WPS Technical Support

Instructional Documentation

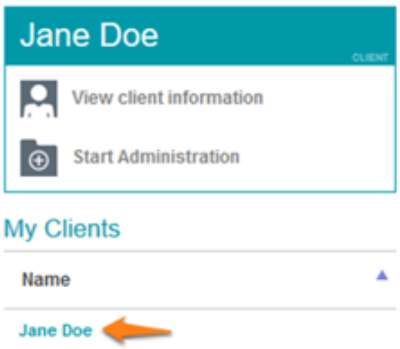
Title: WPS Online Evaluation System - Create SPM/SPM-P Quick Tips Report

Description: How to use SPM/SPM-P Quick Tips reporting on the Online Evaluation System. Once you have your initial score report for the SPM/SPM-P you can then produce a Quick Tips report. This option is only available if you have purchased the SPM/SPM-P Quick Tips.

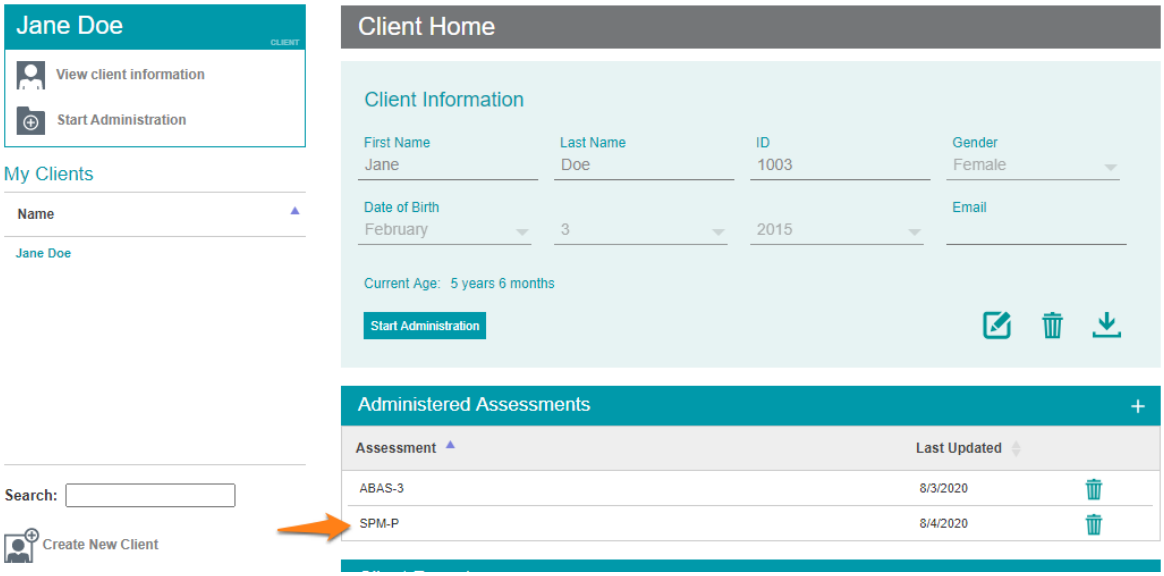
Instructions

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

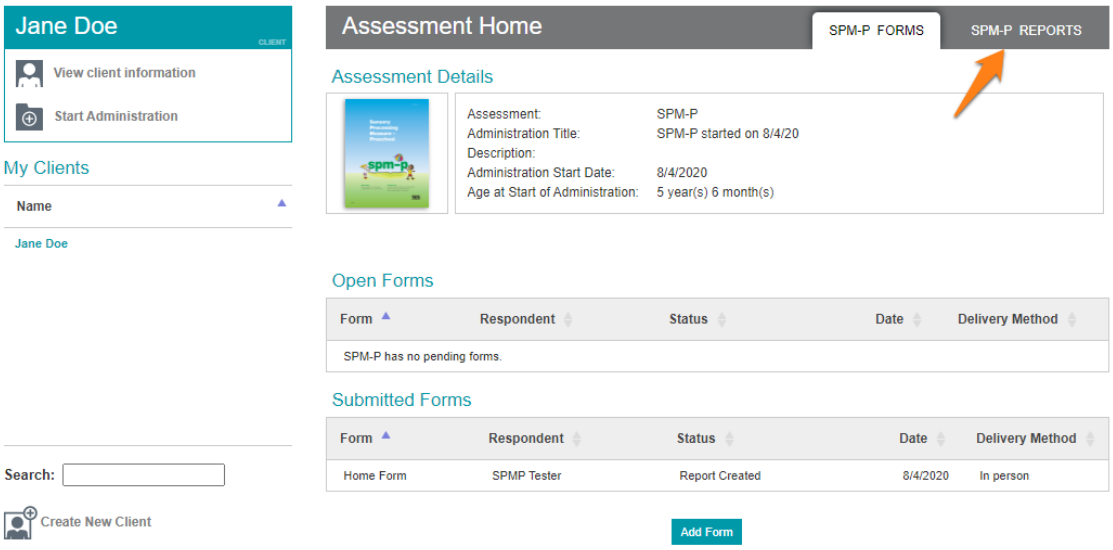
2. Click into the Client's name.



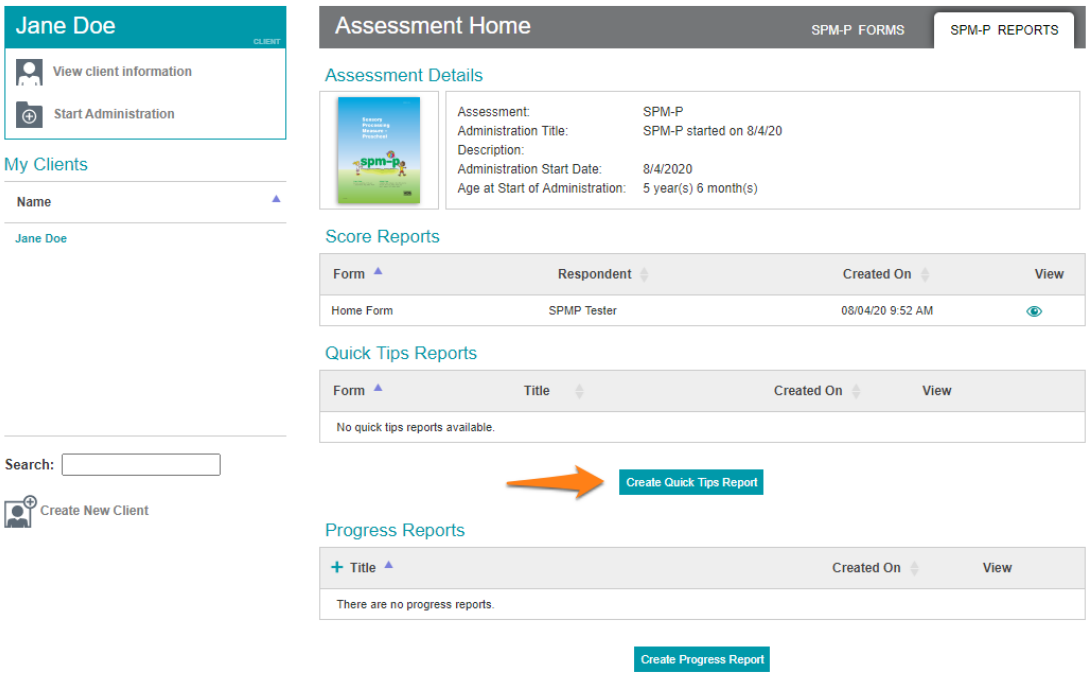
3. Click into the SPM/SPM-P under **Administered Assessments** to the right of *My Clients.*



