

Quick Start Guide

Welcome to ATP Online!

This Quick Start Guide will provide some information to help guide you through the process of obtaining and using our digital products through our assessment management platform.

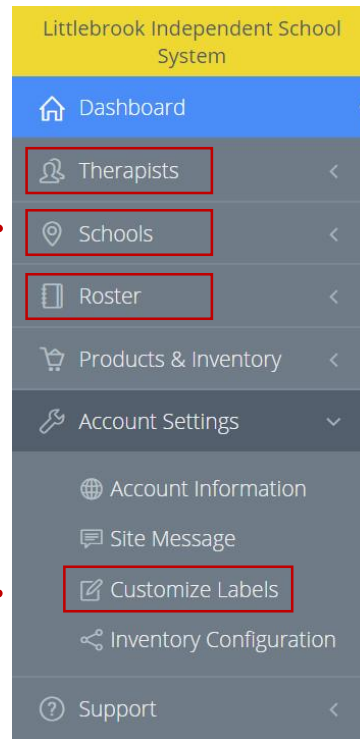
1. Purchasing Products
2. Adding Students
3. Assigning and Using Inventory
4. Scoring Assessments
5. Downloading a Report

Before we get started...

Did you customize?

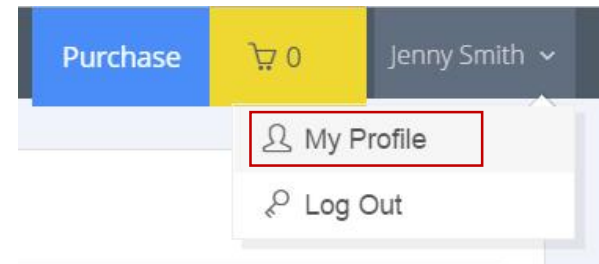
Some of your menu labels may be different on your screen depending on the labels that you chose during your account set-up.

If you would like to change the labels, you can change them using the "Customize Labels" option from the menu.



Are you Qualified?

This guide assumes you have entered your clinician qualifications. If you have not done so, please update your qualification information in the profile area using the pull-down menu in the upper right corner of the screen.

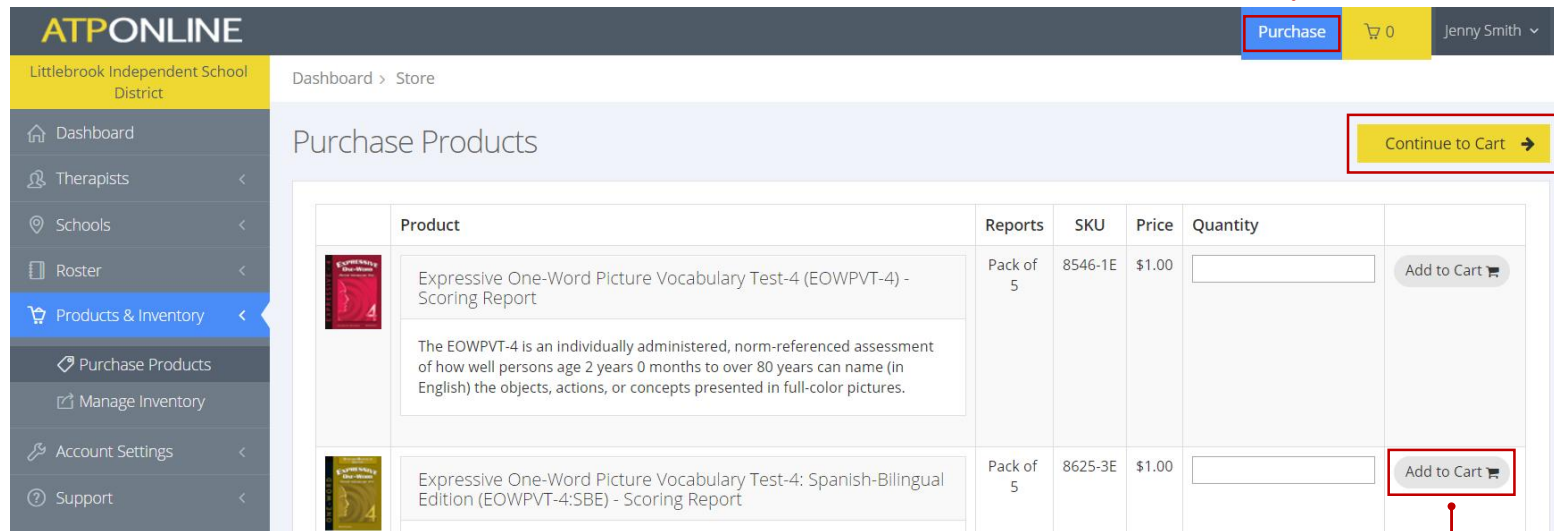


Note: In some situations, a qualification review is required, but this typically is completed within one business day.



