

## **Chapter 3** An Overview of Q-interactive<sup>®</sup> Central

Q-interactive<sup>®</sup> User Guide

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## Introduction

Q-interactive has two components, Central and Assess. Central is web-based and is your first and last stop when using Q-interactive. It's a home base, where you will:

- Create and manage client profiles.
- Select, customize, and archive assessment batteries.
- Create practice assessment sessions.
- Search and save subtests.
- Review scores and item-captured data.
- Print and export scores.

## **Other Resources:**

The information in this chapter is also presented in a series of tutorial videos found under the Support tab on Central (i.e. <u>giactive.com</u>). You can also sign up for the *Onboarding Webinar Series* <u>here</u>.

## **Using Q-interactive Central**

**Dashboard Tab.** After you log in to Central, the Dashboard appears. The Dashboard provides a view of your recent Q-interactive activity. You can also create practice assessment sessions from the Dashboard.

Dashboard	Q-interactive	Batteries				
Jashboard	Clients	Battenes	Assessments	Support		
	Client name		Favorite batteries	Quick	create or	Practice Assessment ?
			Currently there a	re no active messa	ges!	
Popontl	y active clients	1	Recently act	ive assessme	nts F	avorite batteries
recent	o recently active clients.	Once	You have no rece	ntly active assessn ing the system, thi	nents. To	save favorite batteries, go to the atteries tab, navigate to the desired

**Quick Create:** Enter an existing client name, select a favorite battery from the dropdown menu, and click the Quick create button to advance directly to scheduling the assessment.

**Practice Assessment:** Practice the tests before testing clients! Practice assessments are **free**! Practice assessments have the same functionality as regular ones, but standard/scaled scores, indexes, and reporting functions are disabled.

**Message Center:** The Q-interactive team will communicate important information, including app updates, usage, and license renewal information through the Message Center.

**Clients Tab.** Clients are entered in to the system one by one. There is not a data upload function within the system currently. Use the following steps to create a new client:

**Step 1:** From the Clients tab, click the Create new button.

**Step 2:** Enter the client's first and last name, client ID, date of birth, and gender. All fields are required. It is extremely important that the date of birth is entered accurately because the system uses the date of birth to calculate norms and to determine the appropriate start point(s) for some tests.

The figure on the right shows a completed profile screen. From this screen you can create an assessment session, archive the client, and view previous assessment data. Admin accounts have the additional ability to delete the client and/or assessment session data.

Dashboard	Clients Batteries	Assessments Su	ipport		
Dashooard	Find by:	Go	pport		Create new
My current clients Archived clients Practice clients	Client name There are no clients	available to your account. To a	add one, click the 'Creat		Date of last assessment
	First/Last Name Client ID Date of birth Gender	Client ID	Last narr	10 •	
	Cancel	s	ave		
John Do Client ID Date of birth Gender	<b>9</b> X0002345 Apr 5, 2006 Male	Favorite batteries	•	Arc	sessment profile hive Client
<ul> <li>Detailed</li> <li>Assessn</li> </ul>	Profile nent History				
	tances t any assessments for th	s client. To add one, clici	Date k the 'Create asses	sment' button.	

**Complete the Detailed Profile.** Some tests, like the WISC–V, must have the Detailed Profile completed in order to generate the Interpretive Report and to access other additional reporting options. Use the following steps to complete the Detailed Profile.

Step 1: Wher	n viewing the	client's	profile	page,
click the Edit	profile button			

Client ID	XXXX2345	Favorite batteries \$	Create assessment
Date of birth	Apr 5, 2006		
Gender	Male		Edit profile
			Archive
			8 Delete Client
Detaile	d Profile		
<ul> <li>Assess</li> </ul>	ment History		
	stances	Date	

**Step 2:** Click on a section and enter the required information. When finished, click the Save button.

Detailed Profile	
Client Identification (required) *	<b>A</b>
Demographics	
Referral	
Personal	
Language	
Development	
Education	
Health	
Employment	

**Client Organization.** Clients can be in one of two statuses: Active and Archived. To archive a client, click on the Archive button in the client's profile screen. All of the client's assessment data are still visible when a client is archived.

Q-inte Dashboard	Practive™ Clients	Batteries	Assessments	Support		
	Find by: Client nam	le	Go			Create new
	Client	name			Client ID	Date of last assessment
My current clients Archived clients	Smith	, Kevin			XXXX3345	Jan 26, 2017
Practice clients				Show: 10	Showing: 1-1 of 1	First Prev Next ► Last

**Batteries Tab.** Your library of batteries displays here, and clicking on each one will show the available subtests.

**Create Custom Batteries.** Custom batteries can be created based on a client's referral. Batteries you create are saved and are found alongside the other batteries within your license. The following steps are specific to Central; however you can adjust a battery within the Assess app as well (see Chapter 4 for more information).