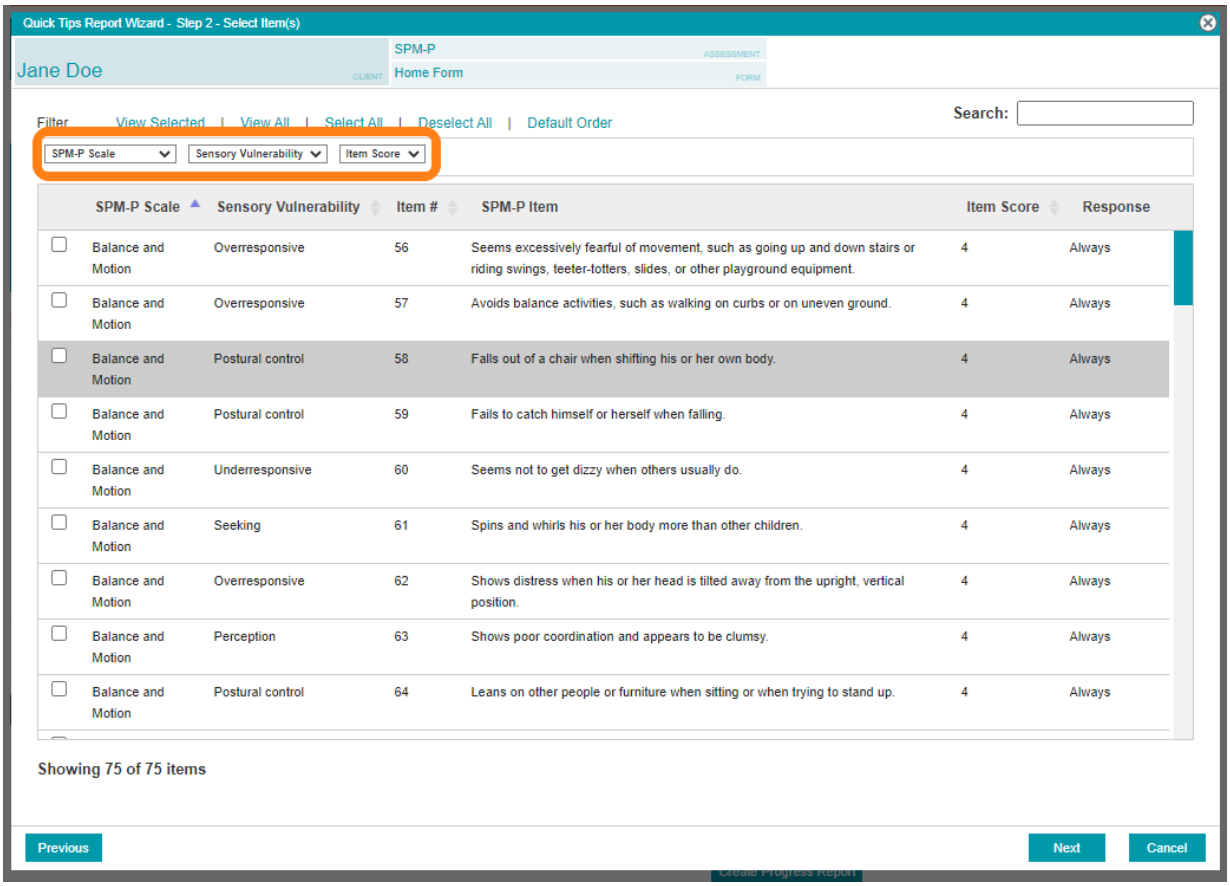
4. Click into the **SPM/SPM-P Reports** tab while in the *Assessment Home* area.



5. Find and click the button titled **Create Quick Tips Report**.



6. Select the SPM/SPM-P rating form from which you wish to generate a Quick Tips Report and click **Next**. This will open the **Quick Tips Report Wizard**. Use the drop-down menus in the upper left screen to filter items.



7. Continue to give your report a title and description and choose **Finish**.

8. The report will then be generated.

9. 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.