Pearson Clinical Assessment

Q-global™ User Guide

Setting up and Administering

Pearson

Contents

Setting up and Administering Assessments

Before you get started we recommend setting up your new Users and/or Examiner(s). So you need to identify who in your organisation is going to administer tests, manage your account and determine if examiners should be set up as users' which will give them a unique login ID and access to your account.

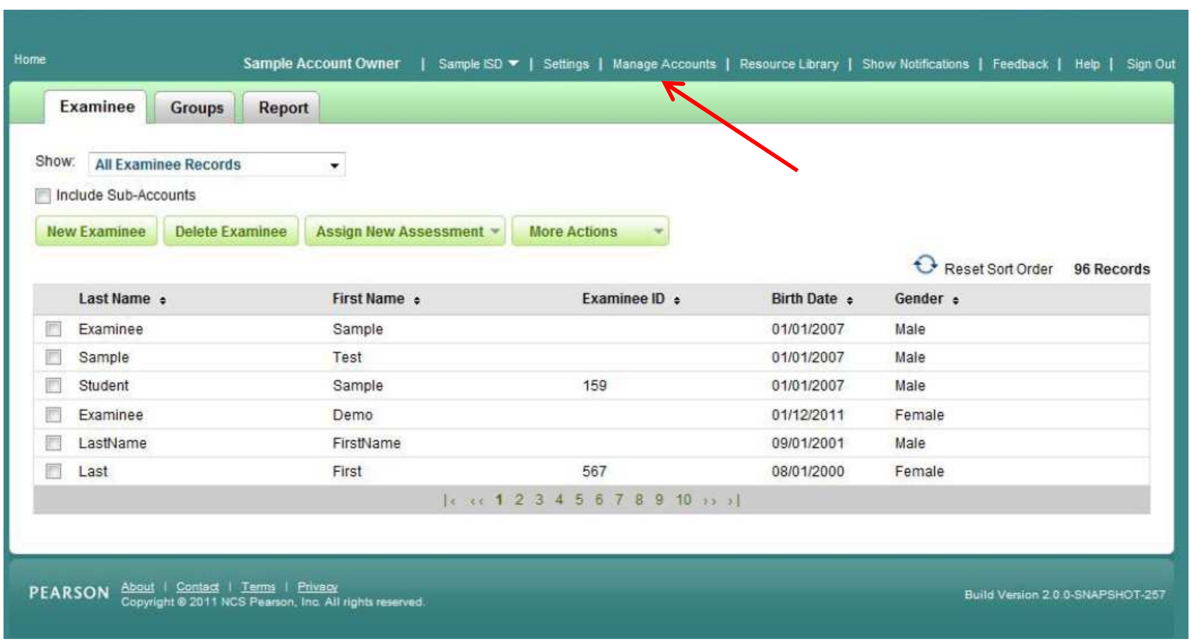
Enter New User

Users can have varying access to the Q-global platform based on the user role, which allows them to set up candidates, view results, run reports and administer assessments. Once you have identified your users we recommend creating a list with roles before setting them up in Q-global.

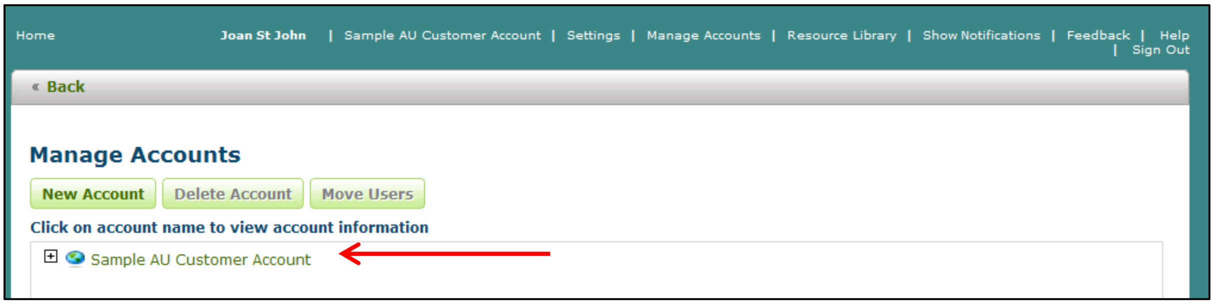
Example:

Name:	User Role:
Mary Smith	Account Administrator / Examiner
Sue Brown	Data Entry Operator

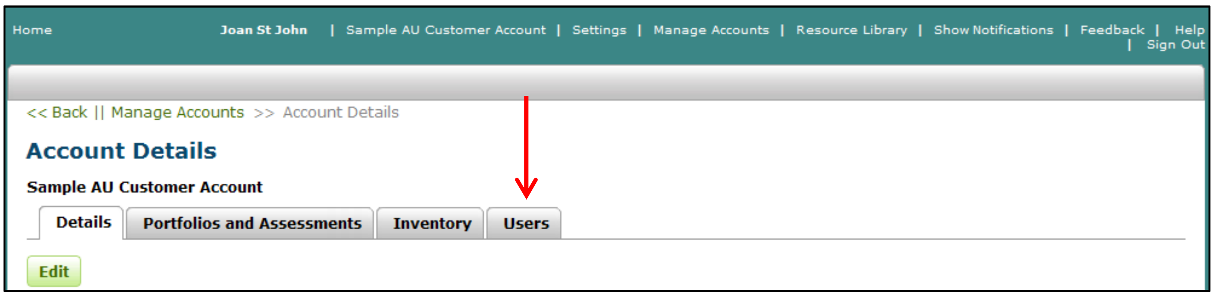
The first page you see once you log in to the system is the Examinee List. To add new users **click** on the 'Manage Accounts' link at the top of the page.



