

# Getting Started With

# MHS Scoring Organizer



## Single User Account

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## 1. Introduction

Welcome to MHS Scoring Organizer. MHS Scoring Organizer is a tool for managing the administration, scoring, and reporting of your MHS online assessments. You perform all of these tasks on one convenient website: [www.mhsassessments.com](http://www.mhsassessments.com).

This guide will help you start using MHS Scoring Organizer by taking you through the set-up process step by step. Please review and print this guide before performing any tasks within MHS Scoring Organizer. You can get additional help by clicking Help in the upper right corner of each MHS Scoring Organizer page.

Both administrators and clients (respondents) begin at the same place: [www.mhsassessments.com](http://www.mhsassessments.com). Once at the site, clients enter a Code and Password to begin their assessment.

As an administrator, you click *Click here to manage accounts* to enter MHS Scoring Organizer.



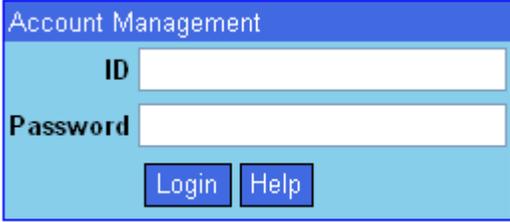
## 2. Entering Scoring Organizer

Before you can begin administering the online tools you have purchased, you need to complete a few administrative tasks, such as creating assessment groups and assigning Codes and Passwords for respondents. You do this from within MHS Scoring Organizer.

 You should never give your respondents information on how to access Account Management in Scoring Organizer.

### To login to Scoring Organizer,

1. Go to [www.mhsassessments.com](http://www.mhsassessments.com).
2. Click [Click here to manage accounts](#).
3. Enter the ID and the temporary password that was given to you by your MHS Client Service Specialist.



[Click here if you forgot your password.](#)

4. Click Login.

You have now logged in to MHS Scoring Organizer. The first page you see is the **Terms and Conditions of Use** page. This page appears only the first time you log in. When you have read and agreed to the terms and conditions outlined on this page, click *I Accept* to continue.

Next, the **Change Password** page opens. This page also appears only the first time you log in. To ensure that only you can access your data, change your temporary password to something more meaningful to you.

### To change your password,

1. Complete the fields on the **Change Password** page. Remember, your new password must be at least 6 characters long.

In the Hint field, enter anything that will remind you what your password is. This hint will be automatically emailed to you when you click *Click here if you forgot your password*. This link appears at the **Login** page.

2. Click Update.

Your password has been changed. The next time you log in, use this new password to proceed to the **Account Management** page. We recommend that you change your password often to protect the privacy of your data. You can change your password at any time by clicking Options in the top right corner of each page.

### 3. Navigating in Scoring Organizer

Moving from one page to another in Scoring Organizer is quite simple. Each time you move to a new Scoring Organizer page, a link appears in the top left corner of the new page. This link, when clicked, takes you back to the previous page. As you move from page to page, these links continue to appear like a chain, tracking where you have been.

If, from the Account page, you click on **Groups**, an *Account* link appears in the upper left corner of the Groups page. When you click this link, you return to the **Account** page. Clicking any of the links along the chain brings you back to the corresponding page.



This series of links is called **Breadcrumbs**. Clicking on any of these breadcrumbs will bring you back to previous pages while working within the Scoring Organizer website. Use the breadcrumb links to navigate within Scoring Organizer: your browser's Back and Forward buttons have been disabled so that the information that is saved as you move from page to page will be processed correctly.

### 4. Creating an Assessment Group

The **Groups** page lists all of your assessment groups and the total number of scored and unscored assessments within each group. An assessment group comprises a set of respondents and organizes all the administration information for those respondents. For example, a group might contain many respondents who complete two different online assessments (e.g., 12 individuals completing EQ-i<sup>®</sup> and MSCEIT<sup>™</sup> for an emotional intelligence evaluation), or you might have a group of only a few respondents who will all complete the same online assessment (e.g., 3 respondents completing EQ-i<sup>®</sup>).

If you have not created any assessment groups yet, the list on this page will be empty. Before administering an online assessment to a respondent, you need to create an assessment group to which your respondents will belong.

#### To create an assessment group,

1. From the **Groups** page, click Add Group. The **Settings** page opens.
2. The digits that appear in the Group ID field identify you as the administrator. To complete the Group ID, enter up to 3 more characters (either letters or numbers) in the field.
3. Complete the Description field. The description can be anything that describes the assessment group and helps you easily recognize it.

4. Complete the Contact Name field. Contact Name refers to the name of the person responsible for the assessment group, and the person to whom reports for this assessment group will be sent.
5. Complete the Email and Phone fields. Enter a Fax number, if you have one.
6. Under Status, make sure active is selected.
7. To be notified by email each time a respondent from this assessment group has completed an assessment, click the **Yes** bubble adjacent to Receive Email Notifications. If you do not want to be notified each time a respondent completes an assessment, click the **No** bubble.
8. Click Save. The **Groups** page opens.

