

How to enter scores

Enter a new Examinee or open an existing Examinee record:

1. Click the Examinee Data icon and click the New or Open button.
2. Enter the appropriate information for the new examinee.
3. Click the Save icon or click File and select Save.

Enter a new assessment or open an existing assessment:

1. Click the Assessments slider bar.
2. Click the appropriate assessment icon.
3. Highlight the appropriate examinee in the examinee list and click the New or Open button.
4. Enter or edit your administrative information.
5. Click the Raw Scores tab page and enter the raw scores.
6. When finished, click the Save icon.

To generate a report:

1. Click the Report slide bar.
2. Click the appropriate report icon.
3. Highlight the appropriate examinee in the examinee list.
4. Under Assessment Type, in the lower window, place a check next to the assessments you want to include in the report.
5. Click New or Open and proceed through the report options, choosing the ones you want to include in the report.
6. Click Preview to generate a report.

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