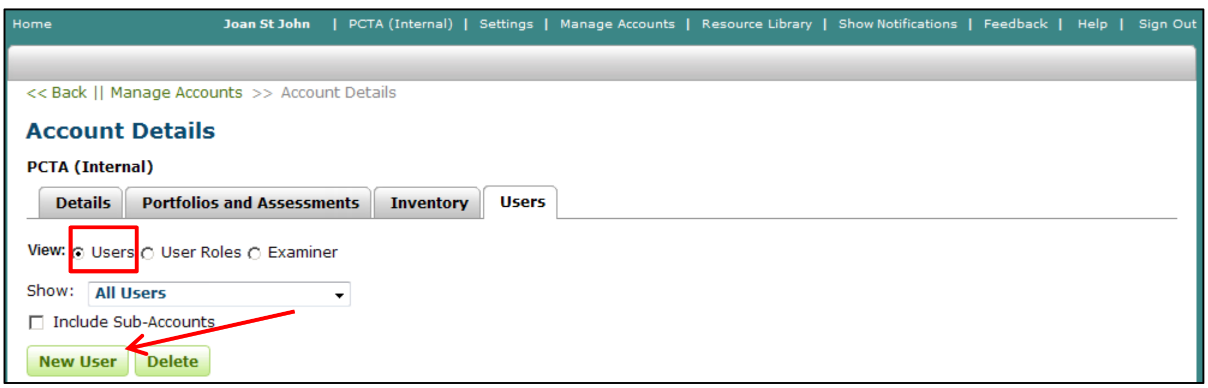
Click on the account name



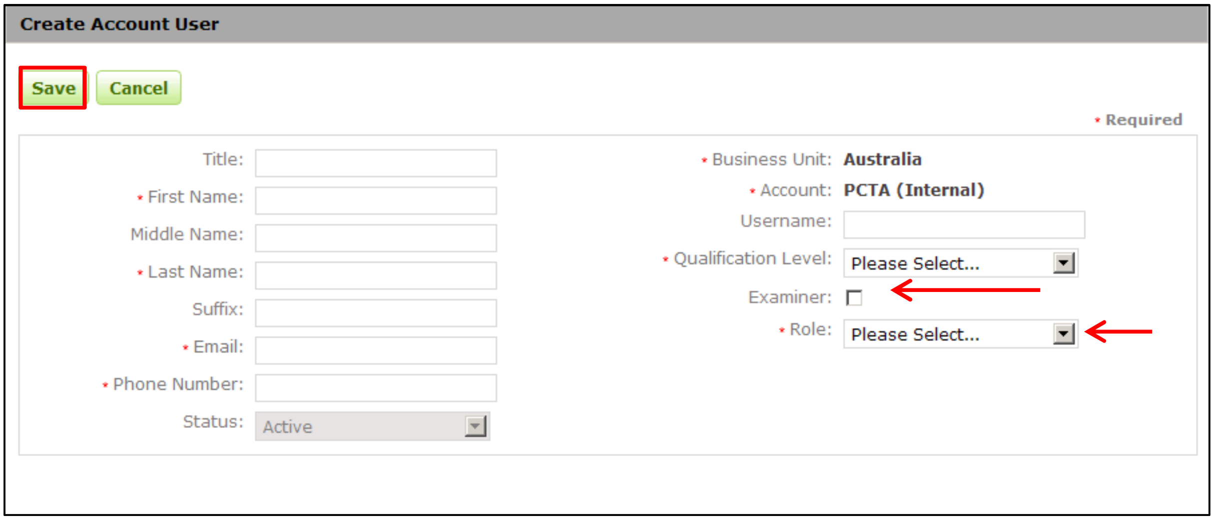
Click on 'Users'



Select *'Users'* then **click** the *'New User'* button



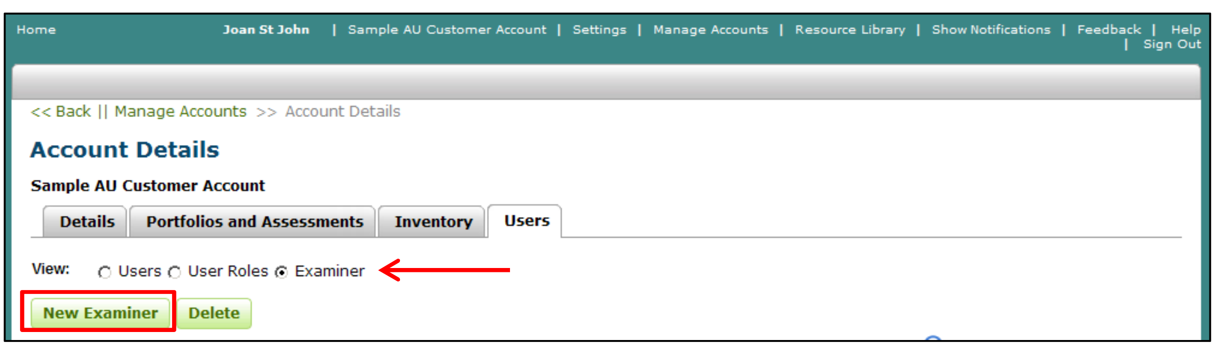
The 'Create Account User' box will appear. **Enter** the User information; **click** on the 'Examiner' (Clicking 'Examiner' will add the user to the examiner list), **Select** *'Role'* and/or create a new role then **click** 'Save'.



