Welcome to WebABLLS 2.0

Organization Administrator User Guide

WebABLLS is a web-based application for the *Assessment of Basic Language and Learning Skills®-Revised* (ABLLS-R). WebABLLS incorporates the latest updates and revisions from ABLLS-R and provides an innovative level of program data management.

Below are some introductory instructions for getting started with WebABLLS.

Topics

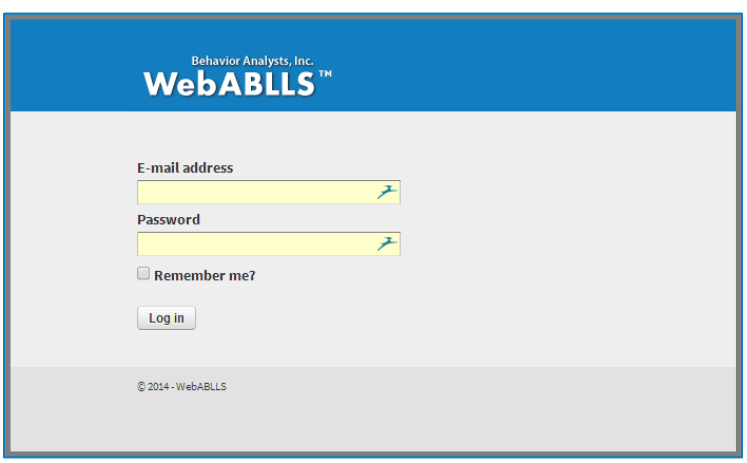
Login Procedure

Go to www.webablls.net and log into WebABLLS by entering your email address (User ID) along with your password that was sent to you upon account activation.

Example…

Email: YourEmailAddress@email.com

Password: 68hk438yw387 [***Sample only--this is not a valid password***]



Dashboard

The Dashboard features links to navigate quickly to recent activity, access resources, view recent messages from WebABLLS, and keep track of your WebABLLS to-do list. The Dashboard will become more useful as you use the system and your recent activity begins to display in your Recent History section. The Organization Administrator User Dashboard will also display recent login history for associated user accounts within the organization.

Organization | Administrator User Functions

Organization Details [Organization Admin only]

This screen is available to user accounts assigned with an Organization Administrator role. Your organization details reflect the information provided upon activation and include the organization name along with information regarding the subscription's expiration date, reserved seats, and used seats.

Timeout Settings [Organization Admin only]

This screen allows the session timeout period to be set to adhere to the organization's standards. Select the desired setting from the drop-down list and click the **Save Changes** link on the screen or from the **Actions** panel. This setting will apply to all users within the organization. The default setting is "Set by user" allowing each user to control he/her own timeout setting

Organization User List [Organization Admin only]

This screen displays a list of all user accounts registered to an organization (or customer account). The table displays the user's name, email address, and account role setting. To manage a user account, click the corresponding row to highlight then click the desired action from the **Actions** panel.

The Organization User List display can be sorted by any column by clicking the column title. To select a secondary sort order, hold the shift key while selecting the second column. Use the User List filters for quick access to a particular user account. Simply enter a name or email address and click Filter.

Manage User Account [Organization Admin only]

This screen allows the Organization Administrator to revise or edit fields and preferences related to a user account within the organization. Enter changes and click the **Save Details** link at the bottom of the screen or within the **Actions** panel.

Account Details [Organization Admin only | Specific user account]

The Accounts Details screen within the Manage User Account is where you can modify user account information and set account preferences. Some of the user preferences will vary depending on your Organization permissions.

Modifications can be made to the name and phone number in addition to setting the following preferences:

Date Format display
Name Format display
Hide or Display Short Help
Login Session Timeout
Preferred Assessment Edit Mode
Time Zone
Layout
Notes

> ***Note:***
> Individual users have the authority to make revisions and set preferences.

Once the settings and preferences are in place, click **Save Details** at the bottom of the screen or from the **Actions** panel.

Use the links within the Actions Panel for access to additional user account management, including related students, block or delete user account, password reset or password set functions.

> ***Note:***
> - **Password Set** is a manual setting to change and select a password.
> - **Password Reset** will generate an email with a password reset activation link.

Related Students [Organization Admin only | Specific user account]

This screen displays a list of all students within the organization related to the selected user account. Shared students registered to other organizations are also displayed; however, access to "Other shared students" is available only with authorized sharing permissions. The table displays information in the Student List format. To manage related students, click the corresponding row to highlight then click the **Select Replacement** link from the **Actions** panel to transfer the student to another user within the organization. To transfer ALL students, use the **Select Replacement for All** link.

This Related Students list display can be sorted by any column by clicking the column title. To select a secondary sort order, hold the shift key while selecting the second column. Use the Student filters for quick access to a particular student, or group of students. Simply enter search parameters and the and click Filter.

Replacement for User [Organization Admin only | Specific user account]

This screen displays the drop-down list to transfer the selected student related to a user account from one user to another user within the organization. Select the replacement user from the drop-down list and click the **Transfer rights** link.

Select Replacement for All [Organization Admin only | Specific user account]

This screen displays the drop-down list to transfer ALL students related to a user account from one user to another user within the organization. Select the replacement user from the drop-down list and click the **Transfer rights** link.

Change Role [Organization Admin only | Specific user account]

This screen allows the Organization Administrator to change the role setting for a selected user account within the organization. Select the role setting from the drop-down list and click the **Change Role** link at the bottom of the screen.

Add User Account [Organization Admin only]

Complete the form to create new user account within your organization. All fields must be set. Email must be valid. Only one account per email is allowed. Standard user can use all basic features. Organization Administrator can use additional organization management features. Complete the first name, last name, and email address fields, then select the user account role (described below) and click the **Add User Account** link to complete the activation. WebABLLS will send an activation link to the email address entered.

User Account Roles

Organization Administrator: This account role offers the highest level of access privileges available and enables features and functions such as adding associate user accounts; facilitating password changes and/or resets; and monitoring both user account and student profile assignments and permissions. This account role is also responsible for managing Archived Students, setting Student Parameters, and other account maintenance procedures.

Standard User: This account role with full-access privileges should be considered primarily for in-house personnel who will be using WebABLLS on a regular basis. This user account level allows the user to create or be assigned a student profile and/or can be authorized with any level of sharing rights to any student profile.

Restricted User: This account roll with limited-access privileges should be considered for external personnel or other individuals who will not be authorized to create a student profile. Restricted users cannot create a student but can be authorized with any level of sharing rights. A Restricted user account can only use the features and functions within WebABLLS when the sharing rights have been authorized or linked to a related student.

Student Parameters [Organization Admin only]

Organization parameters provide a mechanism for organizations to define unique or custom markers that will appear in the ‘location’ field within the Student Profile. Parameters can be school sites, classrooms, or any other type of segment or section that defines a group or cluster of students. For example, if a parameter is set for ABC Classroom, then within the Student List filters, the user can select the ABC Classroom to see only those specific students.

It will be important to check the “Is parameter active” box in order to enter any text. Next, you should define if the parameter is required – it is our recommendation if using parameters, that at least the first set of parameters is a required entry.

There are a total of three sets of parameter filters that can be created. To set your organization parameters simply complete the form by adding a Parameter Name (e.g., Classroom), along with the associated values (ABC Classroom, XYZ Classroom, etc.). Use the Remove link to delete a parameter or the Add link for more values to be added. Continue to the second and third tier, if desired. Save your entries by clicking the **Save** link at the bottom of the screen.

