

Managing Sub-Users


Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
<p>Creating a sub-user</p>	<p>Account page > click <i>Add Administrator</i> > enter digits to complete the new Administrator ID for login > enter password for new Administrator account (they will be prompted to change this password when they login) > enter Email > enter Description > select tools they will have access to > ensure the status is set to <i>Active</i> > click <i>Save</i></p>	<p>Manage Users Page > Add New User > fill in name and email OR upload list of your sub-users > under Select Assessments, click the toggle button to <i>Enable</i> the assessment(s) for the sub-user(s) > click <i>Save</i></p> <p>The sub-user will receive account information in their email and will be able to set up their password</p>
<p>Giving sub-user uses</p>	<p>By default, Multi-user accounts are set-up to Share Uses. All sub-users have access to the uses purchased by the Multi-user account manager.</p> <p>To control the distribution of uses purchased: Account page > select <i>No</i> for the Share Uses setting > click <i>Save</i></p> <p>Click <i>Manage Uses</i> to navigate to the Uses page > Click <i>Transfer</i> > select where to transfer the uses from > select where to transfer the uses to > in the Transfer Uses column, enter the number of uses to transfer for each tool > click <i>OK</i></p>	<p>By default, Admin accounts are set-up to Distribute Uses.</p> <p>Distribute Inventory > select product > search for user or find the user in the list > choose number of forms to give user by pressing the + sign under the form you want > enter the number of uses > click <i>Done</i></p> <p>Under the Account Settings Page, users can also initiate to "Share My Uses With Everyone" which allows users to access any uses you purchase. If you select Distribute Uses again you will need to redistribute them.</p>
<p>Giving sub-user product access</p>	<p>When adding a new user, select tools they will have access to > ensure the status is set to <i>Active</i> > click <i>Save</i></p> <p>For an existing user, click <i>Edit</i> next to Administrator ID > select tools they will have access to > click <i>Save</i></p>	<p>Manage Users > Add New User > Enable product of choice before you save the user</p> <p>OR</p> <p>Manage Users > select user > Enable product > Save</p>
<p>Removing a sub-user</p>	<p>--</p>	<p>Manage users > select user > click red Delete User button</p>

Managing Inventory and Purchasing Forms (Uses)

Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
<p>Consuming a form (use)</p>	<p>Uses are consumed when an assessment is scored. Regenerating a previously generated report does not consume an additional use.</p>	<p>Forms can be sent out and completed at any time. A form (use) is consumed at report generation. Regenerating a previously generated report does not consume an additional form/use.</p> <p><i>Note: Form types on the MAC+ are based on the Rater types (Teacher, Parent, Self)</i></p>
<p>Buying forms (uses)</p>	<p>Account page > click <i>Manage Uses</i> > choose a report type and click <i>Purchase</i> > the MHS Online Catalog Shopping Cart opens > select <i>quantity</i> > complete checkout and payment</p> <p>To purchase Scored Datasets or Continuous Uses, contact MHS or your authorized MHS distributor.</p>	<p>Account Balance > select an assessment from the "Select Assessment" dropdown > select a form type/use from the "Select Item" drop-down > click <i>Buy</i> > enter <i>Quantity</i> > click <i>Buy</i> > complete checkout form & payment</p> <p>OR</p> <p>Click the assessment from the list on page > enter <i>quantity</i> for the desired form types > click <i>Buy</i> > complete checkout & payment</p>
<p>View pending forms</p>	<p>Groups page > select the relevant assessment group by clicking on the assessment group number > view existing access codes on Setup page</p>	<p>Pending Invitations page</p>
<p>NEW Sending reminders</p>	<p>n/a</p>	<p><i>Note: Reminders can only be sent to invites emailed through the MAC+ portal</i></p> <p>Pending Invitations page > click the reminder icon under the "Action" column to send reminder</p> <p>OR</p> <p>Click <i>Send Reminders to All Pending</i> in the top right corner to send reminders to everyone</p> <p>To send reminders automatically, check off "Automatically send reminders." In account settings, set the threshold by which an assessment is overdue.</p>

You can customize the reminder email sent out on the Pending Invite page and *save* the customized email to use again later.