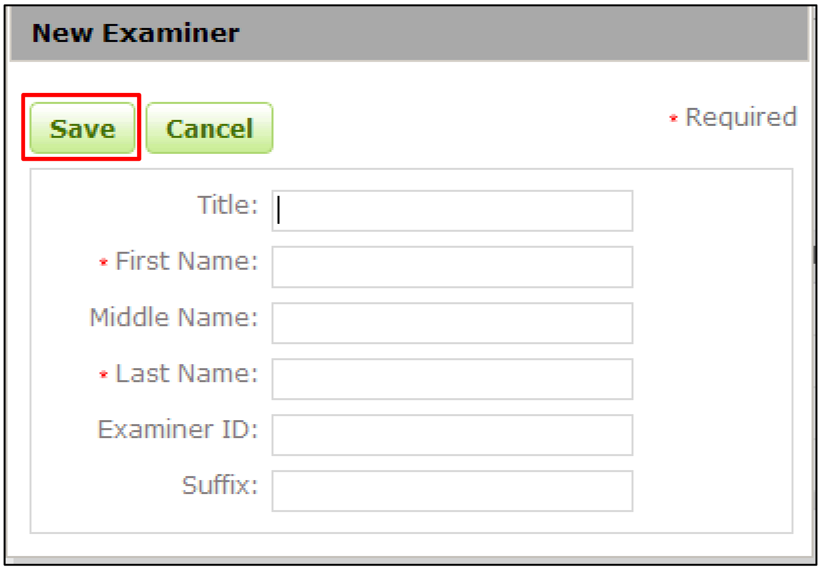
Enter New Examiner

The system allows you to add names of the examiners that will not have access to the system. Adding the non-user examiner to the system will add his/her name to the Examiner list on the Assessment page and the Default Examiner list on the Settings page

To add a new Examiner follow the above steps except **select** '*Examiner'* then **click** the *'New Examiner'* button.



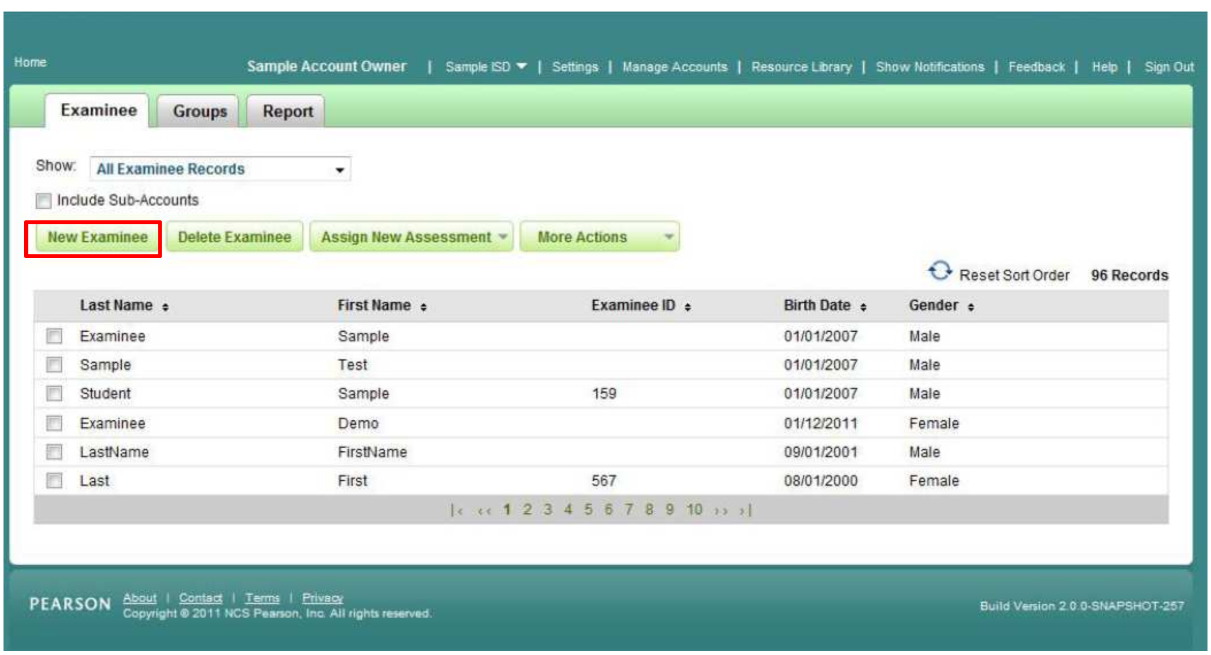
The '*New Examiner'* box will appear. **Enter** the Examiner information and **click** the 'Save' button.