Once a parameter is set or created, the Student Profile screen for all students within the organization will display the parameter field on the Student Profile screen with a drop-down list that includes all of the values entered.

Archived Students [Organization Admin only]

The Archived Students link is available only to Organization Administrators. This Archived Students list displays a list of all student profiles placed in archive status. [Note: Both admin users and standard users with owner or profile coordinator permissions have the authority to archive a student profile.] To retrieve a student profile from archive, highlight the row and click the **Unarchive Student** link. If all reserved seats are taken, the un-archiving function will not be available until another seat is purchased.

For organizations transferred from the Legacy WebABLLS site to WebABLLS 2.0 during the migration process, all student profiles associated with an expired license key will be moved to archive status automatically.

License Keys [WebABLLS Legacy | Organization Admin only]

Relevant for organizations that migrated to WebABLLS 2.0 from the Legacy WebABLLS site ONLY

The License Keys list displays all license keys transferred during the migration process. To view student profiles associated with a particular license key, click the corresponding row to highlight then click the Assigned Students link from the Actions panel.

Students [Organization Admin only]

This screen displays a list of all student profiles associated with your organization (school site). The table displays information on each student (ID#, name, gender, date of birth, and the location parameter (when entered). To select a student profile to perform an action, click the corresponding row to highlight then click the desired action from the **Actions** panel (Edit Profile, View History, Share, or Archive).

Use the Student Filters for quick access to a particular student profile or group of students. Simply enter search parameters and click Filter. The Students table display can be sorted by any column by clicking the column title. To select a secondary sort order, hold the shift key while selecting the second column.

Edit Profile [Organization Admin only]

This screen allows the Organization Administrator to revise or edit fields related to a student profile within the organization. Enter changes and click the Save Details link at the bottom of the screen or within the Actions panel.

View History [Organization Admin only]

This screen allows the Organization Administrator to view the electronic date/timestamp generated with general functions related to a student profile. The history is stored within monthly increments. Click on the desired month to view the associated history. The display provides the date, time, user name, and a shortened description of the action performed.

Share [Organization Admin only]

This page allows the Organization Administrator to authorize sharing rights to a student profile with other WebABLLS users. Granting "Owner Rights" to another user is only possible for the owner rights' holders. Caution: When "Owner Rights" are granted to another user, both users have equal permissions to a student profile, and owner rights can be withdrawn by another owner.

Available sharing options include the following permissions, Full Access (which includes modify rights to all shared functions (either with or without the ability to authorize sharing rights to others), as well as more controlled sharing options such as authorizing view or modify permissions specifically for Basic Info, Assessments and Reports, and/or Files.

To locate associated users use the link headings:

Authorized Users | Users authorized with sharing permissions to the selected student profile
Personal Contacts | Users outside your organization that have been added by you
Organization Members | All users registered to your organization
Organization Support | Administrator users registered to your organization
WebABLLS Support | WebABLLS Support Team members

Note: The Personal Contacts link will display only when personal contacts have been added

If you wish to share a student profile with a user not listed, use the Add Contact function – if the user exists in the WebABLLS system, the Contact will be added to your Personal Contacts' list. If the user does not exist in WebABLLS and is a member of your organization, use the Add User link to create a user account. Otherwise, refer the user's details to the WebABLLS Support Team for activation.

Archive [Organization Admin only]

This function allows the Organization Administrator to archive a selected student profile within the organization to the archived students' list. Student profiles can be moved from the Student List on the Organization screen to the Archived Students portal by highlighting the student's row from the list and clicking the **Archive** link from the Actions panel. Once a student profile is archived, the seat that was vacated will become available for use for another student, provided an open seat is available (not expired). Note: If is recommended that any authorized sharing rights be removed prior to archiving a student profile.

Click the Archive link to activate, a confirmation message will display, click Okay to proceed with transferring the student profile to Archive status.

To restore an archived student profile, click Archived Students from the Organization panel, select the target student profile by highlighting the row, and click the Unarchive Student link from the Actions panel. An open seat will need to be available to complete the process to restore an archived student profile.

To delete an archived student profile, click Archived Students from the Organization panel, select the target student profile by highlighting the row, and click the Delete Student link from the Actions panel. Deleted student profiles cannot be retrieved.

Open Order [Organization Admin only]

This screen is the entry to the order portal – use the Select Extension Options link to start an order; then follow the on screen instructions, which are customized depending on your organization.

Addresses [Organization Admin only]

This screen allows you to manage (add, edit, and delete) company addresses. Addresses are generally used during the ordering process for billing purposes.

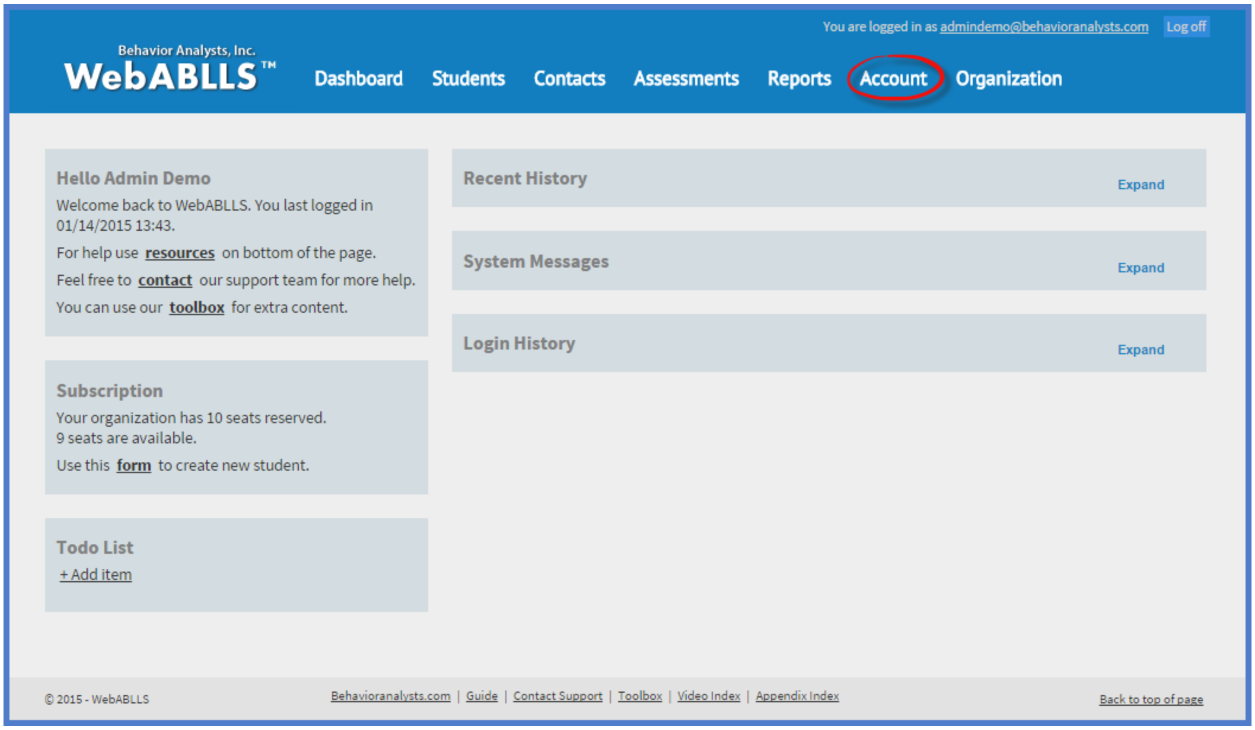
Orders [Organization Admin only]