You have now created an assessment group.

To view the components of a specific assessment group, click the number in the Assessment Groups column. The **Setup** page opens, showing a list of the online tools that are part of the particular assessment group. To return to the **Groups** page at any time, click *Groups*. This link appears at the top of the **Setup** page.

The next section provides details about giving respondents access to the online tools by assigning them codes and passwords.

## 5. Assigning Login Codes and Passwords for Respondents

Now that you have set up an assessment group, you need to give respondents access to the online tools. A respondent is a member of an assessment group. An assessment group can have any number of respondents. In some cases, the respondents may be asked to complete a few different online assessments.

Respondents access online assessments by going to [www.mhsassessments.com](http://www.mhsassessments.com) and entering their code and password. All the respondents of a particular assessment group use the same Code. The Code is the Group ID you created in **4, Creating an Assessment Group**.

The Password is assigned by you. The Password identifies the tool that the respondents in the assessment group are being asked to complete. If respondents within the same assessment group are being asked to complete three different online assessments, they will use a different password to login to each of the three assessments. For example, if 4 respondents from the same assessment group have been asked to complete the MSCEIT, all 4 will use the same Code and Password to access the MSCEIT; however, if the same 4 respondents have been asked to complete the MSCEIT and the EQ-i, they will use one password to access the MSCEIT and a different password to access the EQ-i.

### To create a tool-specific password for respondents,

1. From the **Groups** page, select the relevant assessment group by clicking on the corresponding assessment group number. The **Setup** page opens.
2. From the **Setup** page, click Add Access. The User Access Code is already determined (it is the Group ID) so you do not need to assign a Code.

3. To assign a password, enter a password in the Password column.
4. Select a tool from the drop-down menu in the Tool column. This links the online tool you select with the password you have chosen.
5. Click Save. The new password and the tool to which it is assigned now appear at the top of the list on the **Setup** page.

Repeat these steps for every tool that the respondents within the assessment group need to access. You can change a Password at any time by clicking the *Edit* link that appears at the left of each row.

You must give each respondent the User Access code and password as they appear on the **Setup** page. Respondents should be instructed to go to [www.mhsassessments.com](http://www.mhsassessments.com) and enter this code and password to access the online assessment.

A quick and easy way to inform individuals that they are being requested to complete an online assessment is to use the Generate Email feature. When you click *Generate* under the Email column for the relevant tool and password, a new page opens containing recommended text for an email that can be sent to each respondent. This text informs the recipient that he or she is being asked to complete an online assessment, gives the name of the assessment, states the website that the individual must visit to complete the online assessment, and provides the code and password. Copy and paste the text into an email and ensure that the code and password are correct before sending. Click OK to return to the **Setup** page.

After a respondent has completed an online assessment, the numbers in the Total Assessments Unscored Assessments columns on the **Groups** page change. If, when you set up this assessment group, you selected to be notified by email when a respondent completes an assessment, you will receive an email each time the number in the columns increases (see **4, Creating an Assessment Group**).

Once you have finished assigning your User Access codes and passwords, return to the **Groups** page by clicking *Groups* in the breadcrumbs trail.

## 6. Scoring a Completed Assessment

After a respondent has completed an assessment, the next step is to score the assessment.

### To score an assessment,

1. From the **Groups** page, click Reports. The **Reports** page opens. If more than one tool appears in the left-hand Tools column, click the tool that the respondents completed.
2. Click the type of report you wish to generate. The **Scoring** page opens.



Instead of generating a standard report, researchers can generate a scored dataset. Scored Datasets are MS Excel files that include only scores which can be imported into any spreadsheet or statistical software program. Datasets are available for research purposes to those who have been approved for an MHS research discount.

 Your assessment tool may offer group reports. Select the group report type. The Scoring page displays all the clients in this group. Click to place checkmarks beside all the administrations you want to include in the group report. Enter a group report name.

3. If applicable, ensure that the demographic information for individual respondents has been completed. (To verify this, click *View List*, then click *Edit Info* for each respondent. Return to the Scoring page when finished.)
4. To score all assessments in an assessment group, click to place a checkmark in the box next to the Assessment Group.

To score individual assessments within a group, click *View List* in the applicable assessment group row. The Assessment Group opens, listing all the clients in this group who completed an assessment. Click to place checkmarks beside all the administrations you want to score.

5. Select from the available scoring options. (Scoring/Norming options vary from tool to tool, and some tools do not offer scoring options.)
6. Click **Score Selected**. The **Confirmation** page opens.
7. Verify the options you have selected, then click **Score** to confirm that you want to score these administrations. The **Receipt** page opens. The **Receipt** page **is your receipt**. You may want to print it for your records.