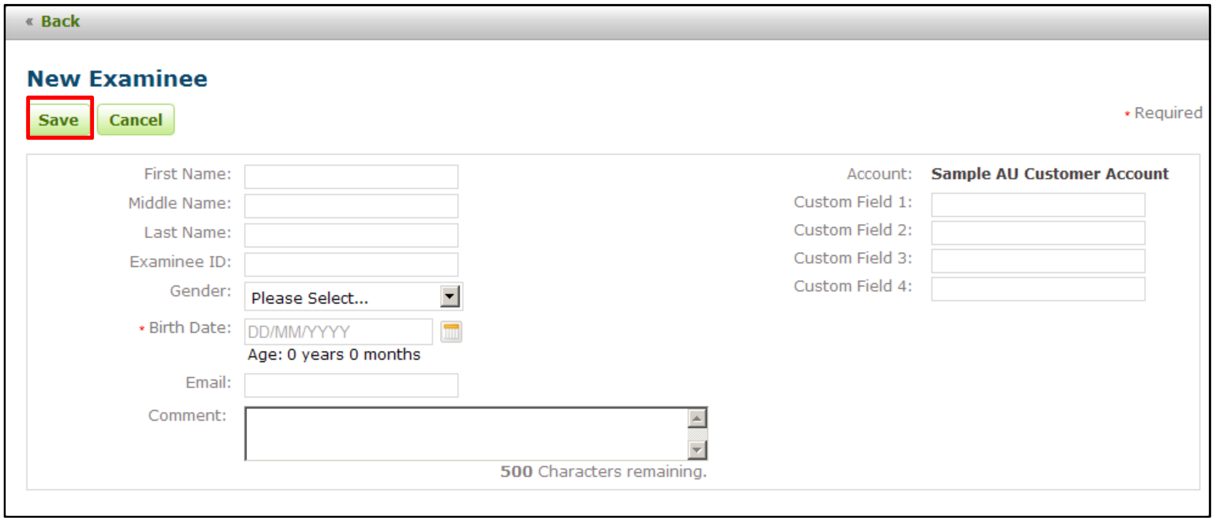
Setting up a New Examinee

Now that you have set up your examiners let's add your examinee's.

The first page you see once you log in to the system is the Examinee List. To add new examinees **click** on the *'New Examinee'* tab.



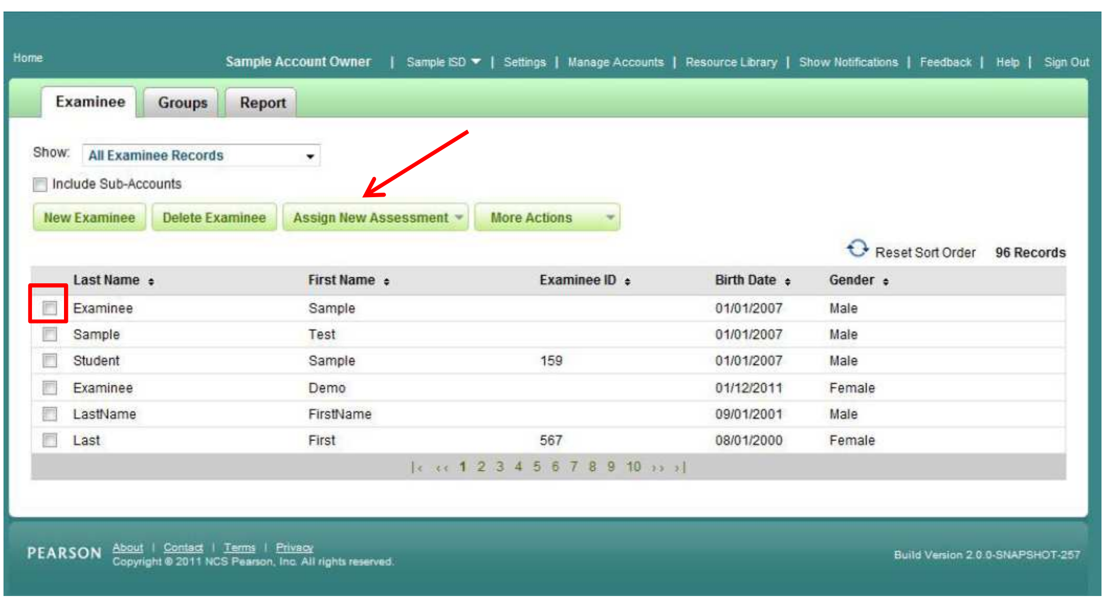
The *'New Examinee'* box will appear. **Enter** the examinee information and **click** the ***'Save'*** button. The new examinee will appear in your list of examinee's on the front page.



Note: You can also upload Examinee's in a group. For information please refer to the User Guide. Which can be found by clicking on the 'Resource Library' from the menu option at the top of the Q-global screen, select Resources > About Q-global > Q-global_User_Guide.pdf

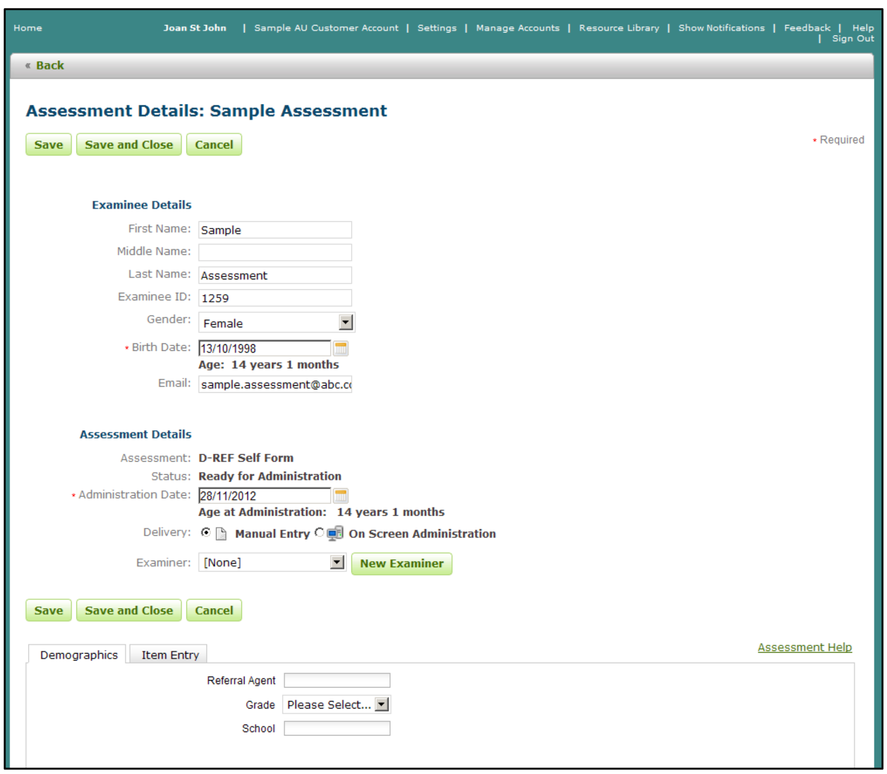
Assigning an Assessment

To assign an assessment to an examinee **click** in the box next to the examinee name then **click** *'Assign New Assessment'*