1. Purchasing Products

All digital assessment products are only purchased within the ATP Online application. To get started, you can browse products by clicking on the Purchase button in the top navigation bar.



Choose the products that you would like to purchase by entering a quantity and selecting “Add to Cart”

Once you have added all your products for purchase, select “Continue to Cart” you will then be redirected to the “Manage Cart” page.



If you have a discount code, enter it on the “Manage Cart” page and select “Apply Code.”

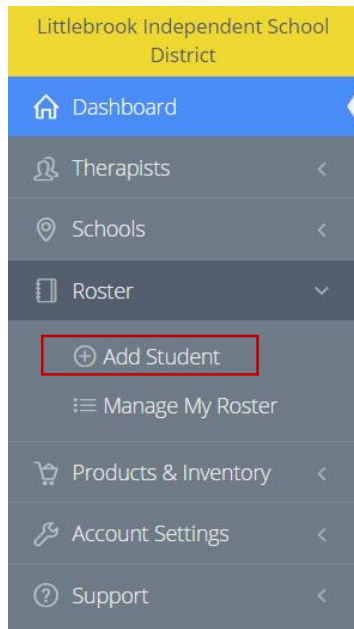
Note: The products that you have purchased are stored and can now be viewed in your “Manage Inventory” page or assigned at any point through your “Roster.”

When you are ready to finalize your purchase, select “Proceed to Checkout” to enter your payment information.

2. Adding Students

When you are ready to use the products you have purchased, you will need to add students to your roster.

Expand “Roster” and then select “Add Student.”



Add Student

First Name *

Middle Name

Last Name *

Date of Birth *
YYYY-MM-DD
Select or type date

Gender Please Select

Grade Grade (Optional)

Email Email (Optional)

School Please Select

ID Unique Identifier (Optional)

Status Active Inactive

Submit

The information added to the student’s profile will now be automatically included on their score report.

Note: Once you have submitted a student’s information you will be redirected to the “Manage My Roster” page where all of your students’ information can be accessed. To edit or view a student’s profile select “Detail.”

Manage My Roster Add Student

search... Go!

	First Name	Last Name	Student ID	Email	Status
Detail	Jayden	Williams			Active
Detail	Alondra	Lopez			Active

3. Assigning and Using Inventory

Once you have purchased inventory and added students you are ready to assign and use your inventory.

Student Detail

Jayden Williams

Profile **Assessments**

Student Profile Edit

First Name: Jayden

Middle Name:

Last Name: Williams

From the “Student Detail” view click on the “Assessments” tab.

Jayden Williams

Profile Assessments

History

You have not assigned any assessments to this Student.

Assign an Assessment

Select “Assign an Assessment”

Note: The scoring reports can be unassigned if they are not needed and will return to your inventory.

Check the box of the assessment(s) from your inventory that you would like to assign to the student and then select “Assign.” After assigning assessments you will be redirected back to the “History” page of the “Student Detail”

Assign

Select from the following available inventory. Click the checkbox next to any assessment you would like to assign and click on the “Assign” button.

To add more inventory, purchase applicable products from the [ATP Online store](#).

Assign	SKU	Product	Available
<input type="checkbox"/>	8546-1E	Expressive One-Word Picture Vocabulary Test-4 (EOWPVT-4) - Scoring Report	15
<input type="checkbox"/>	8625-3E	Expressive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition (EOWPVT-4:SBE) - Scoring Report	15
<input type="checkbox"/>	8965-0E	Motor-Free Visual Perception Test (MVPT-4) - Scoring Report	15

Back

Assign

4. Scoring Assessments

When viewing a student's assessment "History" page of the "Student Detail" you will see all the assessments they have either been assigned or completed.

To begin creating your scoring report select "Enter Scores."

Student Detail

Jayden Williams

Profile Assessments

Assign an Assessment

SKU	Assessment	Assignment Date	Completion Date	Enter Scores	Unassign
EOWPVT-4	Expressive One-Word Picture Vocabulary Test	2017-05-09	Not completed	Enter Scores	Unassign
EOWPVT-4-SBE	Expressive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition	2017-05-09	Not completed	Enter Scores	Unassign
MVPT-4	Motor-Free Visual Perception Test	2017-05-09	Not completed	Enter Scores	Unassign

Locked from editing after downloading the report.
Linked to another administration.

If you decide not to complete an assessment report for a student it can be returned to inventory by clicking the "Unassign" button.

