WPS Technical Support

Instructional Documentation

Title: WPS Online Evaluation System - Uncomplete a Scored Form

Description: How to Uncomplete a scored form to edit the responses on the Online Evaluation System.

Instructions

1. Login to the Online Evaluation System at http://platform.wpspublish.com

2. Click into the client's name.
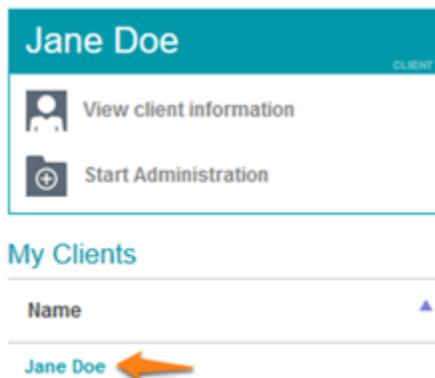
3. Click into the Assessment under **Administered Assessments** to the right of *My Clients.*
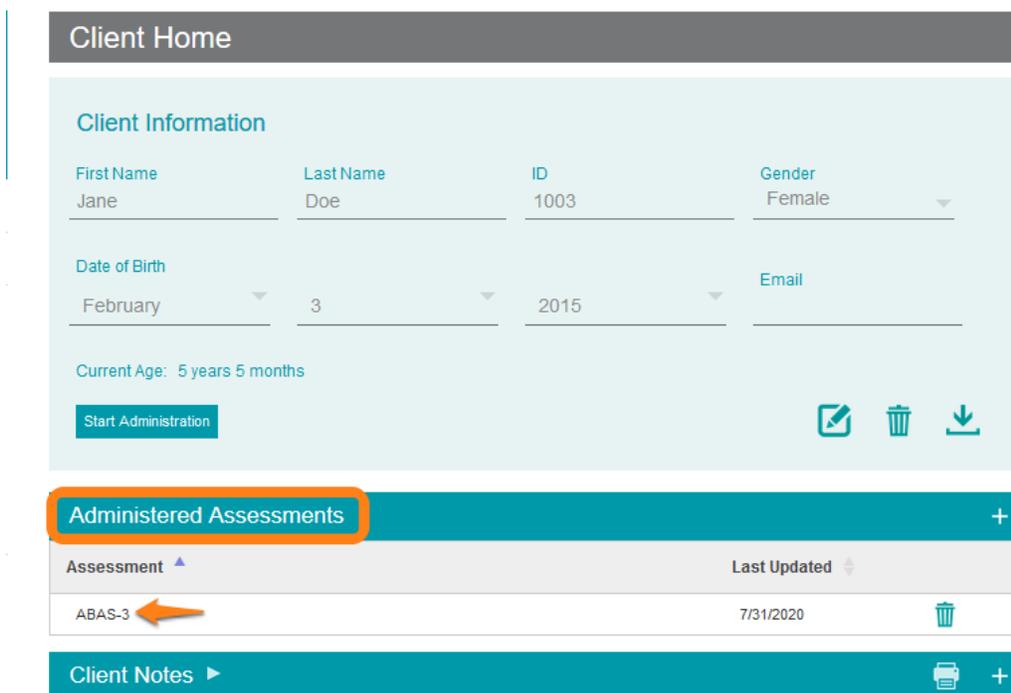
4.   Click into the **form** under the *Submitted Forms* section to open