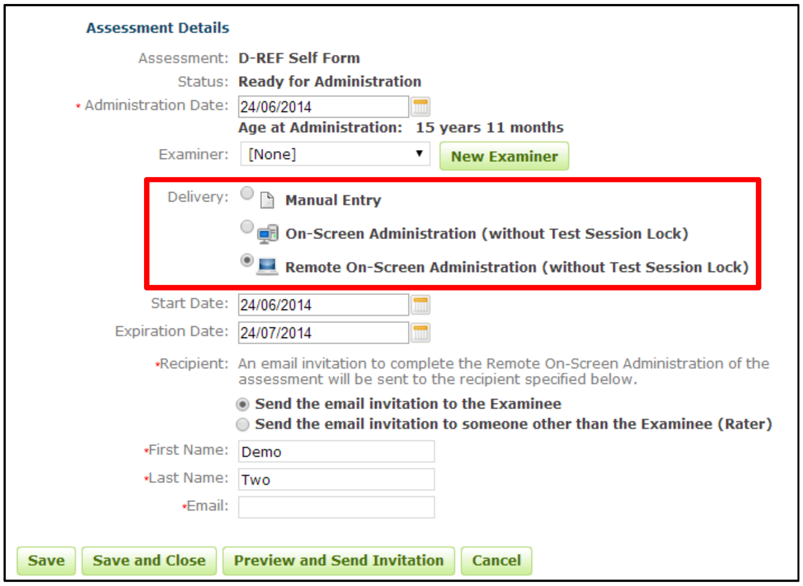
From the list of available assessments **Click** the assessment you want to assign

The *'Assessment Details'* screen will appear showing the *Examinee* and *Assessment* details.



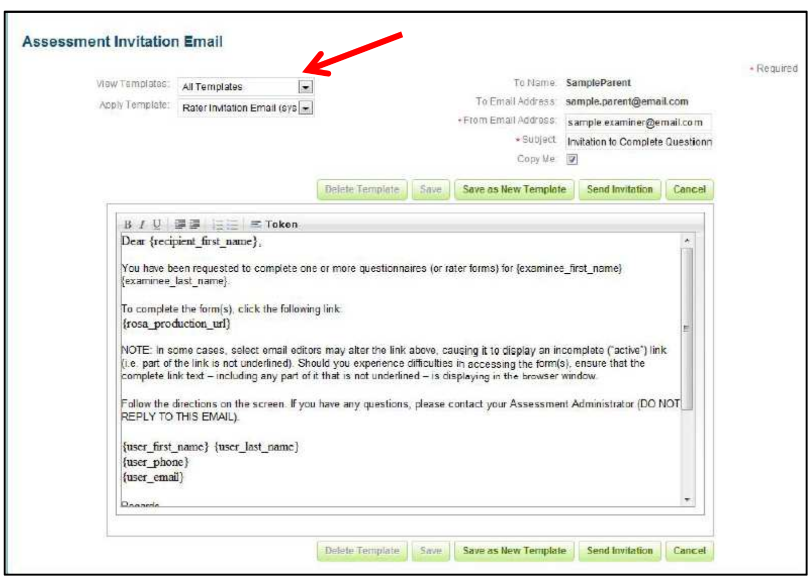
From the 'Assessment Details' section you have the following delivery type options:

- Manual Entry
- On-Screen Administration
- Remote On-Screen Administration



If delivery option 'Remote *On-Screen Administration'* is selected **enter** the *'Recipient'* information then **Click** *'Preview and Send Invitation'*

The Invitation email page will open after selecting *Preview and Send Invitation button*. From the *'View Template'* drop-down, **select** the appropriate invitation e-mail template.



You can modify the template or click the 'Send Invitation' button to email the URL link to the On Screen Administrator.

Generating Reports

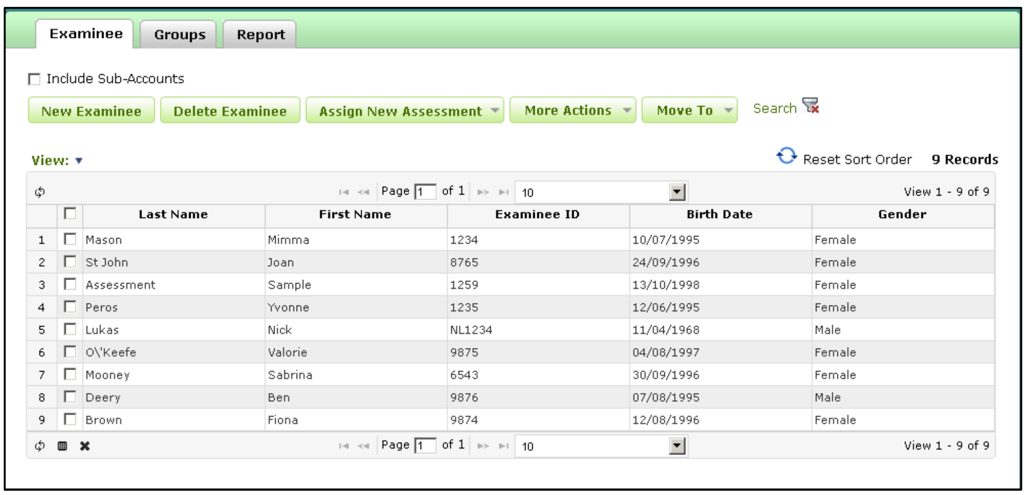
There are two options for generating reports.