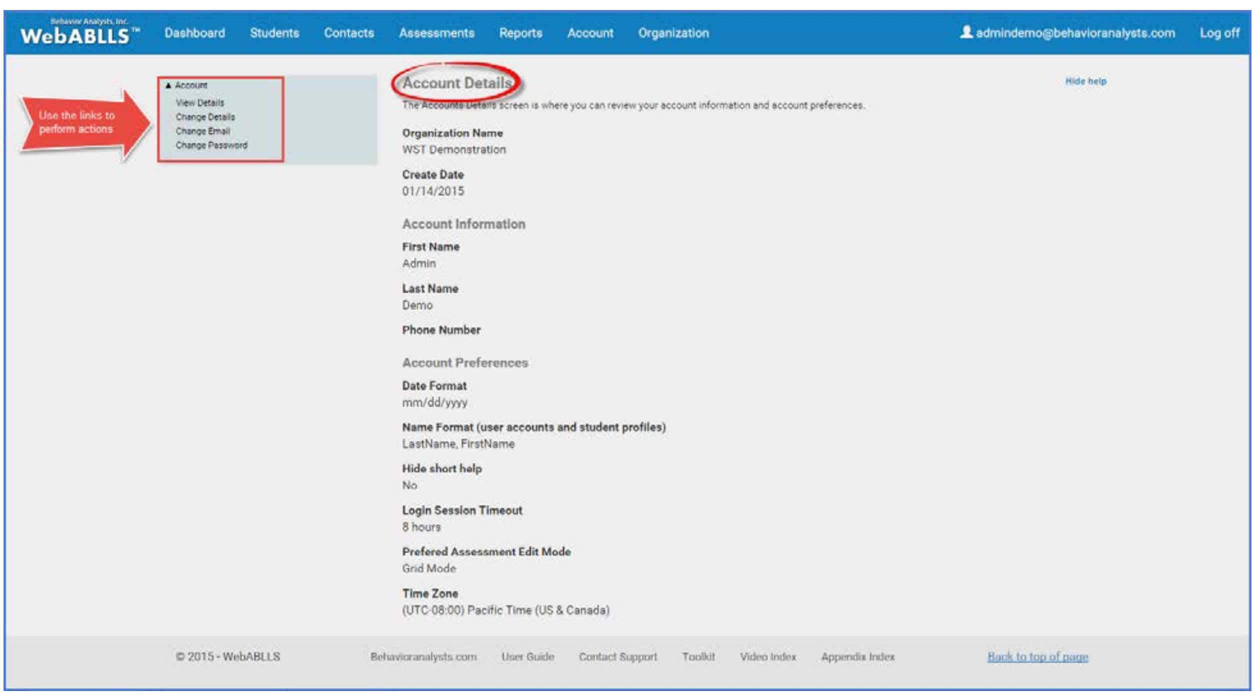
This screen displays your organization's Order History – the status of open or pending orders along with the history of orders placed within the WebABLLS 2.0. To select an order to perform an action, click the corresponding row to highlight then click the desired action from the **Actions** panel (View Details, Download Invoice, Download Summary, or Pay with Credit Card).

This concludes the Administrator User Functions.

Account Preferences

Upon login, click the **Account** tab to access your user account information, click the Change Details link to make any necessary revisions, and set your preferences – click Save Changes when complete.

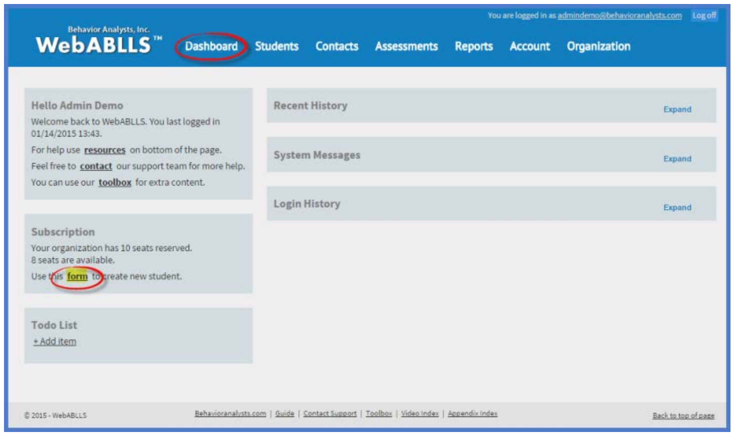




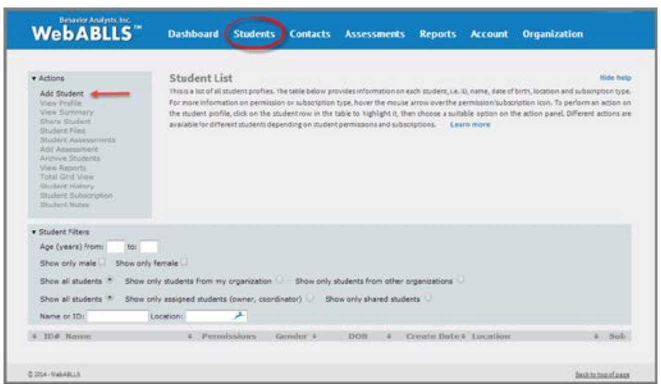
Add Student

A student profile can be created from either the **Dashboard** or from the **Student** tab.

Click the **FORM** link from the Dashboard



Or, click the **Student** tab and select **Add Student** from the Action panel



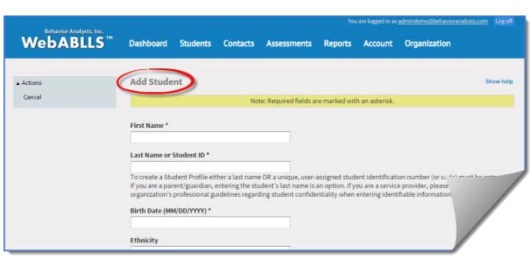
Required Fields:

- First Name
- Last Name (or Student ID)
- Birth Date
- Gender
- City
- Response form (sign language)
- Profile Coordinator

NOTE:
Other student parameters may be required depending upon settings defined by your Customer System Administrator.

Enter the student's information by completing the form fields and selecting suitable options from drop-down lists. If your organization follows a policy of non-disclosure regarding personal data, use a Student ID instead of a last name in the "Last Name or Student ID" field. Some of the fields are specific for your organization.

When complete, select one of the three add student options from the bottom of the screen – Save student, Save student and start a new assessment, or Save and Add another student. Depending on your selection, the student will be will be created, the screen will refresh, and direct you to the Student List screen, Add Assessment screen, or a new Add Student screen.



As you add student profiles, they will populate on your Student List.

Students

Your **Student List** will include the student profiles authorized to your user account. This screen includes:

Actions panel – Displays a list of actions available. Accessible links become active when a Student Profile is highlighted from the list.

Student Filters – Quickly navigate to a specific student, or group of students, by entering various filter criteria.

Student profile listing – List of student profiles associated with your user account. There are multiple functions available from the list display.

Navigation Tip

- A **Student Panel** with available options appears when a specific student has been selected
- An **Actions Panel** appears with a list of options when a list or table is displayed

- Click the **Student ID#** for quick access to the **Student Profile** screen
- Click the **Student's name** for quick access to the **Student Summary** screen
- Select an entire row to highlight the student to perform a function from the Actions panel
- The Student List display can be sorted by any column by clicking the column title. To select a secondary sort order, hold the shift key while selecting the second column.