 The **Score** button will not appear if you do not have enough uses to score the selected administrations.

8. After you have viewed and/or printed your receipt, click **OK**. The **Scoring** page opens.

You have now scored the selected assessments and your uses have decreased accordingly.

To return to the **Setup** page at any time, click **Groups**, then click the appropriate Assessment Group number.

 If your respondent omitted several items when taking the assessment, you might not be able to score it. In this case, on the Respondents page (browse to **Account > Groups > Respondents**), the status for this respondent is **Invalid**. To verify the permitted number of omitted items, check the documentation for the assessment tool you are using.

## 7. Viewing Reports

The **Respondents** page keeps track of your completed assessments and whether or not they have been scored. Once you have scored a completed assessment, the assessment's status changes from **Complete** to **Processing**. Processing means the report is being generated. When the status changes to **Scored**, the report is finished and waiting to be viewed. The report may be available even before the page refreshes and the status is updated.

Reports can be viewed in three ways:

- As an Adobe® PDF file.

For a free copy of Adobe® Acrobat® Reader®, click *Get Adobe Reader* in the bottom right corner of the **View Reports** page, or visit [www.adobe.com](http://www.adobe.com).

- As an editable MHS RDF file.

If you wish to edit and/or customize your reports, or save them as another format (RTF, PDF, XLS, HTM, or TIF), download MHS Report Viewer by clicking *Get MHS Report Viewer* in the bottom right corner of the **View Reports** page.

- From MHS SmartLink after importing (see below for instructions on importing to SmartLink).

If you are also an MHS SmartLink customer, you may choose to import administrations into MHS SmartLink for scoring.

By default, reports are provided as Portable Document Format (PDF) files. You can change the default setting for viewing reports to RDF format at the **Options** page, which you access by clicking Options in the top right corner of the **Groups** page. Select RDF from the drop-down menu under the Report Format field.

### To view reports,

1. Score the assessment (see **6, Scoring a Completed Assessment**).
2. From the **Groups** page, click **Reports** at the top right corner of the page. Select *View Reports* from the top right corner of the **Reports** page. The **View Reports** page opens, displaying a list of the reports that have been generated
3. Click *Open* in the Report column of the relevant report.
4. A message appears asking if you would like to save the report or open the report. If you choose to save the report to your hard drive or network, click Save (**recommended**). If you choose to open the report without saving it, click Open. The report opens on a new page.

You have viewed a report.

Scoring Organizer also allows you to zip multiple reports and save them all to your computer as a .zip file.

 You will need a zip program to view your zipped reports.

## To download zipped reports,

1. From the **View Reports** page, select the reports you want to zip by placing checkmarks in the left hand column boxes.
2. Click Zip Selected at the bottom of the page.

Zip Selected

Scoring Organizer begins zipping your reports. A new report type called Zipped Report is added to the top of the list of reports with a Processing link in the Report column. Zipping is complete when this link changes from Processing to Open.

3. To download the zipped reports to your computer, click Open.

A message appears asking if you would like to open the report or save the report.

To save the report to your hard drive or network (recommended), click Save and save the zip file to the desired location.

If you choose to open the report without saving it, click Open. This launches your zip program.

You have zipped your reports.

Reports remain on the **Reports** page for 5 days from the time they are received. If you have not saved a report to another location within 5 days, you must regenerate the report to view it again. To regenerate a report, you need to score the assessment again. See section 5 and repeat the steps for scoring an assessment. You do not spend another use when you *regenerate* a report with the same scoring options (your receipt will show 0 uses consumed).

## 8. Uses

Uses allow you to score assessments and generate reports. You purchase different types of uses for scoring with different norm options or for generating certain types of reports (e.g., a Group Report use allows you to score an assessment and generate a Group Report; a North American Norms use allows you to score an assessment with North American Norms). Prices of different types of uses vary.

Each page of Scoring Organizer has a View Uses button in the upper right corner. You can view a list of all your remaining uses at any time by clicking this button. You can also obtain a summary of how and when your uses were spent.

### **To obtain a summary of spent uses,**

1. From any Scoring Organizer page, click *View Uses*. The **Uses** page opens.
2. Click *View* in the Uses History column for the type of use you want to query. The **Uses History** page opens, displaying a complete list of transactions for that particular type of use.

You now have a complete history of how and when your uses were spent.

**Continuous Use** is a special type of use, which never decreases. It usually appears in brackets after Norm Option uses. When you purchase a particular Norm Option, you have unlimited use of those norms. Although a number may appear in the Uses Available column, that number will never decrease.

Again, we welcome you to MHS Scoring Organizer. Please contact an MHS Client Service Specialist between 8:00am and 8:00pm EST if you need further assistance.

Email: [customerservice@mhs.com](mailto:customerservice@mhs.com)

Phone: 1-800-456-3003 (U.S.A.)

1-800-268-6011 (Canada)

+1-416-492-2627 (International)