

Add and Share Examinees

Riverside Score™ Quick Guide

With access to *Riverside Score*, you can add examinees, enter and save test data, commit test records, and run reports. Depending on permissions granted to you by your account creator, you may also be able to share examinees.

Before You Begin: Identify or add the caseload folder for the examinee.

To add examinees:

- 1 Sign in to <https://www.riversidescore.com> using your username and password. The *Riverside Score* Dashboard appears.
- 2 In the header, move the pointer over the **Administration** tab, select **Manage Examinees** and click **Add**. The **Add Examinee Information** page appears.
- 3 Enter the following information. The following fields are required.

General Information

- **First and Last Name**
- **Gender:** Select a gender.
- **Date of Birth:** Click in the field and located the date of birth on the calendar
- **Caseload Folder:** Assign a caseload folder.
- **Building Level Association (WMLS III users):** Assign the building level for this examinee.

Demographic/Programs: Enter optional information as appropriate.

Note: Once you enter all required fields, the **Save** and **Save and Add Another** buttons are enabled.

- 4 Click **Save and Add Another** to enter additional examinees or click **Save** to end the process to add users.



Add Examinee Information

General Information

Last Name *	First Name *
<input type="text"/>	<input type="text"/>
Middle Name	Gender *
<input type="text"/>	Select Gender <input type="button" value="v"/>
Date of Birth *	Caseload Folder *
<input type="text"/>	Select a Folder <input type="button" value="v"/>
Enrollment Date	Building Level Association *
<input type="text"/>	<input type="text"/>
Examinee ID	
<input type="text"/>	
Parent/Guardian 1 Name	Parent/Guardian 1 Email
<input type="text"/>	<input type="text"/>
Parent/Guardian 2 Name	Parent/Guardian 2 Email
<input type="text"/>	<input type="text"/>

Demographics/Programs

Primary Language Spoken at Home	Ethnicity
Select Language <input type="button" value="v"/>	Select Ethnicity <input type="button" value="v"/>
Race	User Identified Fields
<input type="text"/>	Select User Identified Fields

IFSP/IEP

IFSP	IEP
<input type="text" value="v"/>	<input type="text" value="v"/>

Funding Sources

Funding Sources	Free/Reduced Lunch
<input type="text"/>	<input type="text" value="v"/>

Add and Share Examinees

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Sharing Rules

- An account holder can share all examinees.
- An administrator or examiner, can share an examinee if you meet both of the following criteria:
 - Your own sharing permissions are enabled.
 - You created the examinee or you are a shared user of the examinee with edit permissions of the type of access you are sharing (examinee demographics or test records).

To share an examinee:

- 1 Locate and display the examinee using one of the following methods.

- Conduct an examinee search.
- Browse your caseload folders.

<input type="checkbox"/> All	First Name	Last Name	Examinee	Test Record
<input type="checkbox"/>	Karen	Kinski		

- 2 Click the **Share** icon (). The **Share an Examinee** page appears.

- 3 From the list of users, select the check boxes for the names of those you want to share examinee or test records information.

To share multiple examinees information:

- a. Click the check box to the left of each examinee's name in the **My Recent Examinees** box.
- b. Click the **Share** icon in the bottom row.

The **Share an Examinee** page appears. The settings you choose apply to all selected users.

- 4 From the **Select the permissions you would like to provide to shared users of this examinee** box on the right, select the permissions to grant to the selected users are to be granted for the shared examinee and click **Save**. The shared examinee is available in the **My Shared Folder** Caseload folders of the selected users.

Share an Examinee

All Select the examiner or administrator to share with.

<input type="checkbox"/> Herring, Reginald	<input type="checkbox"/> Seagroves, Arthur	<input type="checkbox"/> Threeewood, Freddie
<input type="checkbox"/> Miller, George	<input type="checkbox"/> Smith, Robert	

Select the permissions you would like to provide to shared users of this examinee.

- View examinee
- Edit examinee
- View test records
- Edit test records

Note: Default viewing permissions are used as a precautionary measure. The default permissions allow shared users to view examinee information without the ability to make changes.