ID#	Name	DOB	Create Date	Location
91	Beta, Abby	01/10/2012	06/06/2014	Sample Site B, E2
357	Jones, Amy	08/11/2010	08/12/2014	Sample Site B, E2
377	Smith, Molly	08/01/2010	08/20/2014	Sample Site B, E2
378	Doe, John	01/01/2011	08/20/2014	Sample Site A, E1
379	Smith, Molly	08/01/2010	08/20/2014	Sample Site A, E3
380	Lewis, Mallory	01/01/2010	08/28/2014	Sample Site A, E1
381	Green, Susan	01/01/2010	09/11/2014	Sample Site B, E2
382	Thompson, Fred	01/01/2011	09/11/2014	Sample Site A, E3
387	Jones, Sally	01/15/2009	10/20/2014	Sample Site A, E1

Note: Depending on the authorized permissions for a student, all or some of the Action functions will be available when a student is highlighted.

If you cannot locate a student who should be on your list, check with your Organization Administrator for assistance.

Navigation Tip

There are a variety of ways to navigate through WebABLLS to get to a particular screen or menu. As you become more familiar using the features and functions, you will discover what shortcuts work best for you.

- **Student Summary** is the hub for all things related to a particular student profile
- **Total Grid View** screen is the hub for all things related to creating reports and documents

Share Student

This page allows the users to authorize sharing rights to a student profile with other WebABLLS users. Granting "Owner Rights" to another user is only possible for the owner right holders. Caution: When "Owner Rights" are granted to another user, both have equal permissions to a student profile, and owner rights can be withdrawn by another owner.

Available sharing options include the following permissions: Full Access (which includes modify rights to all shared functions (either with or without the ability to authorize sharing rights to others), as well as more controlled sharing options such as authorizing view or modify permissions specifically for Basic Info, Assessments and Reports, and/or Files.

To locate associated users use the link headings:

Authorized Users | Users authorized with sharing permissions to the selected student profile
Personal Contacts | Users outside your organization that have been added by you
Organization Members | All users registered to your organization
Organization Support | Administrator users registered to your organization
WebABLLS Support | WebABLLS Support Team members

Note: The Personal Contacts link will display only when personal contacts have been added

If you wish to share a student profile with a user not listed, use the Add Contact function – if the user exists in the WebABLLS system, the Contact will be added to your Personal Contacts' list. If the user does not exist in WebABLLS and is a member of your organization, use the Add User link to create a user account. Otherwise, refer the user's details to the WebABLLS Support Team for activation.

To authorize sharing permissions

Note: The following examples are only two of the many ways to access the Share Student screen. The Share or Share Student link is available in any Student action panel, which displays on various screens throughout WebABLLS.

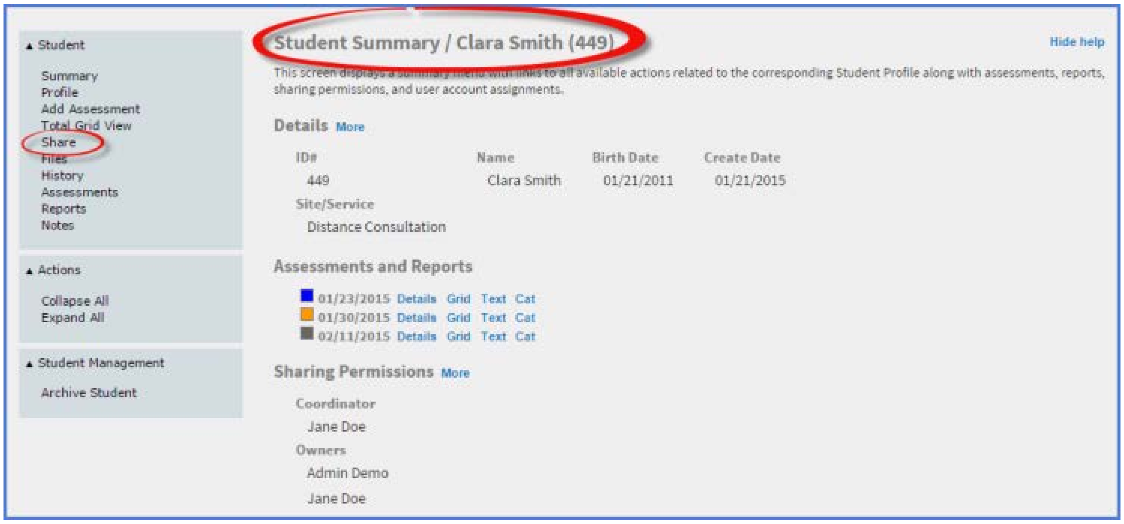
Student Share Function available to:

- Organization ADMIN users
- Standard Users – this function is available to users with "full access with share permissions" (FAs) to the student profile
- Restricted Users – this function is not available

Locate Student Share screen

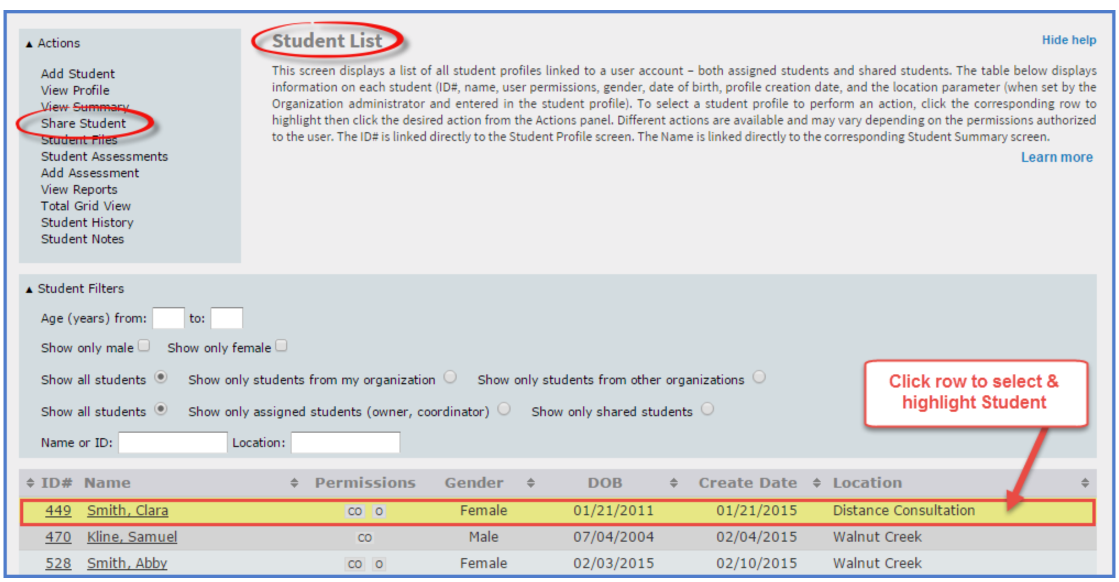
Option 1 | Dashboard

- Click **Student's name** from the Dashboard
- Click the **Share** link from the action panel