1. The *Examinee* tab – allows the administrator to select the individual examinee and then generate the report
2. The *Report* tab – allows the administrator to search on individuals and or groups before generating reports. (please only use the Examinee tab way to generate a report at this time)

Examinee Tab

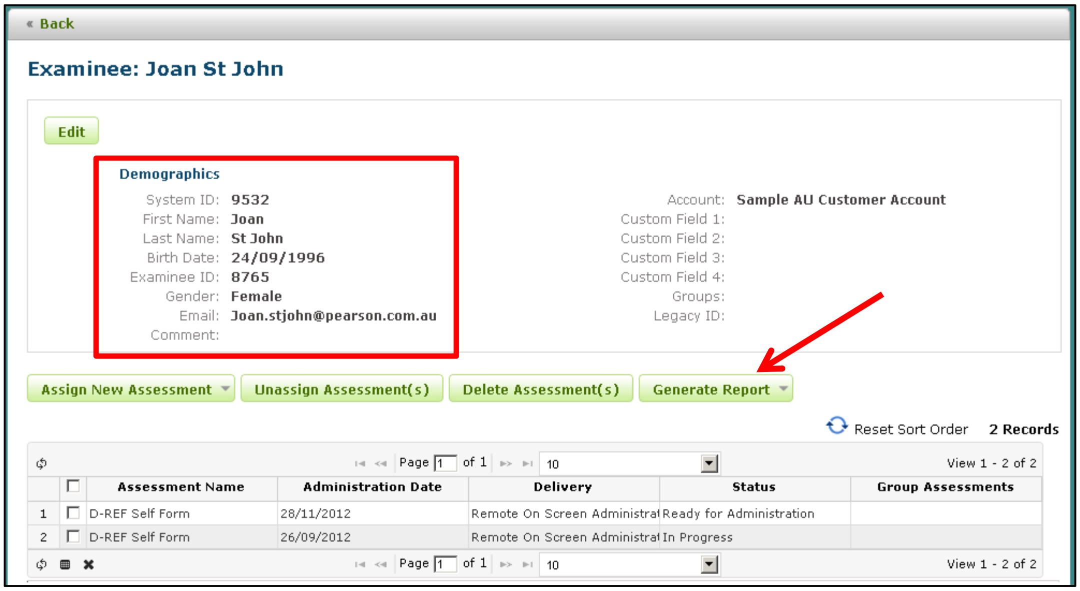
From the *Home* screen select the *Examinee* Tab.

Select the Examinee by double clicking on their name.



This will open the Examinee profile screen where you can:

- view and edit the examinee demographics
- assign a new assessment
- un-assign an assessment
- delete an assessment
- generate a report
- view assessment / examinee status / administration date etc

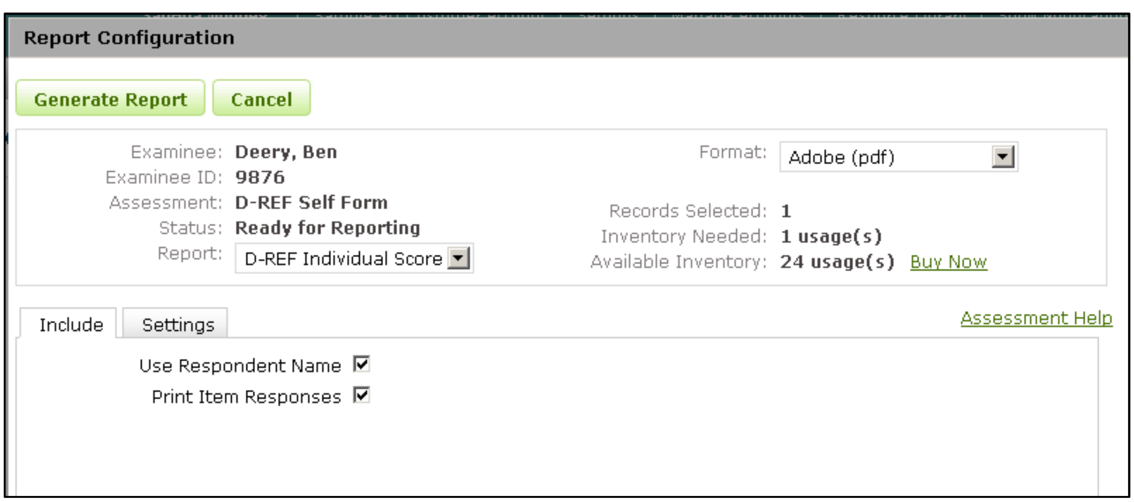


Select the assessment that you want to generate a report for by clicking on the box next to the assessment name, then select Generate Report.

The *Generate Report* screen will display the assessment that is ready for reporting.

Double click on the report you would like to generate.

