How to enter responses

After a rater or client completes a paper form, you need to enter the responses into the assessment portal.

To enter responses

1. Click **Enter Responses** on the Dashboard. (You can also click **Enter Responses** on the Express Launcher page or a product landing page, in which case you would then skip to step 3 below.)

2. Select the assessment you want to enter responses for.

   A list of available forms appears.

3. Select a form by clicking **Select** in the right column.

   A list of available clients appears.

4. Select a client by clicking the checkbox to the left of their name.

5. Click **Next**.

6. Confirm that you have selected the correct client, and then click **Next**.

   A page appears that displays the demographic information for the client. Some fields will contain information (such as the client's name) but most of the fields will be blank.

7. Enter the missing information exactly as it appears on the paper form. This includes the rater's name and the administration date.

8. When you are done, click **Next**.

   A page appears listing all of the items in the form.

9. Enter the responses exactly as they appear on the paper form. You can use your mouse or the numbers on your keyboard.

10. There are options at the top of the page to speed up the process and check your responses:

    - Click **AUTO-ADVANCE** to automatically move to the next item when you are entering responses.

    - Click **USE QWERTY** to use those letters instead of numbers to enter responses.

    - Click **VERIFY** to check your answers. This means you will need to enter the responses a second time to validate the information. If the responses don't match, a pop-up warns you of the error.

11. When you are done entering responses, click **Next** to finish.

    The paper form is now entered into the portal.

12. On the next page, you can select to either enter responses for another form, generate a report based on the responses you just entered, or click **Exit** to leave.