How to enter score data

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Examinee Data:

- Click the Examinee Data slider bar on the navigation panel and click Examinee Data. Click New.
- Enter the required information.
  First Name - required.
  Middle Name - not required
  Last Name - required
  Examinee ID - not required
  Sex
  Race/Ethnicity
  Handedness
  Date of Birth - required
  Current Age - calculated automatically based on Date of Birth field and computer system date
- Click File and select Save or click the Save (floppy disk) icon

Assessments: Click the Assessment slider bar on the navigation panel. Select the appropriate assessment to open the Assessment List window.

Administrative Information:

All assessment administrative information is entered into this window. You must select a Record Form Type from the drop-down box before you are able to open the Raw Scores window. The administrative information collected will change based on the Record Form type selected from the Record Form Type drop-down. The Record Form Type options are:

- Parent/Primary Caregiver (Ages 0-5)
- Teacher/Daycare Provider (Ages 2-5)
- Parent (Ages 5-21)
- Teacher (Ages 5-21)
- Adult-Self (Ages 16-89)
- Adult-Other (Ages 16-89)

Raw Scores:

This window has text boxes for each ABAS-II subtest raw score. This window changes based on the selected form from the Administrative Information window. For example, if the Adult-Other form was selected, only the appropriate subtests will be displayed.

To enter Raw Scores for an Examinee

- Click the Raw Scores tab window from the Assessment Entry window. Note: This window defaults to the Administrative Information tab window.
- Type in the raw score and press ENTER or TAB on your keyboard to navigate from top to bottom. If any items were skipped or the rater guessed at the answer, then enter the number in the corresponding text fields.
- Click the Save icon to save your changes.

Report Wizard:

Click the Reports slider bar in the navigation panel and click the ABAS-II Report Icon. This window consists of two list views: the Examinee List in the top half of the window, and the Assessment List in the bottom half of the window. Highlight the Examinee name in the top half and the Assessment in the bottom section.

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

Report Preview:

After selecting report options, click the Preview button to open the Print Preview window.

Note that the program does not keep a copy of the report. You can edit the report on screen, or can save the report and edit it with your word processor. The edited report can be saved for later use. This report is not a part of the PsychCorpCenter database and is not the report you see when you generate a new report with the Report Wizard.