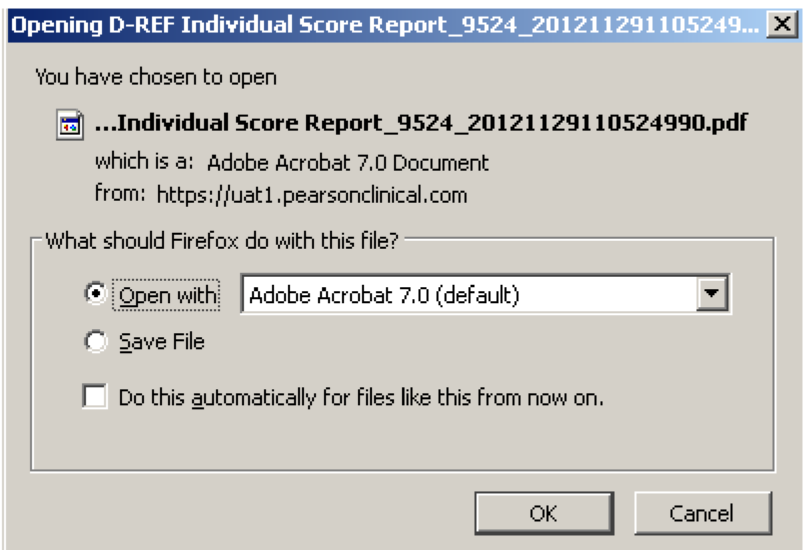
The Report Configuration screen will display.



This screen displays:

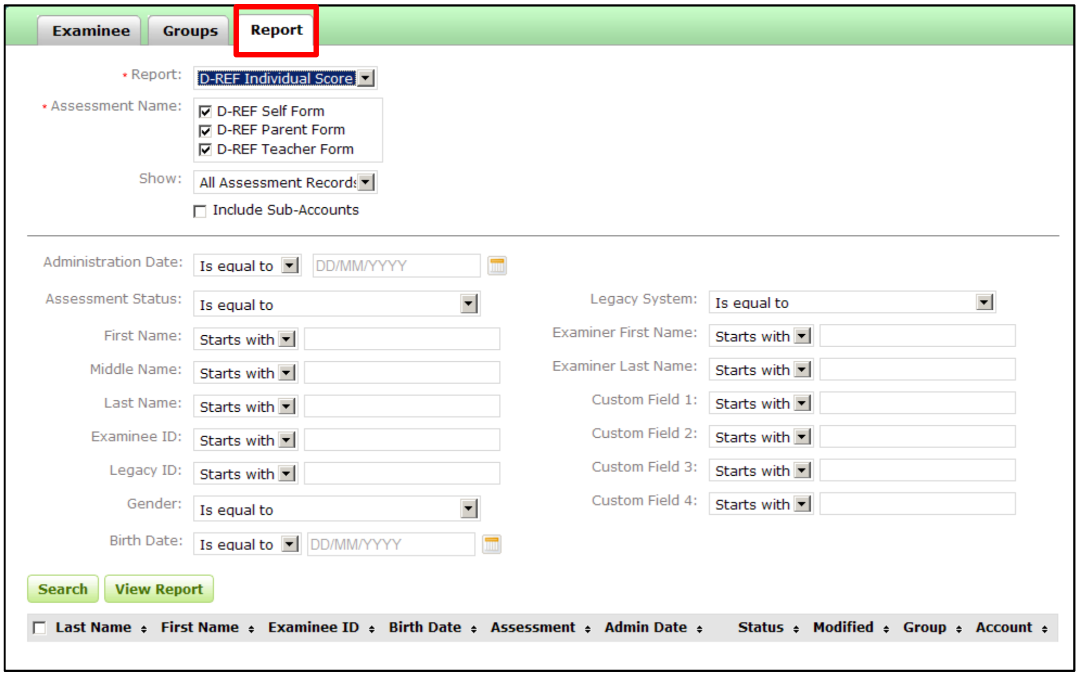
- Examinee information
- Assessment
- Status
- Report - update and change from the drop down menu
- Format - note only PDF format available. This will be available in Word in future releases
- Inventory Needed – number of usage(s) required to generate the report
- Available Inventory – how many usage(s) available in your inventory
- Include – option to Use Respondent Name and print item responses
- Settings – **Select** Norm Group / Significance Level for Confidence Intervals / Significance level for Index Discrepancies
- Update options as required then **select** *Generate Report (top left).*

A pop up window will display as follows allowing you to select to open the file or save the file to a nominated location.



The Reports Tab

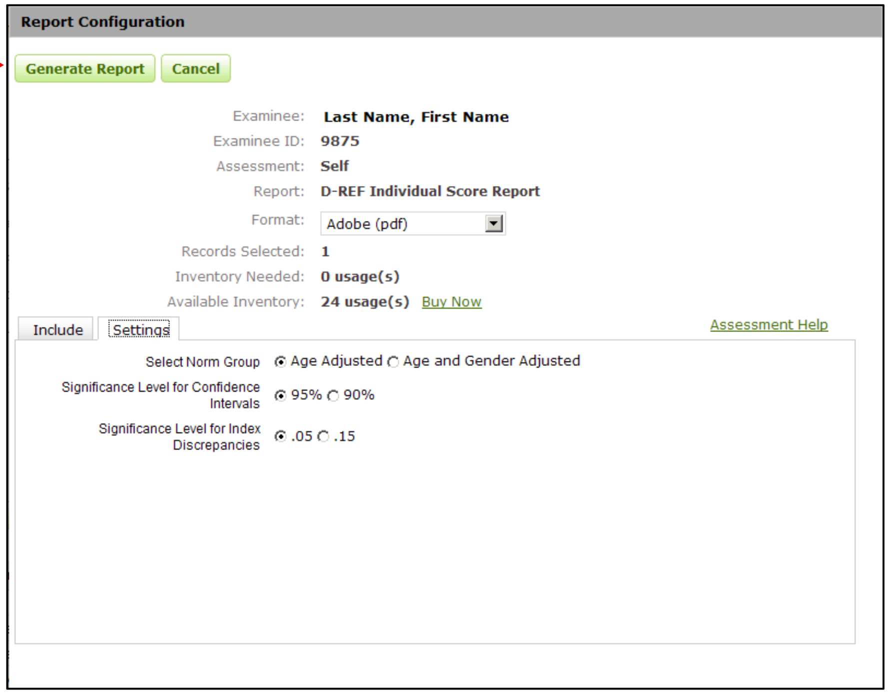
This option allows you to generate reports for individuals and/or groups.