**Step 1:** From the Batteries tab, click the Create custom button and a panel with four white boxes will appear at the bottom of the page.

**Step 2:** Click on a test name (in this image, the WISC–V) and it will expand out. Click the Add button for your selection (i.e., the entire test or only the subtest you selected), and it will appear in the panel at the bottom. Repeat this process to add any additional tests or subtests to your battery, and then click the Configure and save button when you have finished.

**Step 3:** Give the battery a name and description, and determine its visibility. The All (name of your account) option will allow all other users within your license to see and use the new custom battery. You can change the order of the subtests on the right side by dragging and dropping. Click the Save button when you are done. The new custom battery will now appear in your fixed battery list.

	Clients	Batteries Assessments Support	
Find by: Battery name	Domain	Subtest type     Age:     Find     Resc	ot Create custom
Favorite batteries	Expand all		Duration
•	CELF-5 Ages 5- 8	A flexible comprehensive language assessment reflecting today's dip population.	verse 119 min
•	CELF-5 Ages 9- 21	A flexible comprehensive language assessment reflecting today's dir population.	verse 130 min
•	смѕ	A comprehensive learning and memory test for children.	10 min

	1	WISC-V Block Design	Visual Spatial	12 min	Add
	2	WISC-V Similarities	Verbal Comprehension	10 min	Add
4-	3	WISC-V Matrix Reasoning	Fluid Reasoning	7 min	Add
WISC-V	4	WISC-V Digit Span	Working Memory	10 min	Add
Assessment of children's	5	WISC-V Coding	Processing Speed	4 min	Add
overall intellectual ability and various specific cognitive	6	WISC-V Vocabulary	Verbal Comprehension	8 min	Add
domains.	7	WISC-V Figure Weights	Fluid Reasoning	6 min	Add
Create assessment	8	WISC-V Visual Puzzles	Visual Spatial	6 min	Add
Save to favorites	9	WISC-V Picture Span	Working Memory	7 min	Add
	10	WISC-V Symbol Search	Processing Speed	3 min	Add

Description (Optional) The first 7 subtests of WISC-V	= 📚	WISC-V - Similarities	10 mins
	= 📚	WISC-V - Matrix Reasoning	7 mins
<ul> <li>his battery will be visible to:</li> <li>Only me</li> </ul>	= 👟	WISC-V - Digit Span	10 mins
<ul> <li>All Sample Account</li> </ul>	= 👟	WISC-V - Coding	4 mins
	= 👟	WISC-V - Vocabulary	8 mins
	= 📚	WISC-V - Figure Weights	6 mins
			TOTAL TIME: 57 mins
		Back to addi	ng tests Save

Assessments Tab. The Assessment Tab organizes your assessments into four categories:

Preparation: Shows all batteries that have been created but have not been sent to the iPad.

Awaiting delivery to the device: Lists all batteries that will automatically download to the Q-interactive Assess app on your Practitioner iPad the next time you log in to the app.

**Administration and scoring**: Lists all batteries currently being administered and scored within Assess. This includes assessments that have been synced with and removed from Assess.

Reporting and exporting: Shows all batteries that have been completed and have had a report generated.

**Note**: Administrators in Q-interactive are able to see sessions across all users within the account. These are visible under the Assessments Tab as well as within each client's profile.

**Create an Assessment Session.** Use the following steps to create an assessment session for a client. You can select either a fixed battery or a custom battery.

	John Do	be		
Step 1: From the Clients Tab,	Client ID	XXXX2345	Favorite batteries	Create assessment
-	Date of birth	Apr 5, 2006		
select the client's name and	Gender	Male		Edit profile
click Create assessment.				Archive           Belete Client
	▶ Detaile	d Profile		
	<ul> <li>Assess</li> </ul>	sment History		
	Status In	stances	Date	
	There are n	ot any assessments for this cli	ent. To add one, click the 'Create a	assessment' button.

**Step 2:** Choose a battery by clicking its radio button, and then click the Next button at the top of the screen.

reate new ass	essment			Cancel 👸
Step 2	Choos	se battery	•••	Next 🕨
ind by: Battery name Favorite	Expand all	Domain V Subtrat type V Age: Find Root	Duration	Pricing overview Create custom
batteries	CELF-5 Ages 5- 8	A flexible comprehensive language assessment reflecting today's diverse population.	119 min	
0 🖌 👞	CELF-5 Ages 9- 21	A flexible comprehensive language assessment reflecting today's diverse population.	130 min	
o • 🛃	смя	A comprehensive learning and memory test for children.	10 min	
o i 🗻	CVLT-C	An assessment of verbal learning and memory deficits in children.	20 min	
o , 🤜	CVLT-II- Alternate	An assessment of verbal learning and memory deficits in adults.	18 min	

**Step 3:** Enter all of the Assessment Details. All fields on this screen are required. The scheduled assessment date and time are for your scheduling purposes only. *Normative data will be based upon the actual date of administration, not the scheduled one.* 

Step 3: Assessment information	Finish <b>&gt;</b>
Assessment title	
Assessment title	
Scheduled assessment date	
	2015 💌
Scheduled assessment time 16 v : 07 v : 00	
Time zone America/Chicago -05:00	

**Step 4:** Click the Send to iPad button, and the assessment session will move under the heading "Awaiting delivery to device." The next time you log in to the Assess app, the assessment session will be available to administer.

