID | Start Now                 | Generate Link                 |
|-------------------------------------|--------------------|---------|---------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Conners 3 - Parent | 66525   | <a href="#">Start Now</a> | <a href="#">Generate Link</a> |
| <input checked="" type="checkbox"/> | Conners 3 - Parent | 66526   | <a href="#">Start Now</a> | <a href="#">Generate Link</a> |
| <input type="checkbox"/>            | Conners 3 - Parent | 66527   | <a href="#">Start Now</a> | <a href="#">Generate Link</a> |
| <input type="checkbox"/>            | Conners 3 - Parent | 66528   | <a href="#">Start Now</a> | <a href="#">Generate Link</a> |
| <input type="checkbox"/>            | Conners 3 - Parent | 66529   | <a href="#">Start Now</a> | <a href="#">Generate Link</a> |

Releasing a form from The Pending folder makes it available to all users. Note that any online links that were previously emailed to raters will remain active.

Once the respondent completes the assessment, you will be able to generate a report immediately.

Next Step: [Generating Reports](#)

## Basic Tasks

### Generating Reports

Once you have entered your client's [responses](#) or had a client complete an [online assessment](#), you can generate a report.

#### To generate a report,

1. On the Home page, click Generate Report. Click to highlight the MHS product from the left bar. A page showing a list of all your completed assessments for that product opens.

Note that both the online assessments and the paper forms you entered manually appear on this page.

2. Enter the Form ID and click Go or select the assessment you want a report for from the list, then click Generate.

| Select                   | Form ID | Report                   | Assessee      | Date       | Status   | ID     | Rater Type                          | Rater        |                        |
|--------------------------|---------|--------------------------|---------------|------------|----------|--------|-------------------------------------|--------------|------------------------|
| <input type="checkbox"/> | 74564   | <a href="#">Generate</a> | Paula         | 11/18/2011 | Complete | 728705 | ASRS Short Form (6-18 Years)        |              | <a href="#">Delete</a> |
| <input type="checkbox"/> | 74723   | <a href="#">Generate</a> | Dora          | 11/17/2011 | Complete | 728518 | ASRS Short Form (2-5 Years)         |              | <a href="#">Delete</a> |
| <input type="checkbox"/> | 74562   | <a href="#">Generate</a> | Flynn Feather | 11/15/2011 | Complete | 728624 | ASRS Short Form (6-18 Years) Parent | Mrs. Feather | <a href="#">Delete</a> |

3. Verify that you selected the correct assessment. If necessary, enter changes to the individual's demographic information. Note that scores cannot be modified.
4. Select the report type you want to generate. Please refer to your respective manual for a list of all report types that can be generated.
5. For some types of assessments, various norm and report options are available. If applicable, select the options you want to include in the report.
6. Click Finish. Your report is in the process of being generated on the View Reports page. Click Refresh to speed up this process. Your report is generated in PDF format.
7. To open the report, click the Open link in the Report column. Adobe® Acrobat® Reader® launches and the report opens. You can now save or print your report.

| Type             | Title                      | Report               | Received            | Confirmation Number |                        |
|------------------|----------------------------|----------------------|---------------------|---------------------|------------------------|
| Conners 3 Report | Benny_GI_Parent_Assessment | <a href="#">Open</a> | 10/21/2011 10:37 AM | CF5E                | <a href="#">Delete</a> |

You have generated a report for an assessment. Reports are saved for five days. After five days, should you need the report again, you can re-generate it using the procedure outlined above.

To view all reports generated in the past five days, click [View Reports](#) on the Home page.

# Settings and Administrative Tasks

## Editing Folders

You can edit [folders you created](#) to ensure that information is up to date.

To edit a folder,

1. On the Folders page, click Edit next to the folder you want to update. The folder information opens.

The screenshot shows a web interface for editing a folder. At the top, there are navigation buttons: 'Add New Folder', 'Refresh', 'View Deleted', and 'Settings'. Below this is a search bar with the text 'Search Form ID' and a 'Go' button. The main content area is a table with a header row containing 'Folder', 'Open', 'Edit', 'Greens Lake Public School', and 'Delete'. The 'Edit' button is highlighted. Below the table, the folder information is displayed in a form: 'Folder Name: Greens Lake Public Scho', 'Contact Name: Jane Smith', 'Email: jane.smith@mail.com', and 'Email Alerts: '. At the bottom of the form are 'Update' and 'Cancel' buttons. Below the form, the table continues with 'Open', 'Edit', 'York Region Schools', and 'Delete'.