■ Managing Clients or Groups

Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
Create a Group	<p>Group page lists all your assessment groups – comprised of respondents and administration information for these respondents.</p> <p>Groups page > click <i>Add Group</i> > enter 3 more characters in Group ID field > complete the Description field > complete the Email and Phone fields > status should be <i>Active</i> > click <i>Save</i></p>	<p>Groups no longer exist on the MAC+</p>
 Create Clients	<p>n/a</p>	<p>My Clients page > click <i>Add New Client</i> > enter First Name and Last Name and/or ID > click <i>Save</i></p>

Administering Assessments

Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
<p>Sending a recipient an online assessment link</p>	<p>Groups page > select assessment group by clicking the assessment group number > click <i>Add Access</i> > User Access code is already displayed > assign password > select a tool from the drop-down > click <i>Save</i></p> <p>Copy the User Access code and Password from the Setup page and send to respondents OR <i>Generate</i> under email column > copy text and then send to respondents via your own email</p>	<p>Home page > Express Launcher > click <i>Email Invitation</i> next to the assessment you want to administer > select an existing client or click <i>Add New Client</i> > select an assessment form and add the rater(s) > generate the link for the assessment > copy the link and send to raters through your own email OR continue to send the rater(s) an assessment invitation email via MAC+</p>
<p>NEW</p> <p>Conduct local administration</p>	<p>n/a</p>	<p>Select <i>Local Administration</i> from the assessment's product page.</p> <p>OR</p> <p>Select <i>Local Administration</i> from the Express Launcher for the assessment you'd like to administer</p>
<p>Administer paper forms</p>	<p>n/a</p>	<p>Select <i>Print Paper Forms</i> from the assessment's product page.</p> <p>OR</p> <p>Select <i>Print Paper Forms</i> from the Express Launcher for the assessment you'd like to administer</p> <p><i>Note: Paper forms no longer have an ID and a Use is not consumed by generating a paper form</i></p>
<p>NEW</p> <p>Enter responses</p>	<p>n/a</p>	<p>Home page > Click <i>Enter Responses</i></p> <p>OR</p> <p>Select <i>Enter Responses</i> from the assessment's product page</p> <p>OR</p>

Select *Enter Responses* from the Express Launcher for the assessment you'd like to administer

■ Generating and Viewing Reports

Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
<p>Generating Reports</p>	<p>Groups page > click <i>Reports</i> > click the tool that respondents completed > click the type of report > to score all assessments in the assessment group, select <i>Assessment Group</i> OR to score individual assessments within the group, click <i>View List</i> in the applicable assessment group row and then select the administrations to score > select from the available scoring options > click <i>Score Selected</i> > verify the options selected > click <i>Score</i> > view Receipt page > click <i>OK</i></p>	<p>Home page > click <i>Generate Reports</i> > select the product and then click the report type you wish to generate > select a completed assessment from the table > click <i>Next</i> > confirm Client Information and select Report Options > click <i>Generate Report</i></p> <p>OR</p> <p>My Assessment page > choose the assessment and then click <i>Generate Reports</i> > select a report type > select a completed assessment from the table > click <i>Next</i> > confirm Client Information and select Report Options > click <i>Generate Report</i></p> <p>OR</p> <p>Completed Assessments Page > select a completed assessment > confirm Client Information and select Report Options > click <i>Generate Report</i></p>
<p>View reports</p>	<p>Groups Page > click <i>Reports</i> > select <i>View Reports</i> > click <i>Open</i> in the Report column of relevant report > click <i>Save</i></p>	<p>Click My Assessments from menu > click the product > from the submenu, select <i>View Reports</i> > View Reports page</p>

Other

Task	Scoring Organizer	MHS Online Assessment Center+ (MAC+)
View usage	Click <i>View Uses</i> > click <i>View</i> in Uses History column for type of use > view Uses History page	Manage Inventory page > View Usage History
Progress and comparative reports	For products that have Progress and/or Comparative report types available, these report types will be listed within the report type options	For products that have Progress and/or Comparative report types available, these report types will be listed within the report type drop-down from <i>Generate Reports</i>
Scored datasets	For products that have Scored Datasets available, this report types will be listed within the report type options	For products that have Scored Datasets available, this report type will be listed within the report type drop-down from <i>Generate Reports</i>