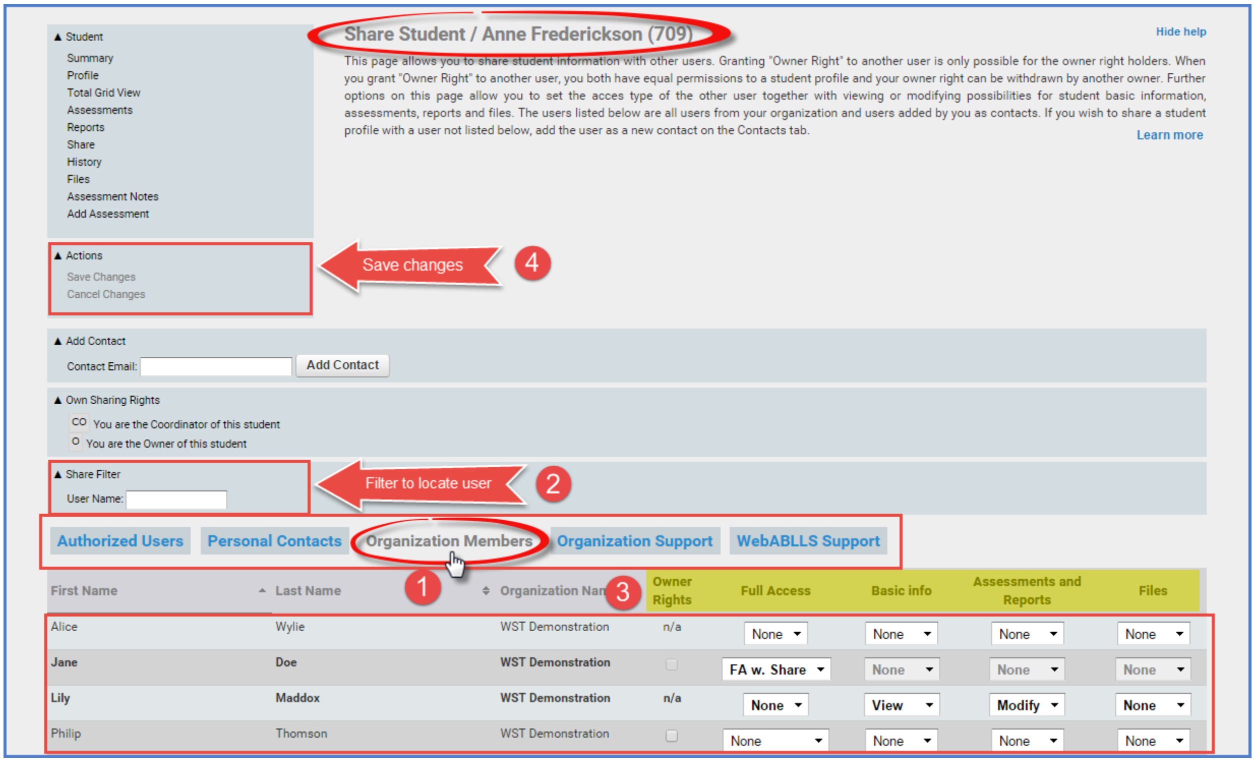


Option 2 | Student List

- Click **Students** link from the Navigation Links (top banner)
- **Click on the row for the corresponding student to Highlight (select)**
- Click the **Share** link from the action panel



- The **Share Student** screen will appear



1. Select the Contact category – Authorized, Personal, Organization Members, Organization Support, or WebABLLS Support [Note Authorized Users and Personal Contacts will not display if these Contact lists are empty]
2. Locate the user's name from the list (or use the filters to locate)
3. Use the drop-down lists to authorize sharing rights:
    a. **Owner Rights** (owner/profile coordinator)
    b. **Full Access with Share**: All functions available to shared user
    c. **Full Access**: All functions available except the ability to authorize sharing rights to other users
    d. **Basic info**: None, view, or modify
    e. **Assessments & Reports**: None, View, or Modify
    f. **Files**: None, View, or Modify
4. **SAVE** your changes! A yellow reminder banner will appear on the right-hand side of the screen to prompt you to save (or click the **Save Changes** link in the Action panel). If you navigate away from the screen without saving, your changes will not be saved.

Important NOTE:
The sharing options available will vary depending on the Permissions between YOUR user account and the Student Profile as well as the User Account's Role settings within WebABLLS. If a function or selection is not active (greyed out), the selection is not an available sharing option.

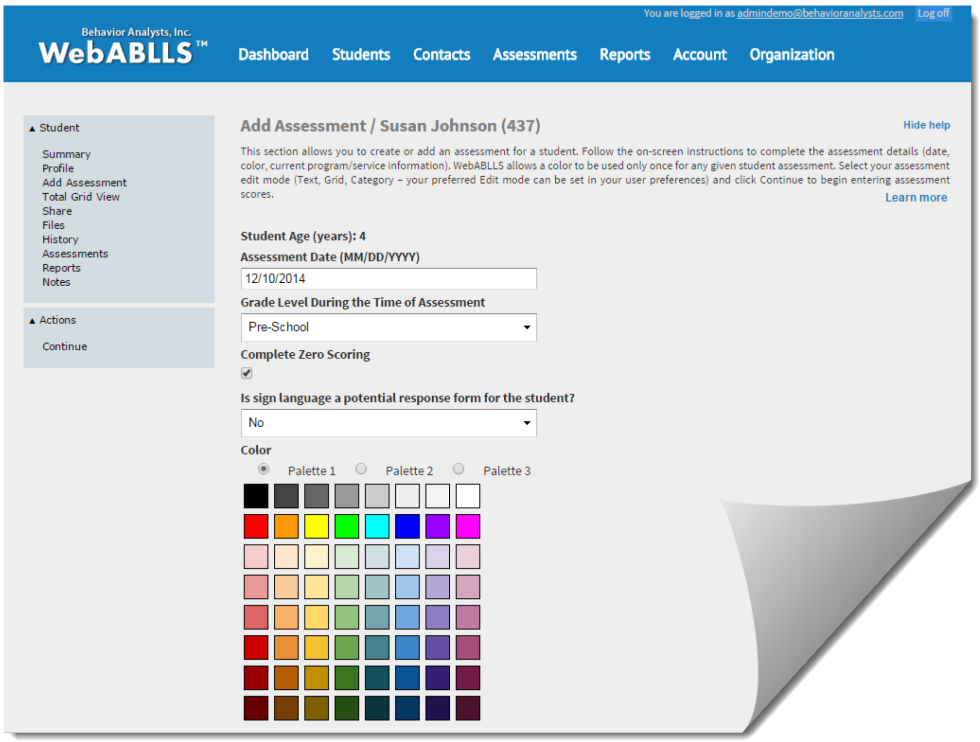
The system will send an email notification to the shared user automatically

Begin an Assessment

Locate your student within your **Student List** (use the **Student Filters** or sort by column headers if necessary) and highlight the row by clicking on any section of the row that is not hyperlinked. The row selected will display with a yellow background.

[NOTE: the ID# is linked to the profile screen and the student's name is linked to the summary screen.]

Once the row is selected, the functions in the **Actions** panel will become available (the actions available will vary depending on the level of permissions authorized to your user account). Locate and click the **Add Assessment** link.



Follow the on-screen instructions to complete the assessment details (date, grade level, color, current program/service information). Select your assessment edit method (Text, Grid, Category – your preferred Edit mode can be set in your user preferences) and click **Continue** to begin entering assessment scores.

To edit any details related to an assessment (date, grade level, color, current program/service information) simply click on **Assessment Details** from any assessment edit screen or the **Details** link for the corresponding assessment from the Student Summary screen.

