

# Administer MicroCog

## How To Administer MicroCog:

An Asterisk (\*) denotes required fields.

### Follow the steps below:

1. Click the MicroCog icon on the Assessments Slider Bar.
2. Highlight the examinee name and click New on the Assessment List Window to open the Administrative Information window. If editing information for an existing assessment, select the assessment in the Assessment List and click Open.
3. Enter the examiner's first name, middle initial, last name, and title in the corresponding text boxes. Required information is marked with an asterisk (\*). If you have a default examiner set up, his/her name will already be displayed.
4. Select the examinee's last completed year of education from the Education Level in Years drop-down menu.
5. Note: The assessment date will default to today's date and this field cannot be changed. However, if the administration is interrupted, this field will still display the date on which the administration was initially started.
6. Enter the reasons for which the examinee was referred for testing, any diagnoses given to the examinee, and notes into the corresponding text fields. What is entered in these fields will appear verbatim on the report.
7. Click on the toolbar to save the assessment data. If any required information fields are blank, you will receive a message. You must fill in all required fields prior to successfully saving the data. See chapter 7 in the User's Guide for a complete list of warning messages and their corresponding meanings.
8. Click the tab to open the Test window.
9. Select the version you wish to administer. Click here for a description of each version.
10. Note: If you are resuming a previously paused or stopped administration, the screen will display the subtests finished during the administration. Click the Resume Test button to resume the administration.
11. Click the Start Test button to open the Set Test Colors window.
12. Select whether you wish to modify the colors for this or all standard administrations using the radio buttons. If you select Standard, all future test administrations will use the customized selections.
13. Click the buttons under Check Sound Stimuli to ensure the sound is working on your computer. If you do not hear a "beep" or a "boop" after clicking these buttons, it is recommended that you check your volume settings prior to beginning the administration.
14. Click the appropriate button under Change Colors to change the default color settings for MicroCog. This option is useful if your screen does not display certain colors well or if an examinee has problems seeing certain colors. If you wish to go back to the default settings after changing the colors, click the Reset Colors button.
15. Click the OK button to open the first direction screen.
16. Press the Num Lock button on your keyboard to close this screen and open the next direction screen. You are now ready to administer MicroCog. If you already have the Num Lock key pressed, this screen will not display.

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Software Support -> — M — -> MicroCog Scoring Assistant -> Administer MicroCog

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