How to enter information and generate a report

Enter new Examinee or edit existing Examinee:

1. Click the on the Examinee Data Slider Bar; or click the Open Examinee Data icon on the toolbar.
2. Click New on the right side of the Examinee List Window. If editing information for an existing examinee, click the examinee's name to select him/her in the Examinee List and click Open.
3. Enter the examinee's first name in the First Name text box.
4. Enter the examinee's middle name in the Middle Name text box.
5. Enter the examinee's last name in the Last Name text box.
6. Enter an examinee identification number in the Examinee ID text box.
7. Select the Sex from the Sex Drop-Down List Box.
8. Select the Race from the Race Drop-Down List Box.
9. Select the Handedness from the Handedness Drop-Down List Box.
10. Select the date of birth from the Calendar Control Window. Note: Date of birth defaults to the current date and must be changed prior to saving the examinee information.
11. Click on the toolbar to save the examinee data.

Enter new Assessment:

1. Click the Assessments icon on the Navigation panel at the left side of the program screen. This window defaults to the Administrative Information tab window. Required information includes the Examiner's First and Last Name and the Test Date.
2. Enter Raw Scores: Click the Raw Scores tab window. The Raw Scores tab window consists of text boxes for each CELF-4 Spanish subtest raw score. This window changes based on the age of the examinee. For example, if an examinee is between 5:0-7:11, only the age-appropriate subtests will be displayed.
   a. Click the Raw Scores tab window from the Assessment Entry window.
   b. Type in the raw score for each subtest. When finished, click the Save icon to save your changes.

The following tab windows are available for entry of raw scores:

- Raw Scores tab window for ages 5:0-7:11
- Raw Scores tab window for age 8:0
- Raw Scores tab window for age 9:0
- Raw Scores tab window for ages 10:0-12:11
- Raw Scores tab window for ages 13:0-16:11
- Raw Scores tab window for ages 17:0-21:11

Note: If you enter a score that is out of the listed range, a message will appear. You must reenter the score before leaving the field.
Click on the toolbar to save the examinee data.

Create Report:

1. Click the Reports icon on the Navigation panel at the left side of the program screen.
2. Click the CELF-IV Spanish icon.
3. Select the Examinee name in the top window and the Assessment Type in the bottom window.
4. Click Next.

Report Options window: Note: When you open the Report Options window for the first time, all standard report options are selected. However, once you have generated a report, the options that you selected will be saved.

Standard Reports:

- Summary Report
- Out-of-Age-Range Testing
- Discrepancy Comparison
- Graph of Core and Index - Standard Scores
- Graph of Subtest Scaled Scores
- Graph of Core and Index Percentile Ranks
- Graph of Subtest Scaled Score Percentile Ranks
- Narrative Report (Both Narrative
- Parent Report
- English
- Spanish

Note: You may select Narrative Report or Parent Report, or both. For Language, select English or Spanish, or both.

 Other Reports:

- Item Analysis Report
- Clasificacion pragmatica
- Escala de valoracion de lenguaje

Confidence Intervals:

- 68% (This option is selected by default.)
- 90%
- 95%

Level of Significance:

- .05 (This option is selected by default.)
- .15

After selecting report options, click the Preview button to open the Print Preview window or click the Cancel button to close the Report Options window.