2. You can change the folder name, contact name, and/or email address. Make the necessary changes and click Update.

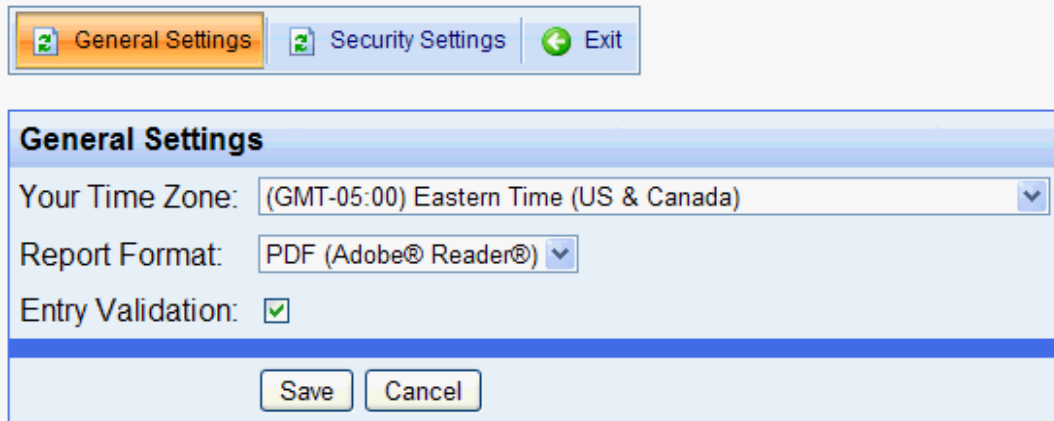
You have updated the folder information.

### General Settings

There are two general settings you can change: your time zone and the report format. We strongly suggest that you keep the report format as PDF to minimize report file sizes and cut down on the time it takes for the reports to be generated.

To change your general settings,

1. On the Folders page, click Settings.  
The Settings page opens with the General Settings tab selected.



The screenshot shows a settings dialog box with three tabs: "General Settings", "Security Settings", and "Exit". The "General Settings" tab is active. Below the tabs, the "General Settings" section contains three fields: "Your Time Zone" is a dropdown menu showing "(GMT-05:00) Eastern Time (US & Canada)"; "Report Format" is a dropdown menu showing "PDF (Adobe® Reader®)"; and "Entry Validation" is a checkbox that is checked. At the bottom of the dialog are two buttons: "Save" and "Cancel".

2. **Your Time Zone:** click on the drop-down arrow next to Your Time Zone. Select your time zone.
3. **Report Format:** click on the drop-down arrow next to Report Format. We strongly suggest that you do not change the report format to RTF. PDF (Adobe® Reader®) format creates smaller report file sizes and cuts down on the time it takes to generate reports.
4. **Entry Validation:** This feature allows you to enter the responses from each paper assessment twice. This helps protect against data entry errors by comparing the two sets of responses against each other and prompting you to make corrections if there are any discrepancies. Uncheck this box if you prefer to enter responses only once.
5. Click Save to accept your changes.

You have changed your general settings. To change your password for the site, you will need to change your [security settings](#).

## Password Settings

The first time you access the MHS Online Assessment Center, you will be asked to change your password. Any time you would like to change your password, you can do so through the security settings.

To change your password,

1. On the Folders page, click Settings.
2. Select the Security Settings tab.

General Settings Security Settings Exit

**Security Settings**

Old Password:

New Password:

Your new password must be minimum 6 characters long.

Re-Enter New Password:

Password Hint:

This "Hint" will be emailed to you if you forget your password.

Save Cancel

3. Enter your old password and your new password. It is highly recommended that a strong password be used. Your new password must be at least 6 characters long, as well as the following :
  - At least one upper case letter (A–Z)
  - At least one lower case letter (a–z)
  - At least one number (0–9)
  - Special characters (@!#\$%) are allowed
4. Re-enter your new password and enter a password hint. This hint should be something to help your remember your password.
5. To save your new password, click Save.

You have changed your password. You can also change your time zone using the [General Settings](#) tab.

## Settings and Administrative Tasks

### Viewing Reports

The reports you generate will be saved for five days after the date of generation. You can open, print, or save them to your computer. After five days, you will need to [re-generate](#) the reports, should you need them again.

#### To view a report,

1. On the Home page, click View Reports.
2. To open a report, click the Open link. Adobe® Acrobat® Reader® launches and the report opens in a new window. (If you have changed your general settings to generate reports in .rtf format, you will be prompted by a popup window. Click Save to save the report to a location on your computer.)

| Type        | Title                                   | Report               | Received            | Confirmation Number |                        |
|-------------|---|----------------------|---------------------|---------------------|------------------------|
| ASRS Report | Daphne Doll_Interpretive_Teacher_2_5    | <a href="#">Open</a> | 11/15/2011 10:56 AM | D2AF                | <a href="#">Delete</a> |
| ASRS Report | Tara Plum_ProgressMonitoring_Parent_2_5 | <a href="#">Open</a> | 11/15/2011 10:19 AM | D2A3                | <a href="#">Delete</a> |
| ASRS Report | Tara Plum_ProgressMonitoring_Parent_2_5 | <a href="#">Open</a> | 11/15/2011 10:15 AM | D2A0                | <a href="#">Delete</a> |
| ASRS Report | Tara Plum_Interpretive_Parent_2_5       | <a href="#">Open</a> | 11/15/2011 10:13 AM | D29D                | <a href="#">Delete</a> |

You have viewed your report. You can now print this report, or save this report to your computer.

To return to the Home page, click Exit.

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