Be certain to **SAVE** your entries and revisions! A yellow reminder banner will appear on the right-hand side of the screen to prompt you to save your changes. If you navigate away from the screen without clicking the **SAVE** link within the yellow banner or the **Save Changes** link within the **Actions** panel, your data will not be saved.

After an assessment has been created, you can return to resume adding scores or edit the scoring at any time. There are a variety of methods for returning to an assessment screen – click the student's name from the Dashboard to access the Student Summary screen, locate the assessment, and click the edit mode (Grid, Test, Cat). Or you can navigate your way to an assessment using the filters on either the Student List or Assessment List screens.

NOTE: Assessment edit modes are simply a matter of personal choice. There are no features or functions that are different between the three display types. **Text Mode** resembles the print version of the ABLLS-R Protocol; **Grid Mode** resembles the skills tracking grids of the protocol; and **Cat Mode** (short for category) is another format offered to accommodate scoring from a smaller screen, tablet, or smart phone by displaying individual categories of the assessment in the grid style.

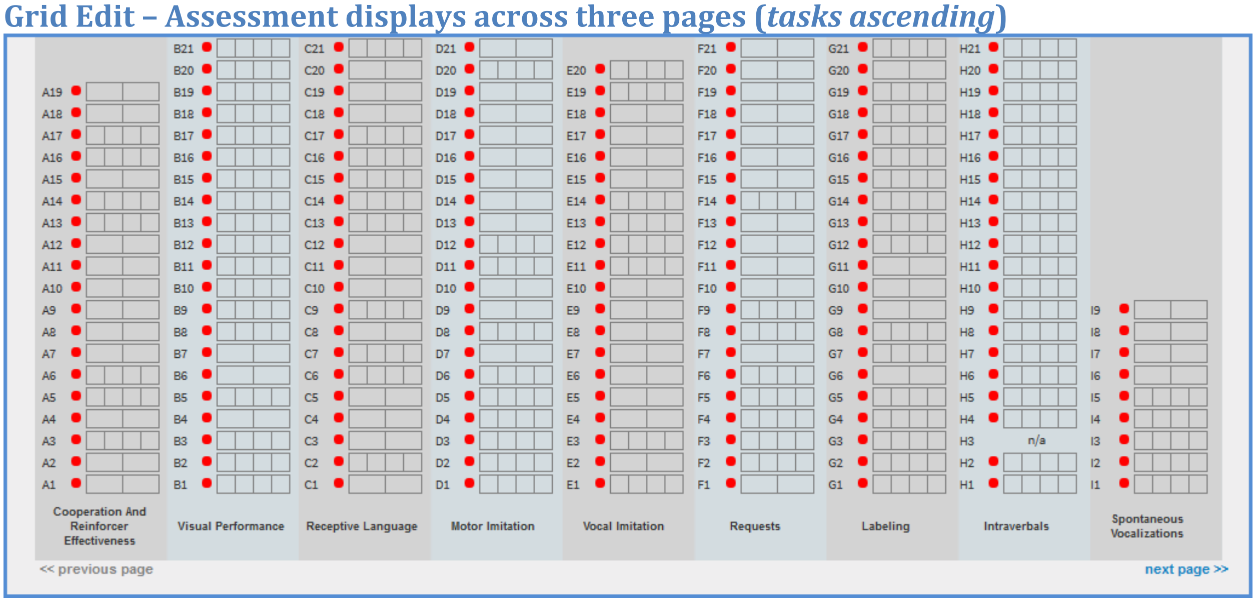
Scoring an Assessment

WebABLLS includes 544 skills (or tasks) within 25 categories (or sections) from the ABLLS-R. The 25 categories are A-Z (excluding O). The Actions panel functions will vary depending on the screen displayed – links will include Save, Cancel Changes, Grid Mode, Cat Mode, Text Mode, and Assessment Details.

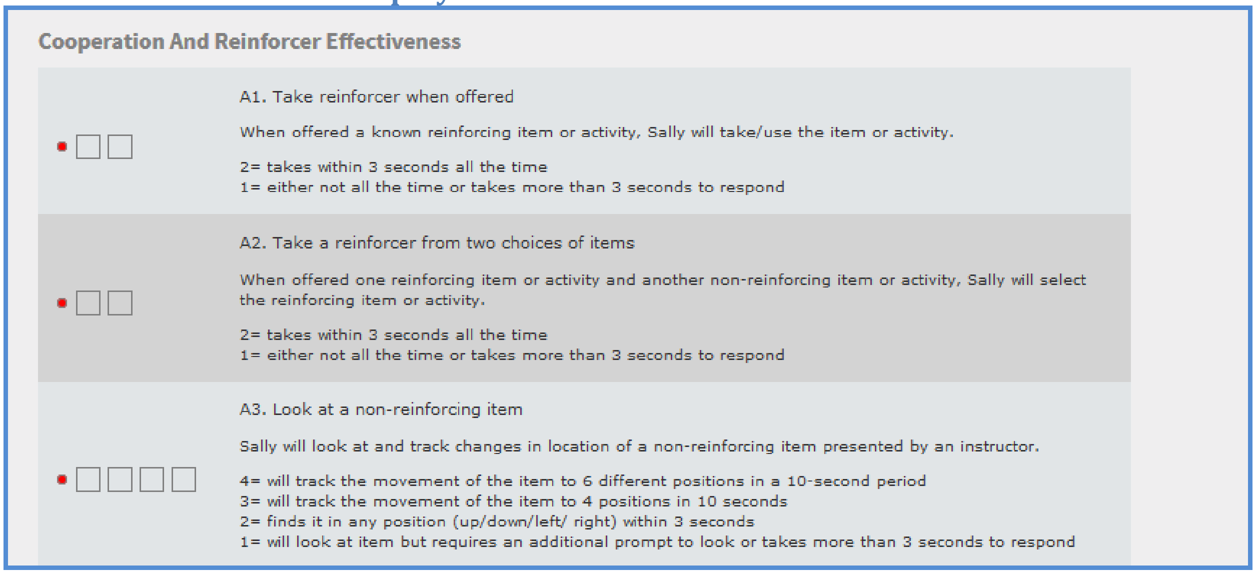
- Assessment Edit Modes – Grid Edit, Text Edit, Cat Edit
- Identifying Tasks
- Entering Task Scores
- Task Info Panel
- Assessment Notes
- WebABLLS Print Version of ABLLS-R
- Update or Resume Entering Assessment Data

Assessment Edit Modes

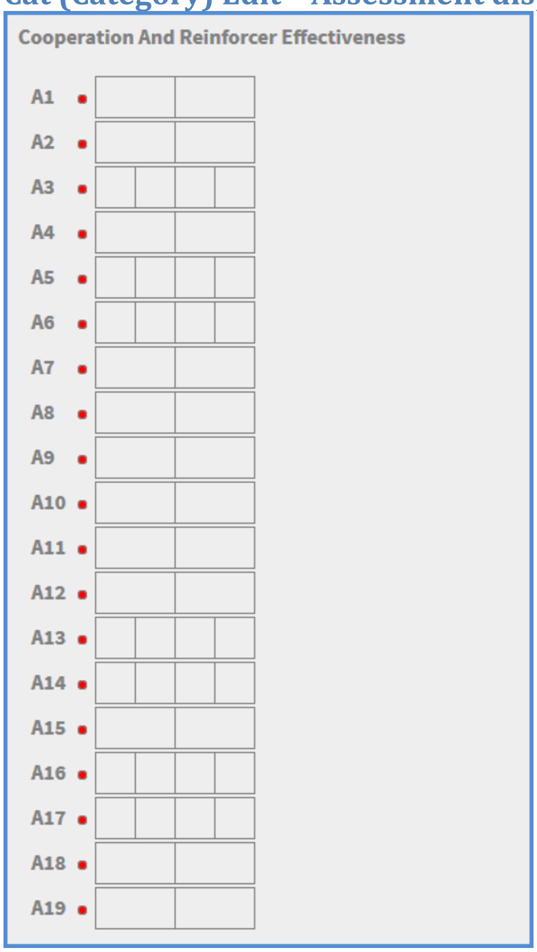
Grid Edit – Assessment displays across three pages (*tasks ascending*)