Examinee Report

To generate a report for an Examinee:

1. **Click** the *Report* tab.
2. **Select** a *Report* to generate.
3. **Select** a value from the *Show* field to choose all assessment records or only those records associated with a group assignment.
4. **Click** the check box to *Include Sub-Accounts* (if applicable) if you want to search for all examinee assessments you have privileges to see. (Optional)
5. **Complete** fields for any criteria you want used in the search. (Optional)
6. **Click** the *Search* button. *(Details on the search results table are listed described below.)*
7. **Click** the check box next to the assessment record you would like to generate a report for.
8. **Click** the *View Report* button.
9. This will open the *Report Configuration* page.



The Report Configuration page is separated into two sections. The top section displays information about the examinee, the assessment selected, and the report.

The bottom section is where you select the information you would like included in the report. For details related to the tabs and fields displayed in this section refer to the Assessment Help specific to the report you are interested in or navigate to a product specific page and click the Assessment Help link (e.g. click Assessment Help from the D-Ref Configuration page).

10. When all of your selections have been made, **click** the *Generate Report* button.

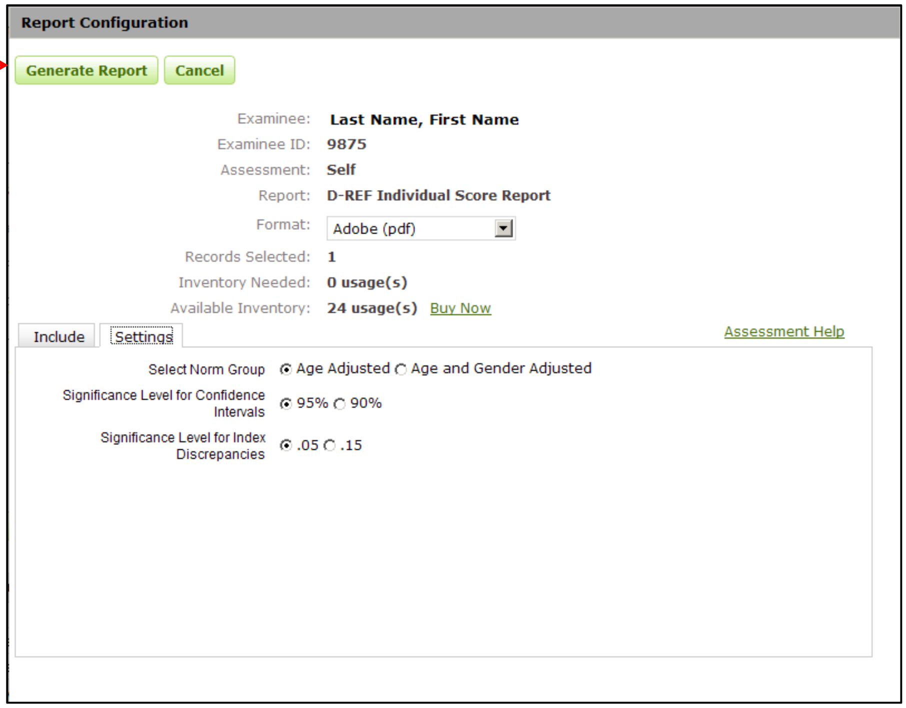
Group Report

To generate a Group Report:

1. From the *Report* tab.
2. **Select** a group *Report* to generate.
3. **Select** a value from the *Show* field to choose all assessment records or only those records associated with a group assignment.
4. **Click** the check box to *Include Sub-Accounts* (if applicable) if you want to search for all examinee assessments you have privileges to see. (Optional)
5. **Complete** fields for any criteria you want used in the search. (Optional)
6. **Click** the Search button.
7. **Click** the check box next to the assessment records you would like to include in your report.

NOTE: You can select all records by clicking the check box in the header of the table.

8. **Click** the View Report button.
9. This will open the *Report Configuration* page.



For details related to the tabs and fields displayed in this section refer to the Assessment Help specific to the report you are interested in or navigate to a product specific page and click the Assessment Help link (e.g. click Assessment Help from the D-Ref™ Report Configuration page).

10. When all of your selections have been made, click the Generate Report button.

Rules

- If you select more than one examinee to run the same report on (batch report), the following information on the top of the window will not be shown, Examinee, Examinee ID, Assessment, and Report.
- If you select more than one assessment for the same examinee (multi-rater reports), a validation will occur on the selected assessments allowing or disallowing the Generate Report button.
- Only assessments with a status of 'Ready for Reporting' or 'Report Generated' can be used in a report.
- Assessment records without a valid reporting status will be returned with the search results; however, you cannot select them for report generation.
- Assessments with a status of 'Ready for Reporting' require a report-specific usage or subscription in your inventory. If you do not have usages or an active subscription available, you can click the **Buy Now** link to purchase more.

Further Support

If you need further assistance please contact our client services team on 1800 882 385(AUS) or 0800 643 660 (New Zealand)