Q-interact	ive-		
Dashboard C	ients Batteries Assessments	Support	
			Create new
My current assessments All my assessments	Preparation		
Assessments on iPad Archived assessments	Bruce Wayne - WIAT-III	Today	Send to IPad
	Mary Sample - WISC-V	Today	Send to iPad
	Awaiting delivery to device		
	Harvey Dent - KTEA-3 Form B	Today	8 Remove from IPad
	Administration and scoring		
	Clark Kent - WISC and WIAT	Today	8 Remove from iPad
	Vicki Vale - SC1	May 1 2015	8 Remove from iPad

**Note:** The Assess app is able to hold multiple assessment sessions. You can create several assessment sessions and then push them all to the iPad at one time.

**Create Practice Assessment Sessions.** The Practice Assessment feature allows you to create **free** assessment sessions in order to learn how to use the system. Practice assessments can be used at any time during your license period. Practice assessments can be administered by clicking the Practice Assessment button on the Dashboard. Although practice assessments are administered in a similar fashion to standard assessments, practice assessments are different in the following ways:

- The Create Report, Export, and Item Level Scores buttons are disabled, and there will be no permanent record of the item responses entered during Practice Mode.
- Even though you can enter scores for each item, the raw scores, standard/scaled scores, and indexes will default to zero.

Use the following steps to create a practice assessment session:

<b>Step 1:</b> From the Dashboard Tab, click the Practice Assessment button.	Q-interactive         Dashboard       Clients       Batteries       Assessments       Support         Client name       Fevorite batteries       2       Outlock create       0       Practice Assessment       ?         Message Center       Currently there are no active messages!       Currently there are no active messages!       Currently there are no active messages!				
	Recently active clients You have no recently active clients. Once	Recently active assessments You have no recently active assessments.	Favorite batteries		
	you start using the system, this area will populate.	Once you start using the system, this area will populate.	Batteries tab, navigate to the desired battery, 'urzip' if, and click' Save to favorites'.		
Step 2: To create a new Practice	Create new assessment (Practice Assess	ment)	Cancel 😒		
Client, click the Create Practice Client button and enter the client's first and last name, client ID, date of	Step 1: Choose client				
birth, and gender. All fields are	Client name Go	Reset	Create Practice Client		
required.	Client name Client number A Date of last assessment There are no practice clients available to your account. To add one, click the 'Create Practice Client' button.				

**Note**: It may be helpful to create multiple practice clients that span a variety of ages. Assess uses the client's date of birth to determine the age-appropriate start point(s), and it is recommended that you use practice clients with dates of birth that fall within the normative age range of the test you want to practice.

Once a practice client profile has been created, the creation of batteries follows the same workflow as outlined earlier in this document. Practice Assessment sessions are identified on the Assessment tab as shown below.

Q-interactive								
Dashboard	Cli	ents	Batteries	Assessments	Support			
								Create new
My current assessments All my assessments Assessments on iPad Archived assessments	ients	@ Pi	reparation					
		John D	0oe - KTEA-3 Forr	n A			Today	Send to iPad
		Jane D	0oe - WISC-V			Practice Assessment	Today	Send to iPad

**Deleting Clients and Assessment Sessions From Central.** Administrators in Q-interactive can delete clients and/or assessment sessions from Central. **This action is permanent and cannot be undone.** Be sure to generate reports and save any data associated with the client/assessment before deletion.

The Delete Client button is found within the Client profile. Deleting a client will also delete <b>all</b> assessment sessions associated with that client.	John DoeClient IDXXXX2345Date of birthApr 5, 2006GenderMale	Favorite batteries         •)	Create assessment Save Archive Delete Client		
	Detailed Profile				
	<ul> <li>Assessment History</li> </ul>				
	Status Instances	Date			
	KTEA-3 Form A	Yesterday	8 Remove from iPad		
	Dashboard Clients Batteries	Assessments Support			
The Delete Assessment button					
only appears when you are viewing a specific assessment. Clicking it deletes only that	Battery & Results Jun 9, 2016	ssess (last sync 2:59PM Jun 9)	Croate Report Export Itom Level Scores		
specific assessment.	Client Doe, John Client Grade for KTE Examiner James Her Scheduled assessm Scheduled start time Time zone America/ Durstion 124 mins	ke e <b>nt date</b> Jun 9, 2016 • 11:57AM			

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1