Text Edit – Assessment display similar to book format

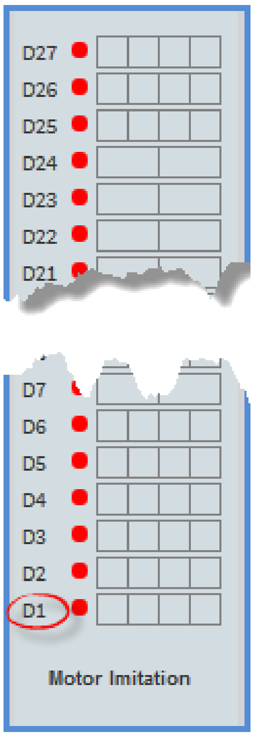


Cat (Category) Edit – Assessment displays individual categories (*tasks descending*)



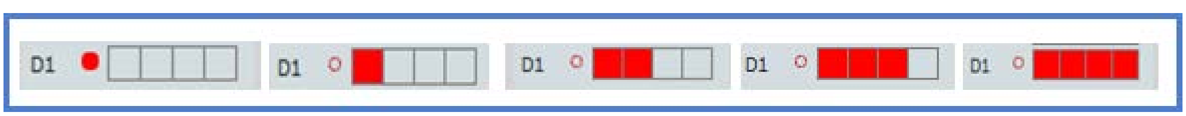
Identifying Tasks

Note the task, item, or skill within the category along with the corresponding zero-scoring dot and grid section. Each task is assigned a letter identifying the category and a number to identify the particular task within the category. Depending on the scoring criteria for a particular task, the corresponding grid is divided into sections of either 4 boxes or 2 boxes (skills in other categories might have only 1 box).



Entering Task Scores

To enter an actual task score simply click in the corresponding box to activate. WebABLLS features an auto-fill function; click the corresponding box—To score 2, use the second box and WebABLLS will complete boxes 1 and 2; to score 3, use the third box; to score 4, use the fourth box.



These are five examples of scoring for D1. The first example displays a score of zero with the circle filled. The second example displays a score of one because the student met the criteria. The third example displays a score of two; the fourth example, a score of three; and the fifth example, a score of four.

Please note the filled-in circle is used with the initial assessment only. If the automatic feature of complete-zero scoring was selected at the beginning of the assessment, the zero scoring will automatically be cleared from any tasks that meet any level of the criteria as scores are entered during the initial assessment.

Task Info Box (notes, examples, video links, and task files)

To access detailed information about each task, simply click on the corresponding alphanumeric code (i.e., A1, B7, C3, etc.). The following pop-up screen will appear:

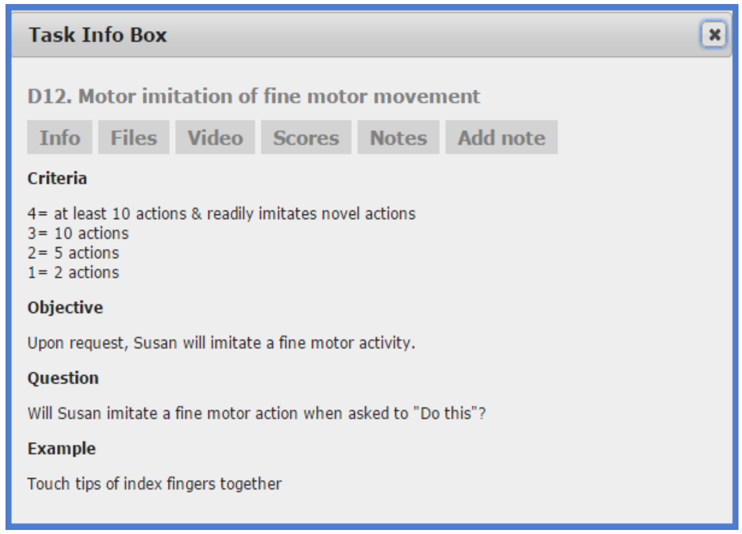
Navigation Tip
Mouse-over screen tips display the task name when the curser hovers over the alphanumeric task code on the Grid Edit and Cat Edit screens as well as on the Total Grid View screen.

Task Info.......... Review of task information described in the text of ABLLS-R.

Task Files......... Link to access ABLLS-R Appendix that corresponds with the task. Not all tasks have a corresponding Appendix. See Appendix Index or visit the Toolkit for a complete list of the 15 Appendix documents.

Video Link .... Link to video example demonstrating the task. Not all tasks have a corresponding Video link. See Video Index for a complete list of tasks with an associated Video link (over 200 video clips).

Task Scores...... Displays complete scoring history related to the task; including user name and date/time stamp related to each score.



Task Note .... Displays user notes associated with a task.

Add Note......... Portal to enter a note about a particular task – includes an option to mark the note as open or private to denote the inclusion of the note as open or private when an Assessment Notes document is created. When a task note is entered for a task, the alpha-numeric code (i.e., A1, B7, C3, etc.) will be highlighted after the WebABLLS screen has been refreshed. This highlight feature serves as a marker to indicate a note has been entered.

Assessment Notes

To create a print document of Assessment Notes, click the Notes link from the Student Panel section of any of the three assessment modes. From the Assessment Notes screen, select the Type (Show All, Show only Open, or Show only Private) and Category (All Categories or select an individual category) to identify the notes to be included in the document, then click the Print to PDF link from the Actions panel. The Notes link is available from the Student Summary screen as well.

Update or Resume Entering Assessment Data

An Assessment can be retrieved at any time to update or resume entering data. Simply return to the **Student Summary** screen and click the **Edit** link next to the corresponding assessment or use the **Assessment** section.

Printing

WebABLLS Print Version of ABLLS-R

From the **Text Edit or Cat Edit** assessment screen, select **Incomplete Items** from the **Actions** panel and the Incomplete Items list will appear for the selected category. To revise the settings, use the Actions panel to select ALL Items or CURRENT category. To change to a different category, select the desired category from the Category panel.

Quick Note
WebABLLS will omit tasks scored to completion when downloaded to PDF. If you need a PDF including ALL tasks (either the entire 25 categories or a single category), it is recommended you download the **Incomplete Items Report** from the **Text Edit, Cat Edit, or Total Grid View** screen prior to scoring the initial assessment.

WebABLLS will create a PDF of the selected categories in the Text Edit format personalized with your student's first name inserted within the text. WebABLLS will omit any tasks that have been scored to meet the full criteria so you'll have only the tasks needed for continuing an assessment. You can also print all 25 categories by selecting Print all categories to PDF.

Printing the Grid

From the **Total Grid View** screen select the **Print to PDF** or **Print to PDF with Age** link in the Actions panel of the Total Grid View screen. The Print to PDF with Age selection will insert the student's age in months into the checkbox that corresponds with the highest score for a particular assessment.

