Woodcock-Johnson Online Scoring and Reporting FAQ

Houghton Mifflin Harcourt – Riverside is pleased to announce the upcoming release of the Fourth Edition of the Woodcock-Johnson® (WJ®) assessments. Along with the new assessments, you and your organization will have the opportunity to access the Woodcock-Johnson online scoring and reporting system. Available anywhere you have internet access, there are numerous benefits and updates that have been made to the Woodcock-Johnson online scoring and reporting platform. Below, find the answers to a few of your most frequently asked questions.

How is access to the Woodcock-Johnson online scoring and reporting system provided to my organization?
Once your order is received, HMH-Riverside Customer Service will create your organization’s site, enabling all forms you have purchased from the Woodcock-Johnson and the Woodcock-Munoz Language Survey®-Revised Normative Update (WMLS®-R NU). Customer Service will provide access to the platform to a single Account Holder via an email to the Account Holder. The Account Holder can then create Administrators and Examiners within the platform, utilizing system functionality to provide immediate access to the Woodcock-Johnson online scoring and reporting system through email.

What operating systems and browsers is the Woodcock-Johnson online scoring and reporting system compatible with?
The operating systems and browsers below are certified with the WJ online scoring and reporting system. For detailed system requirements, please review the Woodcock-Johnson Scoring and Reporting Platform Minimum System Requirements.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Web Browser</th>
<th>Other Required Software</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 8</td>
<td>Internet Explorer 10 or higher</td>
<td></td>
<td>• Processor: 1 GHz Pentium dual core or higher</td>
</tr>
<tr>
<td></td>
<td>Firefox 21 or higher</td>
<td></td>
<td>• Memory: 1 GB RAM or higher</td>
</tr>
<tr>
<td></td>
<td>Google Chrome 27 or higher</td>
<td></td>
<td>• 1024 x 768 screen resolution</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Internet Explorer 9 or higher</td>
<td></td>
<td>For optimal performance:</td>
</tr>
<tr>
<td></td>
<td>Firefox 21 or higher</td>
<td></td>
<td>• Processor: 2 GHz Pentium dual core or higher</td>
</tr>
<tr>
<td></td>
<td>Google Chrome 27 or higher</td>
<td></td>
<td>• Memory: 2 GB RAM or higher</td>
</tr>
<tr>
<td>Apple OS X 10.7</td>
<td>Safari 5.0 or higher</td>
<td>• Adobe Reader 10 or higher</td>
<td>• 1366 x 768 screen resolution</td>
</tr>
<tr>
<td></td>
<td>Firefox 21 or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple OS X 10.8</td>
<td>Safari 6.0 or higher</td>
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</table>
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Do I need to contact Customer Service in order to access my site?
Once Customer Service receives your order form, they will begin set-up of your Woodcock-Johnson online scoring and reporting site. You do not need to contact Customer Service.

How long will it take Customer Service to build my Woodcock-Johnson online scoring and reporting site?
Please allow approximately 10 business days for the creation of your Woodcock-Johnson online scoring and reporting site.

How do I enter subjects into the system?
Similar to the former version of Compuscore®, you must manually enter information about your subjects into the system. You will have the option to enter basic subject information such as name, DOB, gender, enrollment date, and parent/guardian information, as well as more advanced demographics, such as race and ethnicity, IFSP and IEP information, and funding sources.

Can I automatically upload a roster of subjects?
Given the nature of referral based testing and evaluation for special education services, each subject must be manually entered into the system.

How is the Woodcock-Johnson online scoring and reporting system different from Compuscore?
The new Woodcock-Johnson online scoring and reporting system no longer needs to be installed on each computer within your organization. You can now access WJ scoring and reporting anywhere you have Internet access. The primary difference between the new web-based platform and Compuscore is the way electronic record forms are purchased and utilized. Your organization is provided a single electronic record form for every WJ paper record form purchased. Each electronic record form is recorded and tracked in the scoring and reporting platform. Every time your organization commits a test record, an electronic record form is used. You do have 30 days to make any edits or updates to that particular electronic record form. However, after 30 days, you may no longer make edits or updates to a given record form. You will need to utilize a new electronic record form.

What electronic record forms will I have access to in the online scoring and reporting program?
The ability to enter data and run reports for the following forms is targeted for a June release:

- Woodcock-Johnson Tests of Achievement, Forms A, B, and C
- Woodcock-Johnson Tests of Oral Language
- Woodcock-Johnson Tests of Cognitive Abilities
- WMLS-R NU Forms A, B, and Spanish
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The Woodcock Interpretation and Instructional Interventions Programs™ (WIIIP™) is targeted for availability in December of 2014.

What reports will I have access to in the online scoring and reporting program?

HMH-Riverside will be releasing reports in a phased approach. The following Woodcock-Johnson and WMLS-R NU reports are targeted for a June 2014 release:

- **The Roster Report:** A customizable list of subjects providing multiple options to select subjects by demographic or by subgroup in order to view a variety of scores across tests and clusters.
- **The Score Report:** A customizable table of scores providing a single subject’s age equivalents, raw scores, standard scores, and percentile ranks along with the calculations of actual and predicted discrepancies.

All current Woodcock-Johnson, WMLS-R NU, and WIIIP reports are targeted for availability by December of 2014.

Are there any reports that I currently have access to that will not be available with the new Woodcock-Johnson online scoring and reporting system?

The Standard Report will no longer be available for WMLS-R NU users. However, WMLS-R NU users will have access to the Summary and Score Reports, providing similar information. All other currently existing reports are targeted for availability on or before December of 2014.

Can I share subjects across my organization?

Yes, you can share subjects so that multiple users within your organization can access information about the same subject without entering the subject into the system multiple times. As the creator of a subject, you can determine the level of access you would like to provide shared users to each subject. For example, you will be able to determine if you would like to allow other users to view subject information, view test records, edit subject information, and/or edit test records. Once provided the permission to view a subject, all shared users will have the ability to add a test record to a subject. Once provided the permission to view a subject and test records, users will have the ability to run reports.

Will Account Holders or Administrators have the ability to review the caseloads of their Examiners?

Yes, Account Holders and Administrators will have access to search and view all subjects and test records within their organization. In addition, Account Holders will have a specific area of their dashboard dedicated to providing access to the caseload folders of each Administrator and Examiner within their organization while Administrators can view the caseload folders of all Examiners within their organization.

Can I administer forms to my subjects online or via mobile device?

No, during 2014 HMH-Riverside is working on providing data-entry access to all forms via the Woodcock-Johnson online scoring and reporting system. You may administer the Woodcock-Johnson assessments using paper forms and then hand-enter your data into the scoring and reporting system in order run reports and analyze student results.
Will I have the ability to export all of my Woodcock-Johnson data in a .csv or .txt file in order to import into a third party system?

The ability to export your organization’s data is targeted for availability in September of 2014.

Do I need to have Microsoft Word installed on my computer to download my reports in rich text format?

No, users do not need to install MS Word on their computer. Rich text format files can be read from most word processing programs installed on a PC or Mac.

Is my user name and password case sensitive?

Yes, all user names and passwords are case sensitive.

I am a member of two different organizations. Will I have multiple logins to the online scoring and reporting system?

Yes, if you work for multiple organizations, you will need a login for each organization you are affiliated with. You can then utilize electronic record forms for your subjects within their respective organization.