Score Assessment

Expressive One-Word Picture Vocabulary Test

Name: **Jayden Williams** Enter Raw Scores Below

Date of Birth: **2006-07-12** Picture Vocabulary Test
(Score between 0 and 190)

Date of Test:
* Select or type date

Confidence Level:

Comments:
(1000 character limit)

Fill in the scoring fields and then select "Submit."

Note: After you have submitted the scores for an assessment you will be redirected to the "Assessment Score Summary" page. On this page if you notice that a score was entered wrong you may go back and edit the report.

5. Downloading a Report

Downloading a report gives you a customized score report formatted as a PDF. The score report includes all of the score conversions for you, including confidence intervals. This PDF can be saved and printed for your uses.

Jayden Williams

Profile Assessments

Assessment Score Summary

Expressive One-Word Picture Vocabulary Test

Back Edit Scores **Download Report**

Name:	Jayden Williams
Gender:	Male
Grade:	5
School:	
Examiner:	Jenny Smith
Date of Testing:	2017-05-08
Date of Birth:	2006-07-12
Chronological Age:	10-9
Confidence Level:	90

Subtest	Raw Score	Scaled Score	Standard Score	Percentile Rank	Age Equivalent	Confidence Interval (90)
Picture Vocabulary Test	125	12	112	79	12-10	106.87 to 117.13 (5.13)

Back Edit Scores Download Report

To download the customized score report select "Download Report."

A warning will pop-up to tell you that no editing abilities will be available after downloading the report.

Profile Assessments

Assessment Score Summary

Expressive One-Word Picture Vocabulary Test

Back Edit Scores Download Report

You will not be able to edit this administration after downloading the report. Continue?

Yes No

Note: After a score report is downloaded, the scores cannot be modified. You may still view the scores on the "Assessment Score Summary" page but you will not be able to edit them.

Quick Start Guide

Williams_Jayden_EOWPVT-4_2017_05_08.pdf

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When the score report is downloaded, ATP Online will generate a file name using the student's name, the assessment name and the assessment completion date.



EXPRESSIVE ONE-WORD PICTURE VOCABULARY TEST

4TH EDITION RECORD FORM

Name: Jayden Williams Gender: Female Grade: _____
 School / Facility: _____ Examiner: Jenny Smith
 Reason for Testing: _____
 Date of Testing: 2017 05 08
 year month day
 Date of Birth: 2006 07 12
 year month day
 Chronological Age: 10 9 26
 year month day

Comments: _____

Standard Score	Receptive Vocabulary	Expressive Vocabulary	Percentile Rank
145			>99
140			99
135			98
130			95
125			91
120			84
115			75
110			63
105			50
100			37
95			25
90			16
85			9
80			5
75			2
70			1
65			<1
60			
55			

Score Summary	
Raw Score:	125
Standard Score:	112
Age Equivalent:	12-10
Percentile Rank:	79
Confidence Level:	90% 95% (circle one)
Confidence Interval:	106.87 to 117.13

Comparison of Expressive and Receptive Vocabulary	
Expressive (EOWPVT-4) Standard Score	
Receptive (ROWPVT-4) Standard Score	
Difference	
Statistical Significance*	Y / N
Percent of Sample with this Difference*	

*See tables D.1 and D.2 of test manual for values.



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EXPRESSIVE ONE-WORD PICTURE VOCABULARY TEST

Explanation of EOWPVT-4 Scores

The Expressive One-Word Picture Vocabulary Test, 4th Edition (EOWPVT-4) is a single-word vocabulary assessment that measures an individual's ability to name objects, actions, and concepts. The EOWPVT-4 provides one overall standard score of expressive vocabulary knowledge/ability. The EOWPVT-4 was co-normed with the Receptive One-Word Picture Vocabulary Test, 4th Edition (ROWPVT-4). Therefore, if both tests are administered, it is also possible to calculate a difference score that provides a way to compare performance on the two assessments.

Jayden Williams was administered the EOWPVT-4 on 5/8/2017. The results of that assessment are as follows:

Standard Score: Standard scores provide a way to compare an individual's performance to that of a sample of same-age peers. The mean or average standard score is 100 and the standard deviation is 15. A standard score within 15 points of either side of the mean (85-115) is within one standard deviation and is generally described as being within normal limits.

Jayden received a standard score of **112**.

Percentile Rank: Percentile rank is another way of understanding an individual's performance when compared to a sample of age-matched peers. For example, an individual whose score falls at the 20th percentile did as well or better than 20 percent of others in the same age grouping in the sample. However, this also indicates that 80 percent of individuals in the same age range scored as well or better.

Jayden scored in the **79th** percentile.



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