Creating Reports

The **Total Grid View** screen is the hub for creating a variety of reports within WebABLLS

- Program Worksheet
  - ➥ Progress Report
- Status Report
- Baseline Report
- Completed Items Report
- Incomplete Items Report

Navigation Tip
There are a variety of ways to navigate through WebABLLS to get to a particular screen or menu. As you become more familiar using the features and functions, you will discover what shortcuts work best for you.

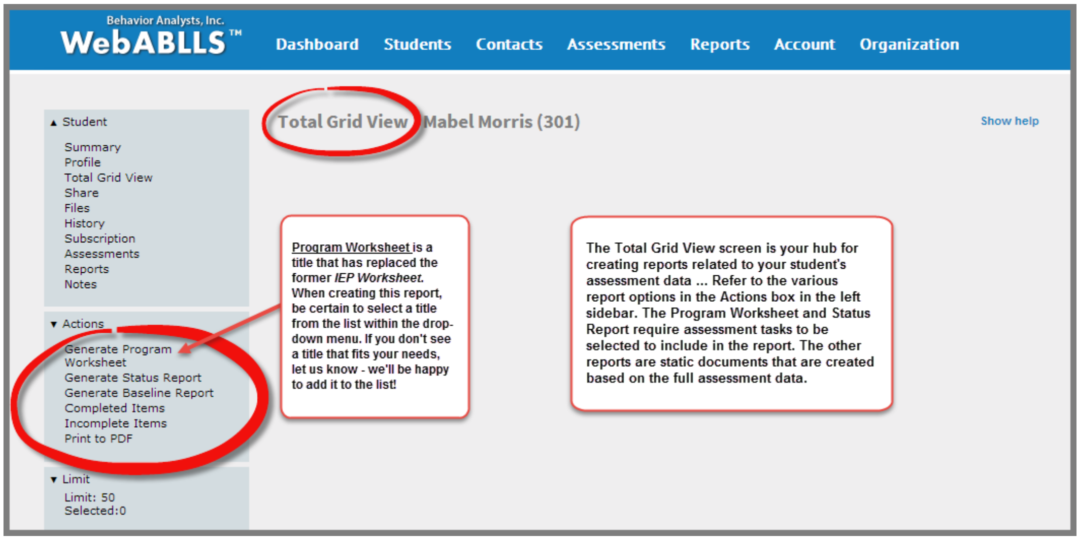
- **Student Summary** is the hub for all things related to a particular student profile
- **Total Grid View** screen is the hub for all things related to creating reports and documents

Locate the **Total Grid View** screen

Dashboard → Click Student Name → Student Summary → **Total Grid View** (from Student Panel)

Student List → Highlight student row → Select **Total Grid View** (from Actions panel)

Assessment List → Highlight student row → Select **Total Grid View** (from Action panel)



Program Worksheet

A **Program Worksheet** is a custom document that includes detailed information regarding tasks selected as target objectives to include in a student's program plan. The objective text can be modified to reflect a specific need, the current level of performance can be entered, and there is a field to add custom notes.

To create a **Program Worksheet** select the skills or tasks to be included in the worksheet by highlighting the tasks from the grid on the **Total Grid View** screen. WebABLLS allows up to 50 tasks for selection for any one Program Worksheet – there is a Limit counter located just below the Actions panel on the Total Grid View screen.

Once the desired tasks are selected, click the **Generate Program Worksheet** link from the Actions panel to proceed.

Program Worksheet Screen

- The selected tasks will appear in a worksheet
- Select a *report title* from drop-down list and enter assigned date (see quick note)

> ***Quick Note***
> WebABLLS will automatically create a date stamp associated with the actual creation date of any WebABLLS generated document or assessment. Most of the time, this date will not correspond with the actual date of any given assessment, worksheet, or report. To enter a specific date to display on the printed document, enter a user-defined date into the field labeled: **Assigned Date**

The components of the **Program Worksheet** include five columns—**Skills, Objective, Criteria, Current Level, and Program Notes**. The following three columns, **Objective, Current Level, and Program Notes** will display text boxes for modifying and/or entering text. To enter text, simply click in the corresponding text box and type in your information. It is recommended you save your data periodically during this process. Should you need to add or remove any tasks included in the worksheet, use the **Reselect Items** link from the Actions panel to return to the **Total Grid View** screen to revise your selections (click **Save Changes** to return to the worksheet).

To return to the **Program Worksheet** to modify entries or continue, the document will display on the **Student Summary** screen (as well as in the **Reports** section). Click the **Edit** link next to the corresponding report displayed on the **Student Summary** screen or locate the worksheet in the **Reports** display (using the filters will be helpful), highlight the student row and click the **Edit Report** link located in the Actions panel.

Program Worksheets, with or without notes, can be downloaded as a PDF or CSV file – click the preferred download from the **Actions** panel from the **Program Worksheet** screen.

Progress Report

A **Progress Report** corresponds with a specific Program Worksheet and provides a simple way to update benchmark milestones with regard to skill acquisition. To create a Progress Report, click the **Generate Progress Report** link from the Actions panel (while on the Program Worksheet screen). WebABLLS will display the corresponding Progress Report with the original "Current Level" text transferred to the "Previous Level" column – so the new Current Level of performance information can be entered. A corresponding Progress Report can be created as many times as necessary – weekly, bi-weekly, monthly, etc.

> ***Quick Note***
> To help accelerate generating a corresponding Progress Report, complete the Current Level fields in the initial Program Worksheet – the Current Level text will automatically transfer to a Previous Level field when a Progress Report is created.

Progress Reports, with or without notes, can be downloaded as a PDF or CSV file – click the preferred download from the **Actions** panel from the **Progress Report** screen.

Status Report

A **Status Report** is a document that displays a quick reference of the current assessment scoring status with regard to a specific group of selected tasks. As with the Program Worksheet, you will need to start on the **Total Grid View** screen.

To create a **Status Report** select the skills or tasks to be included in the report by highlighting tasks from the **Total Grid View** screen. WebABLLS allows up to 50 tasks for selection for any one Status Report – there is a Limit counter located just below the Actions panel on the Total Grid View screen.

Once the desired tasks are selected, click the **Generate Status Report** link from the Actions panel to create the report.

Baseline Report

A Baseline Report is a static report that includes all assessment tasks and the corresponding scores – this report is similar to the Status Report; however, it includes all tasks within WebABLLS.

Completed Items and Incomplete Items Reports

The Completed and Incomplete Items Reports are documents that display opposite data – Complete or Incomplete tasks within the WebABLLS assessment. Either report can be generated to include ALL categories or a specific CURRENT category, which can be selected from the Actions panel.

The **Completed Items Report** generates a simple document that shows a comprehensive list of either ALL tasks, or tasks from a selected category, with scores indicating the student has **met** the criteria requirements to consider the task complete. To retain this document you must use the Download to PDF link.

The **Incomplete Items Report** is opposite (from the Completed Items Report) in that it will generate a similar document that reflects a list of either ALL tasks, or tasks from a selected category, with scores indicating the student has **not met** all of the criteria requirements. To retain this document you must use the Download to PDF link.

To generate either report click the corresponding link from the **Actions panel** while on the Total Grid View screen. Important: Both documents can be saved to a PDF, but neither document will save to Reports or the Student Summary; use the **Download PDF with ALL Items** or **Download PDF with CURRENT Category** (displays when a specific category is selected).

WebABLLS Support Team

support@webablls.net