How to use the Completed Assessments page

If your account has been upgraded to the Online Assessment Center+, you will find all your generated reports and completed assessments on the Completed Assessments page. This will include any pending assessments that are completed after you have successfully upgraded your account.

To view your completed assessments and reports

1. Click **Completed Assessments** in the left menu.

   A table of your completed assessments appears.

   Completed Assessments

   Search for an assessment by Client or Assessment

ASSESSMENT DATE ↓	CLIENT	ASSESSMENT	DESCRIPTION	RATER	ACTION
2019 Nov 21	Thomas Topaloglou	Conners 3	Conners 3 Parent English	Antonia Topaloglou	View Report
2019 Nov 20	Lanai Dyer	Conners 3	Conners 3 Parent English	Amanda Dyer	Generate
2019 Nov 20	Allen Boyes	Conners 3	Conners3 Full-Length Teacher	Maree Magnabosco	Generate
2019 Nov 12	Isabelle Hall	Conners 3	Conners 3 Teacher English	Joshua Tassone	Generate

2. Look in the RATER column to determine which rater completed the assessment.

3. To generate a report, click **Generate** in the ACTION column and then continue through the guided steps.

   - On the Assessment Center+, a form use is usually deducted the first time you generate a report from an assessment.

   - However, if the assessment was transferred from the old Assessment Center, *you will not be charged to generate the report as the form use was previously deducted when you sent the invitation*.

4. To view a report, click **View Report** in the ACTION column and then continue through the guided steps.

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Assigning a client

Before you can generate or view a report from the old Assessment Center, you must first assign a client to that report or assessment.

> Note that this step only needs to be done once and only applies to assessments and reports transferred from the old Assessment Center. Any assessment that originates from the Online Assessment Center+ will have a client associated with it from the start.

To assign a client to a completed assessment or report:

1. Click **Generate** or **View Report** on the Completed Assessments page.

   The Assign Client page opens.

2. If you have already created a profile for the client, select their name from the list and then click **SAVE**.

3. If you have not previously entered the client into the Assessment Center+, click **ASSIGN NEW CLIENT** and create a profile for them.