5.   Click **Uncomplete** on the top of the form
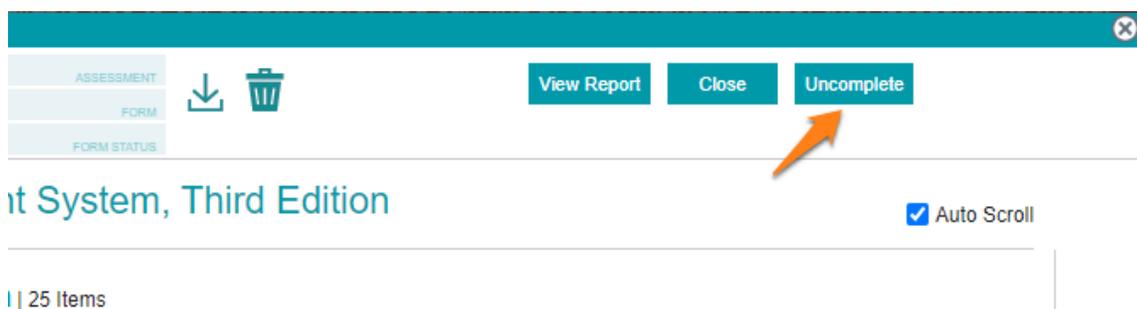
6. Click **Yes, I'm sure.**
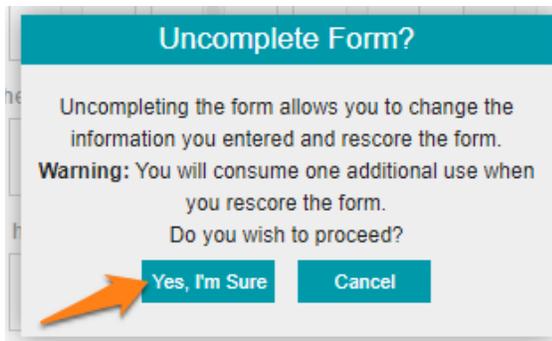
7. Click **Edit Myself.**
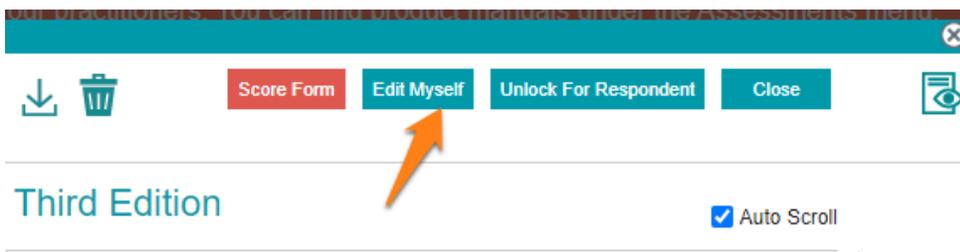
8. Edit any responses you would like to make on the form

9. Once done, click **Validate Form** on the top of the form, click **OK** then click **Score Form**. This will generate a new report with the changes that were made.
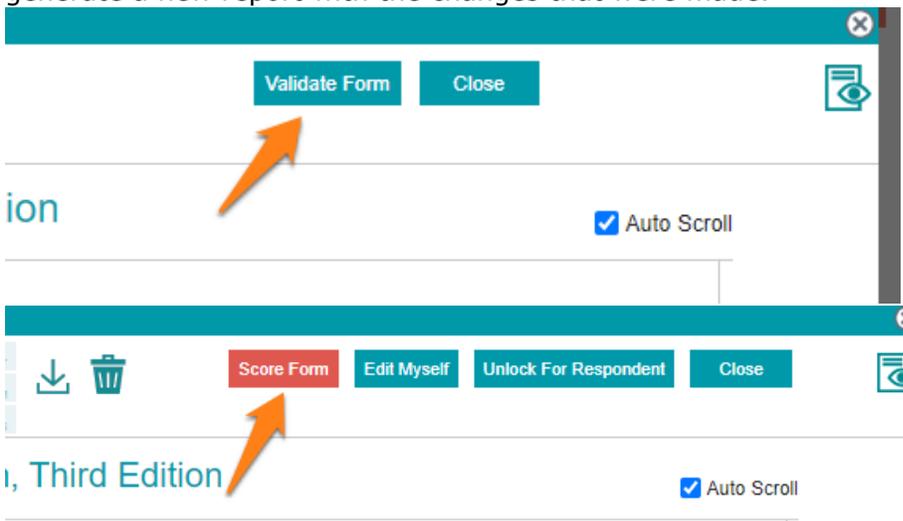
10. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.